



St. Stephen's  
*Catholic School*

# **Sports**

# **Handbook**





## St. John Bosco Prayer

*Father,*

*We thank you for life and strength to play this game.*

*We thank you for the other team who help us play.*

*When we win, help us not to be proud.*

*When we lose, help us not to be discouraged.*

*Help us play fair and do our best.*

*ST. JOHN BOSCO, PRAY FOR US!*

## Sports Philosophy

The St. Stephen athletic program is focused on creating unique learning opportunity. By offering six different sports students are presented with great opportunity to learn team play, sportsmanship and basic fundamentals of each sport. By giving each student an opportunity to practice and play in game situations they will learn important life skills like: dedication, benefits of exercise, discipline, success, failure and enjoyment of the sport. As each year passes the athletes learn basic rules and skills of the sport. When they entered their final year of league play we expect our athletes to be able to compete at the competitive level of the other teams in the league. Our league is special because the main focus of the schools is that each school has equal opportunity have success. The St. Stephen athletic program symbolizes all aspects of what a fundamental sports program has to offer.



## St. Stephen Athletic Goals

**Participation:** Our goal is for kids to learn --so we mandate that every student on every team or in every activity participate. Teams are selected by grade, number of players needed to fill a team, and then by skill level and experience.

**Positive learning environment:** Each student will be placed in a setting that encourages hard work, sportsmanship, dedication, and improvement. The coaches philosophy of coaching and his/ her style of coaching is reviewed by the athletic director when he/ she is hired.

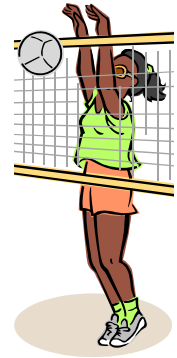
**Good Sportsmanship:** We desire to create a positive environment based on mutual respect, rather than a win-at-all-costs attitude, and our program is designed to instill good sportsmanship in every facet of the student's life.

**Teamwork:** The athletic department will work with the league director and school administration to provide a positive learning experience for each student athlete. The AD (athletic director) will communicate with coaches and parents to ensure that the sports philosophy is being followed.

# Information About The Sports Program

## 1. Team Assignments

Team assignments shall be made by the Athletic Director and Head Coach. Every attempt will be made to keep grade levels together to compete at the appropriate skill level. Once teams are formed, no transfer of any player from one team to another may be made without the approval of the Athletic Director, the coaches of both teams involved, and the parent or guardian of the player.



## 2. Registration Fees; Refunds

The registration fee for each activity is **\$80.00** per player/per sport. If a student athlete participates in a *third* or *fourth* sport, that fee will be reduced to **\$50.00** per player. Such fees may be waived in whole or in part with respect to any participant at the discretion of the School Principal if in its judgment the requirement of the fee would create a hardship for the participant or his/her family. All payments must be in before the athlete can practice. **No refunds will be made.**

## 3. Age Eligibility

Students in grades 6, 7, and 8 are eligible to participate in school athletics. The only exception is to include 5<sup>th</sup> graders is if a team does not have enough players to fill a full B or JV team. Fifth grade students will not compete on a varsity team. Wrestling is associated with the Totino Grace wrestling club, not the NSPSL. Wrestling is offered to students who are in 3<sup>rd</sup>-8<sup>th</sup> grade.

## 4. Academic Eligibility

*All players/students are required to maintain a minimum of a C-average in a combination of their classes.*

**Consequence:** Any player/student falling below a C- average will be suspended immediately from the team or activity for two weeks until the time of re-evaluation (re-evaluation will take place every two weeks).



*No player/student will receive an F in any class in a grading period.*

**Consequence:** Any player/student receiving an F in any subject will be suspended from the team for a minimum of two weeks and/or until he/she has brought their grade to at least a C-. If a student has more than one failing grade they are ineligible for two weeks. For a player to be reinstated, he/she must complete and sign the sports eligibility form and return it to the Athletic Director. If the grade is not improved to at least a C- the student will out for the rest of the quarter.

Note: Any student with numerous missing assignments may be held out of athletic competition until the work is made up. An adequate warning will precede any action in this area.

## 5. Inappropriate Behavior in School

*All students/players are expected to abide by all school rules.*

**Consequence:** Any student/player receiving two levels during any quarter or season will be suspended from participating in sports for the next two games. Any student receiving a third level during a quarter/season will be removed from any school team in which they are involved. Students who are removed from school or expelled from school will be removed from the team for the season.

## 6. Cancellation of Games

Inclement weather or poor field conditions may necessitate the canceling of games. Any such cancellation will be made at the discretion of the Athletic Director. Participants are required to be at the field for their scheduled game. Call the school office for more information.

## 7. Attendance/Participation

If a student is absent from school during the day, he/she will be excluded from practice and/or game that afternoon. Unexcused absence from practice/game may result in one game suspension (under coach's discretion). Parents are responsible for their son/ daughters transportation to and from games. Parents must be aware that late arrival for a game is disruptive to the team and must be avoided.

## 8. Practice

It is the responsibility of the parents/guardian to make sure that their child attends practice. If a player is going to miss practice the coach should be notified as soon as possible.



## 9. Conduct During Games

The highest standards of conduct and good sportsmanship must be maintained at all times. Abusive or foul language is forbidden. All participants must wear the official uniforms provided at all times and dress in them in a neat, clean manner. Coaches are expected to be positive and set the best possible example for the participants.

## 10. Coaches/Spectators

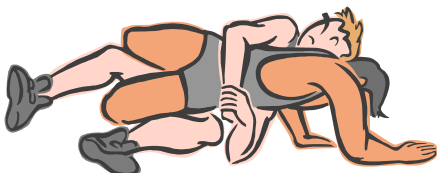
Excessive coaching from the sidelines shall not be permitted, and the function of the coach should be to provide encouragement and a positive direction. Spectators' vocal efforts should be limited to positive compliments to the participants. Under no circumstances should they attempt to coach or address remarks derogatory to players or the referee. Coaches and spectators must remain on their respective sideline and the coach is responsible for the conduct of the spectators. At the end of the game, the players on each team shall line up and shake hands with the players of the opposing team and thank the referee and assistant referees. Discipline shall be up to the referee at each game, and the referee shall have the power and authority to discipline and send off players and coaches (including spectators, in the case of outside interference) from the playing area if their conduct violates these Guidelines or otherwise interferes with the course of play. A player or coach who is sent off or cautioned may be subject to additional disciplinary action (e.g., parent conferences, game suspensions, expulsions) at the discretion of the Principal and/or Athletic Director upon thorough review of the incident following the procedures outlined in the Dispute Resolution. No coach however shall coach in post season play if he/she has been suspended from a game during the regular season.

## 11. Refreshments at Games

It shall be the responsibility of each team to supply its own refreshments. It is suggested that the best kind of refreshment is cool water.

## 12. Parental Participation

Each Parent who has a child in the activity shall be strongly encouraged to volunteer his or her services in some way. The administration shall not reduce or eliminate the player fee based upon voluntary work done by a participant's parents or guardians and shall not charge an additional fee to those parents who do not volunteer their services.



### 13. Dispute Resolution

If a disagreement should arise, the appropriate procedure to follow is stated below:

1. Make an appointment to discuss the disagreement with the person involved.
2. Ask to discuss the situation with the Athletic Director if the situation is not resolved satisfactory by Step 1.
3. Ask to discuss the situation with the School Principal if the situation has not been satisfactorily resolved by Steps 1 & 2.

Flowchart for lines of communication:

1-Parent/Athlete 2-Coach 3-Administration/ Athletic Director



### 14. Equipment

The Athletic Director shall supply each player with a shirt team uniform. Each player is expected to provide his/her own appropriate footwear, baseball/ softball gloves, and protection.

## Coaches Job Description

Any adult wishing to coach must contact the athletic director prior to the season in which they intend to coach. Applications maybe submitted from the athletic director upon request. Coaches are chosen by the athletic director and school administration. Any coach at any time may be removed from his/ her position upon due concern in the event of over looking the best interest of the participants according to the sports philosophy.

#### A. Relationship with Athletic Director:

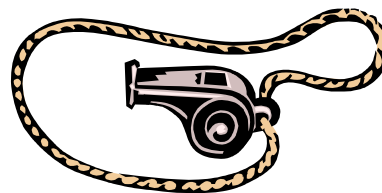
##### *Each coach:*

1. Must stay in open communication with AD to inform him/ her to any concerns or problems that may arise.
2. Will present a coaching philosophy prior to the start of the season, which includes his/ her coaching style and beliefs of student/ athlete participation and guidelines for practices and games.
3. Must inventory uniforms and equipment before and after each season and go over the list with the AD. All equipment and uniforms must be accounted for before payment is received.
4. Must make a list of wants and needs and turn them in prior to and after each season.
5. Must report all scores to AD at the end of the game. (763.712.7465)

#### B. Relationship with Athletes.

##### *Each coach:*

1. Must go over the student athlete's responsibilities with them at the beginning of the season.
2. Must explain to the athletes the rules and policies for practices and games at the beginning of the season.
3. Must be present at all practices unless you appoint a responsible adult substitute that has been trained. Students must be supervised at all times!
4. Must make sure all athletes are out of the building and have left for home at the end of practices and games and all equipment is properly put away before you may go home.
5. Must give all athletes a chance to participate.
6. Must inform participants of the potential for injury while engaged in their particular sport.
7. Begin each game with a prayer.



# Child Protection Policy

## Administration:

St. Stephen Catholic School is committed to the protection of all its children from all forms of abuse and neglect while participating in the program and it promotes the awareness and prevention of child abuse in the community at large.

St. Stephen Catholic School requires all volunteers to complete, date and sign the appropriate volunteer application form and its authorization to perform applicant screening.

Volunteers and coaches must also attend a Virtus Training Session. Registration is online at [www.virtus.org](http://www.virtus.org)

St. Stephen Catholic School shall have the right to revoke the participation of any individual who lies or knowingly misrepresents information on the application form, or who violates the principles of these child protection policies. St. Stephen Catholic School shall have the right to revoke both the registration and certification of any volunteer who falsifies information, is found guilty of child abuse, or fails to fill in and return the volunteer application form.

The complaint, grievance, and appeal process shall be as described in the school guidelines. The names and identities of the claimant and the defendant shall be protected at all times during the proceedings. The claimant need not be present to give evidence at any ensuing hearing, thus avoiding victimizing the child a second time.



A volunteer accused of abuse will be asked to resign voluntarily. If the volunteer refuses, the Principal will move to suspend the volunteer until the matter has been resolved. Regardless of civil or criminal guilt for the alleged child abuse, the continued presence of the volunteer in the program will damage the reputation of the school, even during the investigation and pretrial phase.

A volunteer accused of child abuse but subsequently cleared may apply for reinstatement in the program. However, reinstatement is not a right, and reinstated volunteers are not guaranteed to return to their former positions.

## Supervision:

The Athletic Director annually shall meet with the head coach of each team, either jointly or separately, to review child protection and supervision responsibilities.

The Athletic Director shall observe and review the performance of coaches to see that it conforms to the standards set by this child protection policy.

Once the head coach has assumed charge of the children on his or her team, he or she remains responsible until a duly designated adult has taken charge of each child after practice or a game. No child shall be left unsupervised after a game or practice. Parents who are unreasonably late or consistently tardy should be reported to the Athletic Director and the School Administrator for action. Each coach may establish a standing policy of where children may be picked up by late parents.

For the protection of both the children and the volunteer, St. Stephen Catholic School strongly recommend that no volunteer permit himself or herself to be alone with any child or group of children (except his or her own) during school-sponsored activities.

## Conduct:

St. Stephen Catholic School advocates and expects exemplary behavior by all its participants, and it will hold a strict line on conduct as laid out in these policies, regardless of whether misconduct is committed by coaches, referees, players, siblings, parents, or spectators.

Demeaning verbalizations are not permitted, especially those abusive statements that deal with race, ethnicity, religion, nationality, gender, age, or sex.



In addition to verbal abuse, physical, emotional, sexual, and ethical abuses are prohibited, as is neglect of a child. Examples of potentially abusive behaviors include but are not limited to striking, hitting, slapping, pushing, kicking, shaking, biting, yelling, threatening, insulting, mocking, demeaning, indecent gesturing, wanton gesticulation, ogling, suggestive posturing, inappropriate touching, lewd remarks, indecent exposure, unwanted physical contact, suggestions to cheat or to harm another, or unreasonable pressure to play when sick or injured.

Some forms of touching are acceptable as long as they are respectful and appropriate:

Touching should be in response to the need of the child, not the need of the adult.

Touching should be with the child's permission.

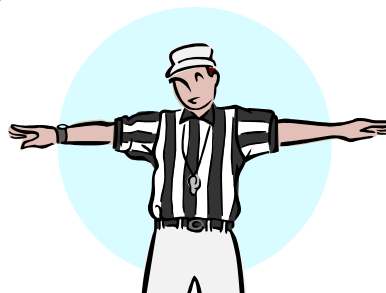
Resistance to touching must be respected.

Touching should never include the breast, buttocks, or groin.

Touching should be done in the open, not in private.

Touching should have a brief, limited duration.

Touching is age and developmentally dependent; what's appropriate changes over time.



## Changes in Guidelines/ Procedures

The procedures in the handbook are guidelines and subject to change without notice per the discretion of the administration.

### *St. Stephen School Mission Statement*

*We, the Church of St. Stephen School, strive to prepare students to make solid Christian choices based on Gospel teachings and Catholic traditions which allow them to know and understand their God.*