

St. Charles Borromeo School Athletic Handbook 2012-2013

The Student/Parent Athletic Handbook

This handbook is designed to acquaint our athletes and their parents with the policies and procedures that have been established for St. Charles. The purpose of this handbook is to give the prospective and current Cardinal athlete some indication of the goals and expectations with which they will be concerned. In this program of team participation, the athlete not only develops mentally and physically but also broadens concepts of teamwork and sportsmanship. With these thoughts in mind interscholastic athletics have been included in the total educational program at St. Charles School.

Athletic Philosophy: St. Charles is committed to offering an athletic program that facilitates the spiritual, emotional and physical growth of our young athletes. We will provide our athletes with the opportunity to

- *Utilize the talent and ability that God has given
- *Develop good sportsmanship, teamwork, and individual responsibility
- *Prepare a foundation for future development as an athlete, young woman or young man
- *Demonstrate integrity and quality in all that they do

School Conference: CYO – Catholic Youth Organization

School Colors: Red and Blue

School Nickname: Cardinals

School Song:

Hail to the Cardinals valiant
Hail to the conquering heroes
Hail, hail to St. Charles
The leaders and the best

Hail to the victors valiant
Hail to the fighting heroes
Hail, hail to St. Charles
We rise above the rest.

Lyrics by David Brown, St. Charles Class of 1994. Introduced 10/29/93. Tune: Michigan Victory March.

Cardinal Athletic Programs

Basketball	Winter	Boys/Girls	grade 5 team, grade 6 team, grade 7 team, grade 8 team
Cheerleading	Year-round	Girls	grade 5 team, grade 6 team, grade 7 team, grade 8 team
Cross Country	Fall	Co-ed	one team grades 5 through 8
Football	Fall	Boys	grade 5 and 6 team, grade 7 and 8 team
Soccer	Spring	Boys/Girls	grade 5 team, grade 6 team, grade 7 team, grade 8 team
Softball	Spring	Girls	grade 6 team, grade 7 team, grade 8 team (fast-pitch)
Track	Spring	Co-ed	one team grades 5 through 8
Volleyball	Fall	Girls	grade 5 team, grade 6 team, grade 7 team, grade 8 team
Wrestling	Winter	Boys	grade 5 through 8 (Club offered at BD, CYO Meets)

General Athletic Guidelines

St. Charles offers a variety of athletic programs, in which each team has goals of their own. However, all programs share the following philosophy:

At the 5th & 6th grade level*, our goals include:

- a. Developing basic skills
- b. Maximum participation is encouraged
- c. Learn the value of team play
- d. Learn to win and lose with respect

*Coaches will do their best to give all athletes playing experience. Providing additional scrimmage time after regularly scheduled games will typically do this.

At the 7th & 8th grade level**, our goals include:

- a. Skills and techniques are enhanced
- b. Developing specific positioning and game skills
- c. Learn the value of each role on a team
- d. Prepare for high school – skills, positioning & discipline

**Coaches at this level are dedicated to preparing our athletes for high school athletics

Under specific circumstances, the St. Charles 7th grade athlete that excels may be given the opportunity to play at the 8th grade level. The reason is to allow this player to continue to grow at the level he/she needs. The 8th grade head coach involved initiates this opportunity. The athlete, parents, athletic board, principal and pastor, must concur with decision.

At other grade levels, grades may be combined only if additional athletes are needed to complete a team.

Parent Concerns and Questions

If anytime during the season, there are concerns about the program, please contact the coach first. Most concerns are handled more efficiently and effectively at this level. If this does not prove to be effective, please bring your concerns to the coordinator of that specific sport. If the concern is still not resolved, please contact an athletic board member (preferably the girls or boys vice-president). You also may want to request to be added to the agenda of the next Athletic Board meeting. Athletic Board meetings are generally held on the first Thursday of each month during the school year.

General Athletic Information

Athletic Association Meetings: Athletic Association Meetings are held every month. All parents and adults involved in student athletics are part of the Athletic Association. Everyone is invited to the open meetings scheduled for August, October, February and May.

Athletic Awards: Athletic Award Ceremonies are held for all 7th & 8th athletes in May. Athletes and their parents are invited. All athletes are honored. The Kettman Scholarship is awarded at the 7th & 8th grade Award Ceremony. This is a one-year partial scholarship for a student entering Bishop Dwenger High School.

Physicals: Physical examinations are required prior to participation in the St. Charles athletic program. The physical form must be completed by a physician and submitted to the school office PRIOR to participation in a sport. Physicals must be dated after May 1st for the following school year. The completed form will be filed in the school office.

School Cancellations: Whenever school is canceled due to weather or other local emergency, all after-school activities scheduled for that day will also be canceled.

Student/Athlete Insurance: Insurance is provided to all St. Charles students. Payment is included with annual school fees. This is supplemental insurance. Claims must be filed within 90 days of an accident. For additional information see INSURANCE in the Parent Handbook. To obtain a claim form, or for further questions, please contact the school office.

Fund-raisers: St. Charles has an annual athletic budget in excess of \$20,000. The cost of this budget is partially funded by an athletic fee of \$15 per player per sport. This fee helps cover CYO fees (player and team), equipment and uniforms. Since this money is used in our general fund, it is nonrefundable. The athletic fee must be turned in to the coaches at the beginning of each season. Checks payable to “St Charles.”

Beginning in 2005, there will be a “fund-raising” fee charged to each athlete. This is associated with the Burger King “You can lend a hand” program. Each athlete will be charged \$30 at the beginning of the first sport he/she participates in. When the “You can lend a hand” drive is initiated throughout the diocese, the athletes will receive 10 Burger King booklets. The athletes can sell these for \$3 each to recoup the \$30 already paid. The athletes keep the money raised by selling the booklets. For families with multiple students, the 2nd and 3rd students will be charged a reduced rate.

We have tried to keep all fees affordable. We do not wish to discourage participation due to the fee. If you are having financial difficulty, please contact the Athletic Director.

In addition to the athletic fee, the Athletic Association also sponsors the following fund-raisers: Pancake Breakfast, Donations from Sport Physicals, Concession Stand, Fish Fry, Golf Tournament.

Please support as many of these fund-raisers as possible. Volunteers are also needed, if you would like to help, please contact a board member.

Scholarship Award in Memory of Bob & Sue Kettman

The St. Charles Athletic Association, together with the family of Bob and Sue Kettman, sponsors this scholarship in the memory of Bob and Sue Kettman. The Kettmans were members of St. Charles Parish and very active in the athletic association and coaching. They died in the Beverly Hills Supper Club Fire (Kentucky) in the late 1970's. The Bob and Sue Kettman Scholarship was established in their memory with the first scholarships awarded in the spring of 1978. Since then, two scholarships have been awarded each year. The scholarship awards a one-year partial scholarship of \$1,500 to one young woman and one young man to Bishop Dwenger High School. The Athletic Association adds money every year to Kettman Fund so that one day the accrued interest will pay the \$3000 scholarship money and the principal will be untouched. The Kettman Fund is close to meeting this goal of being fund self sustaining.

Name of Award: Bob & Sue Kettman Athletic Award & Scholarship

Qualifications: The recipient (8th grader) shall have participated in at least one varsity sport (athlete or manager). The student must have maintained a “C” average in 7th and 8th grade academic subjects and plan to attend Bishop Dwenger.

Nominations: 8th grade head coaches will submit nominations to St. Charles Athletic Director.

Selection of Winners: A selection committee comprised of 1) school principal or 8th grade faculty member, 2) Parish Priest, 3) Athletic Association President, and 4) 8th grade Boys team Coaches for boy nominee and 8th grade Girls team Coaches for girl nominee will review nominations and select winners on the basis of character, leadership and need. The candidate should be an outstanding individual who is exemplary to both students and athletes. In other words, the honor should be given to the person who truly deserves such an award, and need not be the “best” athlete. The recipients will also receive certificates and have their name engraved on a permanent plaque that will remain at St. Charles.

Award Plaque: The plaque reads as follows: In memory of Bob and Sue Kettman, who gave their time and talent to the enrichment of St. Charles’ students.

The recipient has combined excellent leadership, determination, and character in scholastic work and athletics. This individual has demonstrated school spirit and sportsmanship to the other students. The award provides a one-year scholarship to Bishop Dwenger High School. The scholarship has been capped at \$1,500.

Athletic Association Organization & Responsibilities

Athletic Board: The Athletic Board is a volunteer committee that works together to provide an athletic environment that stimulates the growth of all student athletes at St. Charles. Each person on the board is dedicated in assisting with all responsibilities of the athletic board. These responsibilities include evaluation of the program, assisting with fund-raisers, and any other duties as designated.

Duties: 1. Establish and govern athletic policy for the entire interscholastic athletic program. 2. Approve and recommend the annual athletic budget. 3. Hold open forum meetings for the discussion of the athletic concerns of the coaching staff and student athletes. 4. Annually update the Athletic Handbook.

Athletic Director: The Athletic Director is directly responsible to the Principal whom, in turn, is responsible to the Pastor of the Parish or his designee (i.e. associate pastor). The primary responsibility of the Athletic Director is the administration and supervision of the interscholastic athletic program in St. Charles Parish. He/she will provide the leadership necessary for the day-to-day operation of the athletic department.

Duties: 1. Directs the operation of the athletic program. 2. Assists in approving and supervising coaches. 3. Evaluates the athletic program and the athletic staff. 4. Becomes the CYO Parish representative (or assigns this duty to another board member) and attends St Charles School Board meetings.

Vice President - Boys and Girls: The Vice Presidents provide assistance in organization and communication with the coaches and athletes.

Duties: 1. Assists in approving and supervising coaches. 2. Provides communication to coaches. 3. Collects athletic fees from coaches. 4. Verifies eligibility. 5. Checks physicals. 6. Maintains list of coaches and rosters. 7. Verify that all coaches and assistants have completed or have on file in parish office a "volunteer background screening authorization" form

Treasurer: The Treasurer is primarily responsible for the tracking of moneys that flow through the Athletic Association & the Kettman Scholarship Fund.

Duties: 1. Coordinates annual athletic budget. 2. Approves routine expenses. 3. Maintains uniform records. 4. Maintains income and expense records. 5. Prepares annual reports.

Secretary & Assistant Sec.: The Secretary and Assistant Sec. assist the Athletic Director with all Athletic Association functions.

Duties: 1. Plans & coordinates all Athletic Association functions, including year end award ceremonies. 2. Maintains calendar and notes on all athletic board functions. 3. Maintains updates to Athletic Handbook. 4. Distributes minutes and other communications for newsletters, bulletins, coaches, etc.

Marketing Director: The Marketing Director assists in the coordination of all athletic fund-raisers.

Duties: 1. Assists in coordination of annual fund-raisers. 2. Evaluates present and recommends future fund-raisers. 3. Helps find volunteers for annual fund-raisers. 4. Provides records to treasurer.

Gym Scheduler: **Duties:** 1. Responsible for maintaining the Hession Center and School Gym schedule for all St Charles School athletic teams. 2. Works closely with coaches throughout the season. 3. Updates facility use schedule continuously throughout the season.

Head Coach & Assistant Coaches: All coaches at St. Charles are volunteers. Coaches shall be responsible to the Athletic Director for the total operation of their respective sports programs. All coaches shall act as official representatives of the school as they carry out their interscholastic athletic responsibilities. All coaches will be responsible for the normal duties required of interscholastic competition, those duties described in the coaches' job description, and/or any duties delegated by the AD. All Coaches and volunteers will need to complete a "Current Employee/Volunteer Background Screening Authorization" form and turn this into the parish office.

Duties: 1. Represent the school in interscholastic activities. 2. Conduct their work within the framework of the goals of the school, the policies and procedures of the department of athletics, and the regulations of the St Charles Policy Handbook for Coaches, diocesan policies, and state statues. 3. Determine team selection fairly. 4. Strictly enforce eligibility rules. 5. Consider athletics as part of the total educational program, encouraging athletes to work to their maximum ability in academics as well as in sports. 6. Exhibit proper and exemplary behavior at all times. 7. Implement the Code of Conduct for all athletes. 8. Are entirely responsible for the supervision and guidance of students in their charge. 9. Check physicals and eligibility with Vice President.

Athlete's Code of Conduct

You are responsible for developing the necessary self-discipline to attain and maintain the appropriate mental and physical condition required for peak performance. Another responsibility you assume as an athlete is to your school. Since more is expected of you than other students in matters of school citizenship, leadership and personal sacrifice, athletes will be expected to make a sincere effort to achieve and maintain a satisfactory scholastic standing in the classroom. As an athlete you will have to sacrifice in terms of time, effort and other outside activities. Frequently, your conduct and attitude both on and off the field contribute to judgments made by students and community about our school. Such a responsibility requires that you engage only in activities that bring credit to yourself, your family and your school. You may quickly recognize that you are a model for younger athletes and as a model it is natural that they emulate your attitudes and actions.

The following are specific responsibilities for each St. Charles athlete. Each individual coach may give additional responsibilities.

Attendance: When accepting the responsibility of participating as an athlete in any of our sports, you are responsible for being present at all set meetings, practices and games unless excused by a doctor or have prior consent from your coach.

Student athletes who do not attend school at least one-half day, especially for reasons of health, may not participate in any after school practice, games, or meetings on that day.

Having an unexcused absence could result in disciplinary action by the coach.

Attitude: Your appearance, talk and actions may influence people's opinion of you, your team and your school. Once you have volunteered to be a member of our team, try to do what you are capable of and what is expected of you.

CYO Policies: As a St. Charles athlete, you must adhere to all CYO policies.

Dress and Appearance: Take pride in your appearance. You should attempt to look as well off the field as on. Whenever you are before the public, you reflect your school and community. Your appearance shall be; clean and neat, and conform to the sport and individual coaches' rules.

Good Citizenship: As a member of an athletic team, you are expected to be an outstanding example of good citizenship in the school classroom, during athletic competition and away from school.

Good Study Habits: Education is the Key to Success for your future. Adequate study time is required for good grades. Your primary responsibility is to fulfill your highest potential as a student first, and athlete second. (See Eligibility Rules)

Injuries: Injuries should be given immediate attention. Please notify coaches of any injuries or illness as soon as possible.

Please note: All students are subject to the disciplinary and eligibility policies and procedures and listed by the school in the attached St. Charles Parent Handbook.

If an athlete is found in violation of the school's disciplinary or eligibility policies, coaches may, with approval of the Athletic Board, dispense additional disciplinary consequences for said athletes in violation.

CYO Policy

CYO has established its own Constitution and associated Policies. Highlights of the policies are listed below. See the Athletic Director (or designated Parish Representative) for an official copy of CYO Constitution and Policies. Additional CYO policies for each individual sport are given to the respective coaches.

1. **CYO MISSION:** The athletic program is to provide reasonable physical education, to instill a Christ-like code of sportsmanship and to give an opportunity for participation in athletics at the grade school level.
2. **CYO THEME:** The underlying theme of every program shall be: "It is not important who wins: it is important that youth play."
3. **AGE ELIGIBILITY:** Any player 16 years old on or before August 1 is ineligible to play in the CYO program that school year.
4. **GENDER ELIGIBILITY:** Boys must play in boys' sports and girls just play in girls' sports.
5. **SCHOOL ELIGIBILITY:** A student must be registered in the school they are playing for and have not completed the eighth grade. Any student added to the school squad after the season starts may become eligible in the CYO League, provided all other rules are observed and the student's name is submitted to the CYO office by the coach.
6. **MULTIPLE AND SINGLE TEAMS:** This applies to the varsity (7th & 8th) teams
 - A. For a school that enters 2 teams in any sport: Each athlete may play on a higher grade level team, BUT MUST stay on that team for the duration of the season and tournament.
 - B. For a school that enters only 1 team in any sport: Each athlete may play on a higher grade level if the school does not have enough players to make a team. That same athlete MAY also compete on a team of his/her own grade level.
 - C. Please see individual sport rules for exceptions to A and B above
 - D. A Player may only play on one tournament team with the exception of Rule B
 - E. One team per grade level can be entered in tournament play
 - F. The reason and name of any player that will be moving up (per Rule A or B) must be submitted by the Parish Representative to the CYO Office for approval.
7. **SCHOLASTIC SUSPENSION:** It is the CYO policy for the Pastor/Principal to handle all discipline and scholastic problems.
8. **TEAM REQUIREMENTS:**
 - A. **CYO Consent Forms:** CYO Consent Forms MUST be signed by a parent or guardian and returned the CYO Office by the date given for each sport. Only one consent form per year is required.
 - B. Also, a player fee per sport (including cheerleading) must be turned into the CYO Office prior to the start of each season. Violation of this rule will result in the athlete not being allowed to play until the situation has been corrected.
 - C. **Team Roster:** In the 7th * 8th grade divisions each team may dress a total of three complete teams for any game, however more players may be carried on the roster.
 - D. **Awards:** All awards will be presented after the championship tournament game of each division.
9. **GAME CHANGES:** ALL game changes must be arranged through the CYO Office.
10. **DIVISIONS:** The Divisions Committee shall place teams/schools in divisions based on the following guidelines:
 - a. Enrollment figures will be used for division placement if more than one division is required.
 - b. A team may request to move up or down a division (based on ability). Final decision is the responsibility of the Executive/Divisions Committee.
 - c. **Combining of Schools:** Schools wishing to combine with another school(s) to create a combined team must submit a formal request through their Parish Representative to the CYO Board. The following criteria will be considered: enrollment, geographic location, and number of available athletes.

11. ADULT SUPERVISION: The CYO recommends a FEMALE ADULT be present on the bench, in the locker room, and suggested to be at all practices if a girl's team has a male coach or coaches. Vice versa if a boy's team has a female coach or coaches.
12. CYO WORKERS: Priority of workers will be given to students of one of the Catholic High Schools.
13. PENALTIES
 - A. Protest Rules: There is no protest rule in the CYO. The official's game decisions are final. A grievance of any nature must be submitted in writing to the CYO Office.
 - B. Penalty of eligibility: Infractions is an automatic forfeiture of all games in which the player or team participated in.
 - C. Unsportsmanlike Conduct: Any use of profanity, gestures, physical display of temper or verbal/physical harassment of officials, coaches, players or spectators will constitute unsportsmanlike conduct.
 - D. If a player, coach or spectator is ejected from a game they will be suspended from the next scheduled CYO game.
 - E. Any ejected player or coach may appeal this ruling within 48 hours of incident with a written request to the CYO Office. The Parish Representative will file this request. The official will also file a report. The officers will then make a decision. Findings of the officers will be final and binding. If the official's report is not submitted within 48 hours, the suspension from the next CYO game will not be upheld.
14. DETERMINING REGULAR SEASON TIE-BREAKERS:
 - a. Two-way ties: Head to head winner
 - b. Three-way ties: Head to head, Team with most total net points against the other two tied teams, Coin toss.
15. GRIEVANCES: A grievance of any nature must be submitted in writing to the CYO Office through the school's Parish Representative.

CYO revised 11/18/04

Cardinal Athletic Code of Conduct Agreement

The purpose of this Code of Conduct Agreement is to establish sportsmanship conduct guidelines for St. Charles student athletes and parents. The St. Charles Athletic Association realizes that the involvement and support shown by the majority of parents towards their student athlete, coaches, official and other spectators is of a positive manner. It has, however, become evident that insensitive and disrespectful individuals who choose to embarrass themselves, their sons/daughters, our school tradition, and all others around them during or after practices and competition have ruined past St. Charles Athletic events. These actions are usually directed toward coaches, officials or players. We feel strongly that these actions are detrimental to our Athletic Philosophy and will not tolerate this type of action. As a result, we find it necessary to require each student athlete and parent to review and sign the following Code of Conduct Agreement.

St. Charles School requires that all student athletes, parents, coaches and spectators at games or practices conduct themselves within the parameters of good sportsmanship. Parents must provide a positive example for the young student athlete whom we support. Parents and student athletes are encouraged to show good sportsmanship and Christian attitude at all times.

Student athletes and their parents are required to adhere to the CYO code of Conduct as described in the St. Charles Athletic Handbook.

We promise to be good sports! We have read and agree with the St Charles code of Conduct Agreement. We will honor a high standard of good sportsmanship and behavior at all times. We understand the consequences of our actions should we fail to do so.

Please read, sign, and return the form on page 57. Thank you.