

# **ST. JOHN THE BAPTIST CRUSADERS ATHLETIC HANDBOOK**

**St. John the Baptist Catholic School**

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## GENERAL INFORMATION

### Mission of St. John the Baptist Catholic School

St. John the Baptist Catholic School is committed to Catholic formation and academic excellence, preparing students to be productive citizens and faith-filled servants of God.

### Mission of St. John the Baptist Catholic School Athletics

St. John's Athletics Program is committed to fostering a Christian spirit of sportsmanship, fitness, healthy self-image, and ability to work with others as a team.

### Athletic Policy (Summarized)

As outlined in school policy 4000-SJ-01, to participate in athletics, students must be enrolled in the school and meet academic and conduct standards. Coaches must be parents of children enrolled in school (only principal can approve this exception) and must model behavior consistent with morals and values taught in the school.

### Athletic Philosophy

As a Catholic school, St. John's upholds Christian values and principles. We recognize the real value of Catholic school athletics is realized only if it fosters the development of the human person both in spirit and in body. We strive to cultivate Christian character, strengthen personal integrity and responsibility, and promote the pursuit of excellence in all endeavors. We accomplish this through the collective effort and shared responsibility of all parents, students, coaches, school staff, and parish community.

Participation on a St. John's athletic team is a privilege. This privilege carries responsibilities in the areas of preparation, attitude, sportsmanship, and academics. These responsibilities exist both in and out of school, as well as in athletic and non-athletic settings.

### Conference Affiliation: Huntsville Independent School League (HISL)

Member Schools may include, but are not limited to:

- St. John's Catholic School
- Covenant Christian Academy
- Grace Lutheran
- Holy Spirit Regional School
- Holy Family Catholic School
- Lincoln School
- Oakwood Academy
- Randolph School (K-6<sup>th</sup> only)
- Madison Academy (K-6<sup>th</sup> only)
- St. Ann's Catholic School (Decatur)
- Excalibur
- Valley Fellowship
- Westminster Academy
- Whitesburg Academy (K-6<sup>th</sup> only)

## Levels of Competition

<u>LEVEL</u>	<u>Pre-K - 4th</u>	<u>5<sup>th</sup> / 6<sup>th</sup></u>
	Teams should be inclusive, instructional, positive and non-competitive.	Teams should continue to be inclusive, instructional, and positive and introduce basic strategies of the sport.
<b>COMMITMENT REQUIRED</b>	Low Team practices/games approximately 2-3 times per week.  Athletes should try to attend all practice and games.	Moderate Team practices/games approximately 3 times per week.  Athletes should commit to attend all practice and games.
<b>EVALUATIONS</b>	Yes Evaluations are used to make teams of comparable skill level.	Yes Evaluations are used to make teams of comparable skill level.
<b>COMPETITION</b>	Games may be intramural, or officiated.	Officiated games against other HISL schools. Season ends with a conference tournament.
<b>PLAYING TIME</b>	Coaches shall strive to provide players equal playing time in each game.	Coaches shall strive to provide players equal playing time over the course of the season.
<b>SKILLS EMPHASIZED</b>	<ul style="list-style-type: none"> <li>• Basic skills</li> <li>• Introduction to team dynamics and basic game rules</li> </ul>	<ul style="list-style-type: none"> <li>• Basic skills reinforced</li> <li>• Individual fundamentals introduced and reinforced.</li> <li>• Formal game strategies introduced.</li> </ul>

## Athletic Teams at St. John's Catholic School

The following sports are offered at St. John's.

<b>Season</b>	<b>Girls</b>	<b>Boys</b>	<b>Co-Ed</b>
<b>Fall</b>	<i>Volleyball</i>		<i>Soccer</i>
<b>Late Fall/Winter</b>	<i>Basketball Cheerleading</i>	<i>Basketball</i>	
<b>Spring</b>			<i>Indoor Soccer Track and Field</i>

### Registration and Fees

Information on sign-up dates will be posted. Fees are assessed for each individual sport and should be paid during registration. Late fees will apply to late registrations.

Athletes need to turn in the following forms by the due date for their respective sports:

- Registration Form and Fee
- Athletic Contract (5<sup>th</sup>-6<sup>th</sup>)
- Physical Examination Form (only for 5<sup>th</sup> grade and above, once per year)

Players will not be allowed to participate in any athletic activity until the physical examination form is on file.

### Coach Selection

Prospective coaches (head and assistant) shall fill out a coaching application form during the registration period for their respective sports. Coaching positions will be assigned by the Athletic Director and approved by the School Administration.

### Player Evaluation and Team Selection

In the event that more than one team is formed per age group, teams shall be selected based on player evaluations. Player evaluations shall be done in order to divide teams equally at all levels.

The PE teacher will be involved in evaluations for younger students where possible.

For A/B level placement and when evaluations are necessary for team selection, evaluations shall be held on multiple days (2 minimum) in an effort to have all players available. Players must attend a minimum of one evaluation and are encouraged to attend them all. The Athletic Director and Sport Coordinator shall oversee the evaluation process while head coaches for the sport being evaluated shall run the evaluations. The Athletic Director may also appoint individuals to assist/run drills for the evaluations. Team selection shall happen after evaluations and parents will be notified.

Players that do not make any of the evaluations shall not be placed on a team. The Athletic Director and School Administration will handle any special circumstances.

Additional information regarding evaluating players will be included in the mandatory coaches meeting.

## Coaching Shortages

In the event there are not enough coaches for the number of players registered, evaluations will also be used to determine which players will get to play and which ones will not. Registration fees will be returned to all players not selected to play.

## Maximum Number of Teams

The School Administration and the Athletic Director will determine the maximum number of teams that can be supported in a given season. If the maximum number of teams in any sport is reached, evaluations will also be used to determine which players will get to play and which ones will not. Registration fees will be returned to all players not selected to play.

## *COACHING EXPECTATIONS*

Coaches are considered to be an extension of the school and parish ministry. It is a coach's responsibility to set the tone and give direction to the team.

## Youth Protection

Every three years, all coaches, assistant coaches and team helpers must complete Diocesan Child and Youth Protection training and complete an AS-1 form for the required background check. Verification of this training occurs at the beginning of each season.

## Concussion Action Plan

Every year, all coaches, assistant coaches, and team helpers must complete online concussion training. ([www.cdc.gov/concussion/HeadsUp/online\\_Training.html](http://www.cdc.gov/concussion/HeadsUp/online_Training.html)). Certificated verification must be turned in prior to the first coaching assignment for the school year.

## Application

Each coach must fill out an application and is selected by the Athletic Director/School Administration. Coaches are required to attend a coaches meeting and sign a Coach's Code of Conduct form.

## Conduct of Coaches

Coaches as role models foster good sportsmanship and teamwork among coaches and athletes. Annually, each coach shall be required to sign a Coach's Code of Conduct form. This code outlines detailed expectations for all coaches and assistant coaches. Of particular importance is the language that is used with the athletes, focus on sportsmanship, and treatment of officials.

## Coaching Duties

Includes but are not limited to:

- Plan practices (making sure two adults with youth protection are there at all times)
- Supervise athletes at all times until they are picked up from practices/games
- Make sure athletes warm up properly before practices/games
- Maintain safe playing conditions
- Ensure clean facility at end of practices/games
- Communicate clearly with athletes and parents
- Fulfill record keeping /clerical responsibilities (includes uniform distribution and collection)

## Communication with Athletes and Parents

Coaches are not required to discuss or defend coaching strategies. During the season, discussions of individual concerns regarding your athlete should always be done in person. If a face-to-face meeting is not possible, a phone call is preferable to email.

## Practices

Practice times and sites will be assigned by the Sports Coordinator. Coaches are not to schedule additional practices, games/scrimmages outside the schedule or outside the St John's facilities without prior consent of the Athletic Director. When school is cancelled due to weather there are **NO** practices or games that day.

## Transportation

Coaches may not transport players in their personal vehicle. It is the parents' responsibility to provide transportation for their children.

## Prayer

In our Catholic community, prayer is not only permitted, it is welcomed and encouraged. Prayer should become an essential component of a team's culture, not just a rushed event before or after a game or practice. Coaches are encouraged to build and create spiritual traditions into their approach to coaching.

## End of Season Celebration/Athletic Banquet

At the end of each season a team reception and awards are provided for Pre-K through 4<sup>th</sup> grade athletes. Athletes in grades 5-6 are invited to attend the Athletic Banquet held in May of each year.

## *STUDENT EXPECTATIONS*

Students and parents should recognize that participation in the athletic program is not a right of all students, but a privilege. By joining the school's athletic program, a student becomes a representative of his/her team and of St. John's Catholic School.

## Eligibility

Only students currently attending St. John's Catholic School shall participate in the school athletic program.

We expect student-athletes to maintain academic and behavioral standards in keeping with the St. John's School Student-Parent Handbook. These guidelines apply while on school premises, during practices and competitions, and in the public arena.

Students in grades 5-6 may not be allowed to participate in sports program if they have an average below C in any of their subjects at the time report cards are distributed. Eligibility is determined at each quarterly report card. For fall sports, the preceding year's fourth quarter report card is used to determine eligibility. (*The Athletic Director is responsible for informing a coach of student-athletes that are not eligible to play.*)

Ineligible students are not allowed to attend practice or play in games and will be re-checked every two weeks from the official marking period.

If a student receives school suspension, he/she may not participate in practice or games during the suspension. Furthermore, the student will be suspended for one game following the school suspension.

## Student-Athlete Behavior

Students shall model behavior consistent with the Catholic values they are taught at St. John's Catholic School. As representatives of St. John's Catholic School, students shall be role models to the school and community while fostering good sportsmanship and teamwork through their participation in the athletic program.

## Attendance

All student-athletes must be in attendance at least  $\frac{1}{2}$  of the school day (3.5 hours) to participate in practice or a game. Students who do not participate in PE class due to illness or injury may not participate in sports that evening.

All student-athletes must recognize the time commitment made to a team. Students are expected to attend all practices and games. If they cannot attend a practice or game, the coach should be notified in advance. Consequences for missed practices or games will be provided by the coach at the beginning of the season. Consequences may include a loss of playing time for the student.

Athletic privileges may be suspended or revoked for behavioral problems. School Administration shall have the sole responsibility for implementing and overseeing discipline.

## Requirements for Students Participation in Sports:

- Completion of registration paperwork and payment of fees
- Current Physical exam on file
- Students in grades 5-6 must meet eligibility requirements
- Signed Student Code of Conduct



- Signed concussion action plan

## Dress Code/Uniforms

Athletes are to wear a school-issued uniform and treat their uniform with care and respect. All game shirts will be tucked in. When St. John's students are in uniform, they are expected to act in a manner that reflects positively of the school.

Uniforms must be returned to the coach at the conclusion of the season. If a uniform is not returned, parents are responsible for the cost of replacing the uniform.

## Sportsmanship

Student-athletes are expected to display the best of Christian courtesy and manners to all officials, coaches, opposing coaches, players, and spectators. At all times good sportsmanship is the rule, not the exception. The penalty for unsportsmanlike behavior during a practice or game will be determined by the coaches with input from the Athletic Director and/or School Administration as necessary.

## *PARENTS' AND GUARDIANS' EXPECTATIONS*

Parents have a responsibility to actively work to ensure that the Catholic mission and identity of St. John's permeates the athletics program.

## Five Ways to Support your Student-Athlete

1. **Be present** - Show up to games, cheer, and support our teams!
2. **Be positive** - Children learn from modeling. When talking about the game, season, performances and decision-making, please share the gift of a positive outlook on life. Make sure that your child knows that, win or lose, it is important that he/she did his/her best.
3. **Encourage independence** - Encourage student-athletes to be responsible for the care of their athletic gear and to be prepared for practices and games.
4. **Observe the "24 hour Cushion"** - Allow coaches the time they need to process their decisions before approaching them with any questions. As stated above, coaches are not required to discuss or defend coaching strategies.
5. **Model St. John's behavior expectations for opposing spectators** - Take pride in our athletic program and
  - cheer for our team rather than against our opponents
  - recognize and appreciate good play from both teams
  - respect the integrity and authority of game officials
  - allow coaches to coach without criticism from the spectators
  - help clean up at the end of athletic events

## Transportation

Transportation to/from practices and games is the sole responsibility of the parents. Please ensure that your student-athlete is picked up promptly at the end of each practice/game.

## Removal from Team – Parent Decision

The School Administration, Athletic Director and coaches will respect and support the decision of a parent to remove his or her child from a team for any reason. However, once the child is removed, he or she may not return to that team for the remainder of the sport season.

## Parental Behavior

It is expected that parents will conduct themselves at all athletic events as representatives of our school with enthusiasm, sportsmanship, and respect. Failure to do so, whether or not the behavior was cited by an official or school representative, will not be tolerated.

Abusive, coarse, or obnoxious behavior will be subject to review by the School Administration and Athletic Director. Parents who exhibit such behavior at St. John's athletic events may be prohibited from attendance at future athletic events. Failure to comply with such requests may result in the child being removed from the team.

All parents/guardians are expected to sign and abide by the Parents' Code of Conduct form. All parents/guardians are expected to sign and abide by the concussion action plan.

## *REVISIONS/MODIFICATIONS TO PROCEDURE*

The Principal may make changes to any procedure outlined in this handbook as needed, and has the final decision with regards to any policy.

The Principal has the authority to remove a student or cancel a season if coaches, student-athletes or parents are not adhering to St. John the Baptist Catholic School standards.

*Appendix A CODE OF CONDUCT*

**Athlete Code of Conduct**

**Student athletes are required to read, agree and abide by the Athletic Handbook and the Athlete Code of Conduct**

- **I will strive to arrive on time and give my best to the team in every practice and game.**
- **I will not be in an unsupervised area before, during, or after a game or practice.**
- **I will not use the school facilities unless a coach or school personnel supervises the activity.**
- **I will strive to attend each practice and game.**
- **I will be attentive and listen to my coaches.**
- **I will be a good sport always whether we are winning or losing the game.**
- **I understand my conduct must be positive at all times. Bad language or bad behavior is unacceptable and will not be tolerated.**
- **I will carry this conduct to my school work and family with the realization that these are of greatest importance and take precedence to any sport.**
- **I will be an example of Christ in all my actions on and off the field/court.**

**I have read the code of conduct and understand that my failure to uphold any of these statements may lead to disciplinary action.**

**Athletes Name (Printed)** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

## **PARENT CODE OF CONDUCT**

**Parents of St. John's student athletes are required to read, agree and abide by the Athletic Handbook and Parent Code of Conduct.**

- **I will place the emotional and physical well being of my child ahead of any personal desire I may have to win.**
- **I will respect the integrity and authority of game officials.**
- **I will remember that student athletes participate to have fun and that the game is for youth, not adults.**
- **As a spectator, I will refrain from coaching my child or other players during games and practices.**
- **I will demand that my child treat other player, coaches, officials, and spectators with respect.**
- **I will do my best to make my child's involvement in youth sports a positive experience, while modeling good sportsmanship at all practices, games, and other athletic events.**

**I have read and agree to follow the Parent Code of Conduct.**

**Parent/Guardian Name (Printed)** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Parent/Guardian Name (Printed)** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

## Coach's Code of Conduct

**Coaches of St. John's student athletes are required to read, agree and abide to the Athletic Handbook and Coach's Code of Conduct.**

- **I will lead my players, by example in demonstrating the Christian values of self-restraint, fair play and sportsmanship toward my opponents and game officials.**
- **I will encourage each player to be a responsible and active member of the team, parish, and community.**
- **I will place the emotional and physical well-being of my players, as well as their educational obligations ahead of any personal desire to win.**
- **I will treat each player as an individual, remembering that each is at a different level of emotional, physical, spiritual, and psychological development.**
- **I will do my best to provide a safe playing environment for my players.**
- **I will do my best to organize practices that are fun and challenging for all my players. I understand the importance of not scheduling activities that interfere with other parish activities.**
- **I will ensure that I am knowledgeable in the rules of each sport I coach and I will teach these rules to my players.**
- **I will use coaching techniques appropriate for the skill level of the youth I coach. I will spend equal amount of time coaching individual players regardless of their ability.**
- **I will do my best to develop a positive relationship with my athletes as well as their parents.**
- **I will refrain from using any inappropriate language, arguing with athletes, spectators or officials.**
- **I will remember that I am a youth coach, and the games are for the youth, not the adults.**

**I have read and agree to follow the Athletic Handbook and Coach's Code of Conduct.**

**Coach's Name (Printed)** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

Appendix B Volunteer Coach Application

## St. John's Athletic Program Volunteer Coach Application

If you are interested in volunteering, please submit the following information. All coaches must have:

- Completed application
- Youth Protection Training class within the last 3 years
- An AS-1 form on file in the school office
- Attendance at a mandatory coaches meeting

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell \_\_\_\_\_

E-mail address: \_\_\_\_\_

Circle the sport(s) you are interested in coaching:

Season	Girls	Boys	Co-Ed
Fall	<i>Volleyball</i>		<i>Soccer</i>
Late Fall/Winter	<i>Basketball Cheerleading</i>	<i>Basketball</i>	
Spring			<i>Indoor Soccer Track and Field</i>

Circle the grade:

Pre-K, 1 <sup>st</sup> , 2 <sup>nd</sup>	3 <sup>rd</sup> /4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>
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Do you have any prior coaching experience?

\_\_\_\_\_  
\_\_\_\_\_

State 2 things that you think make a good coach?

\_\_\_\_\_

PRINT NAME: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **St. John the Baptist Concussion Action Plan – COACHES**

If you suspect that an athlete has a concussion, the following five steps should be taken:

1. Remove athlete from play.
2. Ensure that the athlete is evaluated by a health care professional experienced in evaluating for concussion. Do not try to judge the seriousness of the injury yourself.
3. Inform the athlete’s parents or guardians about the possible concussion and give them the CDC fact sheet for parents on concussion.
4. Keep the athlete out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says they are symptom-free and it’s OK to return to play.
5. Complete school form titled “Accident Report”.

I have read and agreed to follow the Concussion Action Plan:

Coach’s Name (Printed) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

# St. John the Baptist Concussion Action Plan - Athlete

If you suspect that you might have a concussion, the following three steps should be taken:

1. Don't hide it, report it.
2. Get checked out, the sooner you can get checked out the sooner you may be able to safely return to play.
3. Follow the coach's rule for safety and the rules of the sport.

I have read and agreed to follow the Concussion Action Plan:

Student Name (Printed) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Name (Printed) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



# St. John the Baptist Concussion Action Plan – Parents

If you suspect that your child has a concussion, the following three steps should be taken:

1. Remove child from play.
2. Ensure that the child is evaluated by a health care professional experienced in evaluating for concussion. Do not try to judge the seriousness of the injury yourself.
3. Keep the child out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says he/she is symptom-free and it's OK to return to play.

I have read and agreed to follow the Concussion Action Plan:

Parent/Guardian Name (Printed) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Name (Printed) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_