

**St. Maria Goretti Athletic Handbook**  
**2009-2010**

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## **ST. MARIA GORETTI (SMG) CATHOLIC PARISH SCHOOL (CPS) SMG CPS MISSION STATEMENT**

We believe that a Catholic school shares in a special way in the teaching ministry of the Church and that St. Maria Goretti Catholic Parish School brings Christ's message to the children entrusted to its care. We believe that each child is first and foremost a unique creation of God and, as such, is deserving of the love and the opportunity to develop to his/her fullest potential. The administration and teachers of St. Maria Goretti Catholic Parish School are committed to this ministry and to the children.

As members of the Christian community of St. Maria Goretti Catholic Parish School, we strive to recognize and fulfill our responsibilities towards God, towards all our brothers and sisters, towards ourselves, and towards all of God's creation.

**PHILOSOPHY** The St. Maria Goretti (SMG) athletic program strives to provide a healthy educational program of interscholastic sports for students in fifth through eighth grades at SMG Catholic Parish School. The philosophy of the athletic program is to encourage student participation, teach and model good sportsmanship, and provide instruction on the fundamental skills and strategies of each sport offered. The extracurricular sports programs offered at SMG are designed to complement the school curriculum.

**GOALS** The following are the goals of the athletic program, which are supported by the SMG Catholic Parish School staff, Athletic Association board members and the coaches:

- To provide opportunities to develop physically, emotionally, spiritually and socially.
- To provide opportunities to develop a Christian attitude toward competition.
- To provide opportunities to develop positive self-esteem through athletics.
- To provide opportunities to observe and learn good sportsmanship.
- To provide opportunities to learn self-discipline, loyalty, team play and to respect the rights of others.
- To provide opportunities to develop friendships with both teammates and opponents.
- To provide opportunities for interscholastic competition.
- To provide opportunities to learn basic athletic skills.

## **ORGANIZATION**

### **A. Athletic Association Board Functions**

The SMG athletic program is organized and administered on a volunteer basis by the SMG Athletic Association Board. The board operates under the governance of the SMG Catholic Parish School administration and the Madison Area Independent Sports League (MAISL). The functions of the Athletic Association Board are to:

1. Operate the athletic program under the policies and procedures of the SMG Catholic Parish School.
2. Administer business regarding leagues, tournaments, athletic awards, banquets, etc.
3. Support SMG Catholic Parish School's spiritual and academic programs in concert with the principal and staff. Work with the school administration in setting guidelines and direction for the athletic program.
4. Develop and submit an annual budget to the school principal; provide regular financial reports and control program funds.
5. Recruit and select coaches for each sport offered and to advise coaches in working toward the program goals. The names of all coaches are submitted to the principal for approval.
6. Determine the teams and team groupings for each sport in accordance with MAISL rules, as well as the philosophy and goals of the SMG athletic program.
7. Mediate parents' and coaches' concerns related to the athletic program.
8. Purchase and maintain equipment and procure uniforms.
9. Organize fundraising activities pre-approved by the school principal and parish administration for capital purchases of equipment and for gym maintenance and improvements.

### **B. Athletic Association Board Meetings**

Athletic Association Board meetings are open to all SMG Catholic Parish School parents and families. Non-members may address the board by requesting a place on the agenda before the start of the meeting. Board

meeting dates are available upon request. Minutes of the meetings will be forwarded to the school principal, the SMG Home and School Association and the school secretary for filing in the school office. Request for review and/or copies of the minutes may be made to the school secretary.

### **C. Athletic Association Board Members**

The following individuals comprise the membership of the current Athletic Association Board:

Mike Roche (President)  
Steve Krieg  
Bob Barker  
Chris Blum (Basketball)  
Jim Wilson  
Carla Kinney (Concession Coordinator)  
Doug VOsberg (Volleyball)  
Ray Shunk, MAISL Representative (ex officio)  
Mrs. Elizabeth Young, principal (ex officio)  
Msgr. Michael Burke, pastor (ex officio)

### **D. Coaches**

1. Coaches are selected by the Athletic Association Board and will be responsible to the board member assigned to coordinate that sport. Coaches may be asked to participate in determining team composition.
2. Coaches are responsible for upholding all policies set forth by the Athletic Association Board, the school principal and the Madison Area Independent Sports League (MAISL). The Athletic Association Board is responsible for ensuring that all coaches comply with these policies and will implement the attached Coach Discipline Policy in instances when a coach does not comply.
3. Coaches should have at least one meeting at the start of their season to acquaint parents and students with the school's athletic philosophy and policies. At that time parents and students will be reminded of their responsibilities and any questions will be addressed.
4. Coaches are responsible for all team practice and game activities in consultation with and guidance by the SMG Athletic Association Board sport coordinator.

5. Coaches are responsible for arranging team practice schedules and informing parents of practice beginning and ending times. Coaches are responsible for supervision of students from the scheduled beginning to the end of practice times.

6. The coach assumes the role of "instructor" for basic skills in the sport he/she is coaching.

7. Coaches will organize and coach the team within the program philosophy and goals. Coaches are responsible for informing the parent(s) of any student athlete who is not following the rules of conduct and for working with the parent(s) to determine the discipline that may be needed. No touching or abusive behavior of any kind is acceptable between coaches and student athletes. For recurring cases of unacceptable student athlete behavior, coaches should complete and submit the attached Student Athlete Discipline Report to the Athletic Association Board.

8. At the beginning of each season the school secretary or a board member will contact coaches regarding medical consent forms. Students may not participate in league games until the medical consent form is on file in the office. Coaches should have in their possession the student data form of each athlete at all practices and games.

9. Coaches are responsible for equipment, keys and first-aid kits, which are issued to them. Coaches will work with the designated Athletic Association Board coordinator to obtain and return equipment, first-aid supplies and facility keys.

10. Coaches are responsible for submitting team game scores to the school secretary for the school newsletter. Forms will be provided in each team folder.

11. Coaches are reminded of the philosophy and goals of the SMG athletic program outlined above. All coaches are expected to model good sportsmanship at all SMG athletic events. They are expected to conduct themselves in such a way as to reflect positively on themselves, their families, SMG Catholic Parish School and the team.

12. Coaches and volunteers that will be working with student athletes are required to have VIRTUS Training before any participation with student athletes can take place.

## **E. Parents**

1. Parents should know and support the philosophy/goals of the SMG athletic program outlined above.
2. Parents and student athletes should understand that they represent SMG Catholic Parish School when they participate in the SMG Athletic Program and are, therefore, subject to all SMG Catholic Parish School policies and procedures.
3. Parents should accompany their children from SMG athletic facilities after scheduled meetings, practices or events.
4. Parents, family members and friends are encouraged to attend games and support their children's participation in the SMG athletic program.
5. All coaches, athletes, parents and other spectators are expected to model good sportsmanship at all SMG athletic events. Athletes, coaches and officials are human beings. Everyone involved in an athletic contest may make a mistake and errors are likely to happen. Even though winning is certainly an admirable goal; it is hollow if it comes at the expense of morals, ethics and common sense. All spectators must conduct themselves in such a way as to reflect positively on themselves, their families, SMG Catholic Parish School and the team. Coaches, parents and friends of players who attend a SMG game/event are expected to:
  - Behave in a responsible manner.
  - Show respect for the opponents.
  - Always be positive in support of both the SMG team and the opposing team. Let the coaches do the coaching.
  - Recognize and acknowledge good performances made by both teams.
  - Respect and comply with the officials and their decisions.
  - Be gracious in both victory and defeat.

Arguing, debating or exhibiting any similar behavior that could be construed as harassment with any coach, official, student athlete or parent is unacceptable and will not be tolerated by the Athletic Association Board. School administration and/or official representatives of the school/parish reserve the right to request the removal of anyone who exhibits such behavior on SMG Catholic Parish School property.

## **PARTICIPATION**

All students in the fifth, sixth, seventh and eighth grades that meet eligibility criteria can participate in the SMG athletic program.

## **A. Registration**

Student Athletes must be registered for participation in a sport by the deadline set by the Athletic Board. Failure to sign up and complete all registration forms by the deadline may result in the athlete being eliminated from participation in the sport. These deadlines need to be met in order to give MAISL accurate information for number of teams and scheduling games.

## **B. Eligibility Criteria**

### **Intent**

The academic and behavioral criteria established for student participation in athletics are intended to help our students strike a balance between school and sports. By no means are these criteria set up to intimidate or threaten the students. We encourage parents, students, coaches, teachers and the principal to work as a "team" in order to achieve the goal of all students' full participation in programs of their choice.

### **SMG Athletic Handbook**

The handbook contains important information about the athletic program and policies at St. Maria Goretti Catholic Parish School. The signed "Acknowledgement" sheet must be returned to your child(ren)'s coach before participating in a game (or match) of an SMG-sponsored sport.

### **Academics**

Participation in the SMG athletic program is a privilege and is considered secondary to academics. In order for a student to be eligible to participate in the athletic program, he/she must be passing in all the subjects taught in his/her grade level. Students who consistently fail to complete their assignments or are not fulfilling the academic requirements set forth by their teachers and/or the school administration may be considered ineligible to participate in athletic program activities. SMG Catholic Parish School teachers and the principal, in consultation with the coach, will make the final decision regarding a student athlete's academic eligibility.

### **Game-Day/Practice/School Attendance**

As a condition for participation in a game, or in practice, a student athlete is required to attend school on game-day due to special circumstances, arrangements must be made with the SMG Principal prior to participating in the game.

## **Behavior**

If a student is disciplined for misbehavior during school that is considered serious by the student's teacher or the school principal; the student athlete may be suspended from playing the next weekend of games. Should a suspension from playing be imposed, it becomes effective the first weekend following confirmation of the disciplinary incident. The principal will verbally notify the student, parent(s), coach(es) and Athletic Board president of the suspension. The principal and coach will determine whether or not the student will be allowed to attend practice. Consistent behavior problems by a student athlete at school, practices or games may result in a season suspension.

A student athlete may be suspended for displaying any un-sportsmanlike conduct, insubordination or disrespectful behavior. This applies to conduct during both games and practices. In such situations, the head coach must complete a Student Athlete Discipline Report form and submit it to the Athletic Association Board.

Any student athlete who participates in fighting before, during or after an athletic event or practice will be suspended from participating for the remainder of that event or practice plus the next scheduled game. The same suspension applies to any teammate who leaves the bench during the fight. Fighting will be construed to consist of an invitation to fight (e.g., closely following an opposing player or teammate during a disturbance or making any taunting or obscene gesture or sound), punching or slugging with fists whether or not a punch is landed, wrestling or tackling.

The parent(s) of any student athlete who is suspended for any of the above reasons may appeal the suspension to the SMG Athletic Association. There is no appeal process for a student athlete that is suspended by the Madison Area Independent Sports League (MAISL) Board.

## **Academic Eligibility Process**

Academic eligibility will be determined by a student's:

- Grades
- Behavior
- Effort
- Attendance

If at any time a student athlete does not meet an expected standard, parents, coaches and the Athletic Board president will receive notice from the office that a student is in danger of becoming ineligible.

From this time the student will have 2 weeks from the day of notice to make the necessary improvements. If the improvement has not been made, the student becomes ineligible beginning that Friday after school. The possibility of reinstatement will be assessed each Friday.

Note: In case of a student's blatant or repeated disregard for the school's academic or behavioral expectations, the principal may determine immediate ineligibility.

### **Ineligible Athletes Game Attendance**

The principal, coach(s) and/or the parents shall determine ineligible athlete's attendance at game(s). The options for ineligible athlete's attendance at game(s) shall be the following:

- Sit on the team bench in street clothes.
- Sit in the bleachers.
- No attendance at all for the game(s).

### **C. Participation on Other MAISL School Teams**

SMG students may not participate on athletic teams at other MAISL schools unless the SMG Principal and the Principal from the other MAISL school agree on the arrangement.

### **D. Composition of Teams**

Whenever possible, teams will be composed of students in the same grade. If there is a need to combine grades, **have athletes play up one grade level, or split teams due to size**, as determined by the Athletic Association Board, the goal will be to maximize participation in the sport by the student athletes. The Athletic Association Board will work with the coaches to produce the most **fair and** efficient team.

### **Combining Grades to Form One Team**

If it is determined that a grade level does not have sufficient athletes to form a team after opening registration to Religious Education students, the Athletic Board will look at the possibility of combining two grade levels to form one team. The team can only be formed with athletes from grades below the formed team. The goal will be to maximize participation in the sport by the student athletes. The Athletic Board will work with the coaches

to produce the most fair and efficient team possible. The other situation that may evolve is where one team does not have a sufficient number of athletes to form a team and the grade level below feels it is in the best interest of the athletes and/or team to not have athletes play up. Then the players from this team shall be given the opportunity to play up on the next grade level.

### **Play Up Policy**

If a team does not have enough athletes to compose a team, athletes from the grade levels below may play up, if that team has enough athletes as determined by the Athletic Board. Athletes wanting to play up will be notified of the opportunity to play up. If there are more athletes than spots available to play up, a skills session will be held. The skills session will be open to all athletes interested in the opportunity to play up. The coaches from the team requesting the play up athletes will run the skills session. These coaches will evaluate the athletes' skills in a fair manner. Athletes will be selected by these coaches after evaluation from the skills session in order to bring the team up to a suitable number of athletes to complete. The Athletic Board will supervise the skills session. The goal will be to maximize participation in the sport by the student athletes. The Athletic Board will work with the coaches to produce the most fair and efficient team possible.

### **Splitting Teams Due to Size**

If it is determined that a team has a significant number of athletes, after evaluation by the coaches and Athletic Board, which may reduce athlete participation, the team may be split into two teams. A skills session will be held in order to split the team equally and fairly in terms of athletic talent related to the sport. The Athletic Board will supervise the skills session. Coaches from the two teams to be formed will evaluate the athletes skills and, with guidance from the Athletic Board, will determine the team composition of the two teams. Team composition will be based on trying to provide equal talent on each team. Teams will not be split with the intention of providing an "A Team" and "B Team". The goal will be to maximize participation in the sport by the student athletes. The Athletic Board will work with the coaches to produce the most fair and efficient teams possible.

### **SMG Religious Education**

The Athletic Association Board may determine that combining grades levels is not feasible and open participation to SMG Religious Education Program students. SMG Religious Education Program students must have been enrolled in the program for one (1) full calendar year to be considered eligible. Prior to the beginning of each sport, the Athletic Association Board will determine if there are any roster openings for any of the grades. If it is determined that there are roster openings, the openings will be

communicated to qualified SMG Religious Education students through the SMG Religious Education Program. Openings will be filled on a "first-come, first serve basis" once the appropriate registration material and fees are received by the Athletic Association Board Secretary.

## **E. Practices**

Students have the responsibility to make a commitment to attend practices. If a student athlete cannot attend a practice or game, he/she should inform the coach before the event. Both the parents and student athletes should seriously consider the commitment involved in the sport before registering to participate. Participation in games is dependent upon participation in practices. Once the season starts, student athletes will be expected to finish the season with the team unless there are unforeseen circumstances.

To honor religious education commitments, a special attempt will be made to avoid scheduling practices on Wednesday evenings after 5:30 pm.

### **Supervision at Practice**

There shall be two adults present at all practices. When male coaches are coaching female athletes, one adult supervisor must be a female. When female coaches are coaching male athletes, one adult supervisor must be a male.

### **Security at Practice**

No doors should be propped open during practice times. This is to insure the safety of the athletes and coaches.

## **F. Fees**

A set fee per student per sport will be due to the SMG Athletic Association Board prior to the student's participation. The fees are as follows:

Volleyball - \$50

Basketball - \$70

Football - \$50

Softball - \$50

Track - \$10

No student will be denied participation due to inability to pay the fee. Special arrangements can be made to allow fees to be paid. A uniform fee will be communicated to parents at the beginning of the school year if applicable.

### **Late Fee**

If the fee associated with an athlete's sport is not received by the deadline set by the Athletic Board, a \$25 late fee will be assessed to the athlete. If fees are not paid by the deadline, there is also the possibility that the athlete may forfeit participation on that sport.

### **G. Uniforms**

To show pride in the school and the team, all student athletes are required to wear an SMG jersey. The style of the jersey is such that any boy or girl student athlete can wear it while participating in any SMG-sponsored sport. An individual coach(es) also may require the student athletes on the same team to wear the same color and style of shorts or pants to ensure consistency in appearance **if not provided shorts**. SMG jerseys should only be worn at SMG athletic events, games, practices and other special events announced by the coach(es).

Uniforms must be returned to the Athletic Board following an athlete's completion in a sport. The athlete will not be allowed to participate in any sport until the uniform is returned, or may be assessed a \$40 fee if not turned in to the Athletic Board.

### **Uniform Damage Fee**

If a uniform is returned damaged, in the opinion of the Athletic Board, an athlete will be assessed a \$40 fee. This fee must be paid before the athlete can participate in a sport.

### **H. Tournaments**

The SMG Athletic Association Board will fund one non-MAISL sponsored tournament per team.

### **I. Inhalers**

Student athletes with asthma must have their inhalers with them at all times in case they are needed. This means every practice and every athletic event. If a student does not bring the inhaler, he/she will not be able to participate in any practice or event/game. Having an inhaler clearly labeled with the student's name carried in the team first-aid kit will avoid any problems.

### **AWARDS**

An awards "pot luck" banquet will be held after each season **or end of the year** to honor and thank the athletes, coaches and supporters of the program.

## **ATHLETIC EQUIPMENT**

One of the values of athletics is to teach responsibility and this applies to the care of the athletic equipment as well as other school property. SMG Catholic Parish School-owned equipment will be issued to coaches and athletes for certain sports. This equipment is to be returned to the Athletic Association Board sport coordinator immediately after each sports season. School equipment is to be used only at athletic events, games, practices and other special events announced by the coach(es).

## **SPORTS OPPORTUNITIES**

Parents are encouraged to inform their children about all the potential sports opportunities offered by the SMG athletic program during the entire school year.

### **A. Volleyball**

Girls in fifth, sixth, seventh and eighth grades may participate in volleyball and if enough boys express an interest, volleyball is offered in the spring to fifth, sixth, seventh and eighth grade boys. Practices begin soon after the start of the school year for girls and are typically held twice a week, lasting about 60 to 90 minutes. Games start in September and end in October for girls and are played during the week and on weekends depending on the league.

### **B. Basketball**

Basketball is offered to boys and girls in the fifth, sixth, seventh and eighth grades. Starting in mid-October, practices are held twice a week and run 60 to 90 minutes long. League play begins in mid-November and runs through February. Tournaments are scheduled periodically.

### **C. Softball**

Girls in fifth, sixth, seventh and eighth grades may play softball. Practices start in April and are held at the SMG field. Games begin two to three weeks later and are played at various fields in the Madison area.

### **D. Track**

The track team is open to all fifth (demonstration only), sixth, seventh and eighth grade boys and girls. The track season is short, starting the first week of April and ending with a track meet for all Madison parochial sixth, seventh and eighth graders at Edgewood High School on a Saturday at the end of

April. Practices are immediately after school and are scheduled to enable participants to attend softball practice as well. There is a meeting prior to the start of the season at which time a practice schedule is set. All track team members will have the opportunity to participate in one to three events at the track meet.

### **E. Football**

If enough students express an interest, football is offered to fifth, sixth, seventh and eighth grade boys with a fifth-sixth grade league and a seventh-eighth grade league. This is a seven-person, two-hand touch football league. Practice begins around the first day of school with games starting in the latter part of September and continuing through mid-October. The games last about an hour and are played during the week at Vilas Park. The season concludes with a tournament.

## **STUDENT ATHLETE DISCIPLINE PROCEDURES**

In the event that a problem arises between a coach, student athlete and/or parent, every effort should be made to resolve the problem on an individual basis. Communication of the problem to the student athlete and a resolution should be pursued between the coach, athlete and/or parent.

If the situation cannot be resolved on an individual basis or the conduct of the student athlete is so serious that more severe action becomes necessary, a report must be made in writing to the Athletic Association Board. The board will review this report and appropriate action will be taken, including the possibility of suspension from participation in the athletic program. The board will consult with the school principal, if necessary, to fully address the problem.

A blank report is attached to this handbook.

## **COACH DISCIPLINE PROCEDURES**

SMG coaches are responsible for upholding all policies set forth by the SMG Athletic Association Board, the SMG Catholic Parish School principal and the Madison Area Independent Sports League (MAISL). The Athletic Association Board is responsible for ensuring that all coaches comply with these policies and will implement the procedures outlined below in instances when a coach does not comply.

In all circumstances regarding coaching issues or concerns, the SMG Athletic Association Board advises student athletes, parents and/or other coaches to

discuss the issue or concern directly with the individual coach first to try to resolve the situation. Parents and/or other coaches may notify the president of the Athletic Association Board in advance that the issue/concern is being discussed with the coach.

**Notification & Investigation:**

Any student athlete, parent or other coach who believes a SMG coach has violated a policy should notify a member of the Athletic Association Board. The board member will notify the principal who is responsible for interviewing the individual who reported the issue. The principal may also discuss the matter with the coach, reserving the right not to reveal the source of the complaint. Upon concluding the investigation and determining that the coach did violate policy, the principal will follow the procedures outlined below.

**First Violation:**

The board president will consult with the principal and then provide a written warning to the coach, indicating the policy(ies) that was violated and to refrain from doing so in the future or suspension will result. The principal's decision regarding the reprimand will be final.

**Second Violation:**

The board president will consult with the principal and then issue a written notification to the coach indicating that the coach is suspended for the next game and cannot be present at any practices prior to the next game. In addition, another violation of any policy will result in suspension for the season and a new coach will be recruited to complete the season. The principal's decision regarding the reprimand will be final.

**Third Violation:**

The board president will consult with the principal and then notify the coach in writing that he/she is suspended for the remainder of the season. A new coach will be recruited to complete the season. The principal's decision regarding the reprimand will be final.

**EXCEPTION TO NORMAL DISCIPLINE PROCEDURE:**

While the above procedure will be followed by the Athletic Association Board for normal violations of policy by coaches, there may be instances in which more drastic action is required. Such instances include but are not limited to verbal or physical abuse of a student athlete. In such cases, once the board president has been notified, he/she will, in consultation with the school principal, immediately suspend the coach for participating in any practices or

games/events until an investigation can be conducted. If the investigation results indicate that a serious violation has occurred, the coach will be suspended for the remainder of the season. If the investigation results indicate no violation, the coach will be reinstated.

**STUDENT ATHLETE DISCIPLINE REPORT**

**TO:** St. Maria Goretti Athletic Association Board

**FROM:**

**DATE:**

**DESCRIPTION OF INCIDENT:**

**ACTIONS ALREADY TAKEN BY COACH/PARENT:**

**ACTION YOU ARE REQUESTING:**

