



Athletic Handbook

ATHLETIC PROGRAM

The Athletic Program, as established at Saint James Catholic School/Parish is an extracurricular activity under the direction of the Athletic Committee. It is open to all youth either enrolled in the school or an active member of the parish or a surrounding parish. Its purpose is to provide opportunities for youth to play in organized and supervised leagues, and while participating in these leagues, gain a sense of good sportsmanship, fair play, Christian values and a healthy, fun attitude. These teachings can ideally instill a desire to develop their God-given talents to the best of their ability.

Even though winning is inherent to competition, winning is not the primary objective. Each of us as disciples of Christ needs to continually reinforce these values to our young people.

ATHLETIC DIRECTOR GUIDELINES

1. The Athletic Director will be selected by the Pastor and the Principal. The direct supervisor is the principal.
2. Implement the philosophy and guidelines of Saint James Catholic School/Parish.
3. Work closely with the Athletic Committee and attend all meetings.
4. Adhere to the duties listed in the Athletic Director job description.

COACH'S GUIDELINES

1. The principal must approve all coaches following a background check which is required (and renewed every 5 years), as well as to attend a safe environment training provided by the Archdiocese of Louisville, for all who work with youth.
2. All coaches are to abide by rules as outlined in this St. James Catholic School Athletic Handbook.
3. All coaches are required to have a scheduled parent meeting prior to the first practice.
4. Anyone interested in coaching must apply to the Athletic Director for consideration. In situations where teams are divided equally, assistant coaches will be chosen after the teams have been divided.
5. All coaches are required to:
 - Attend all scheduled coach's meetings with the Athletic Director
 - Pray at each practice, game or event as a means of evangelization and discipleship.
 - Promote good sportsmanship and conduct towards referees, athletes, coaches and parents.
 - Devote enough time to each child so that he/she can progress.
 - Be prompt with start and finish of practice times. At no time will a child be left without adult supervision.
 - Open all practices for parent observation.
 - Give each player a fair and appropriate amount of playing time. On middle school teams, playing time may be adjusted according to attendance and effort at practices, with reduced time given for those who have missed practices.
 - All coaches must complete the required courses for First Aid and CPR and concussion awareness training.
 - Discipline player conduct appropriately. Any player ejected from a game should be reported to the principal.
 - It is the coach's responsibility to inform the athletic director of any technical called on him/herself or his players.

Any coach found to be in violation of the above guidelines, policies, or regulations pertaining to the St. James Athletic Program will:

1. Be asked to meet with the Athletic Director to clarify the situation.
2. Be required to meet with the school administration for any further violations.
3. After this meeting, the pastor and principal will make a decision concerning any needed action.
4. A notation will be made in the Coach's file.

ATHLETE'S GUIDELINES

1. Maintain good sportsmanship, self-control, respect and courtesy at all practices and games.
2. Set a good example by demonstrating good leadership qualities.
3. Fill out and return all required forms provided by the coach or coaches.
4. Take care of all uniforms and equipment provided by the school/parish, which shall remain the property of St. James Catholic School and return to the coach at the end of the season.
5. All uniforms and equipment damaged or not returned will be replaced at the athlete's expense.
6. Uniforms are to be worn only for designated team activities. Uniforms are not to be worn for team practices or daily scrimmage.
7. Transportation for all athletic events is to be provided by parents.
8. Athletes are to attend all team practices and events. Parents need to notify coaches before missing a practice/game.
9. Athletes are representatives of Saint James Catholic School/Church and as such must consider themselves ambassadors for the school/church. Any conduct which is regarded by the coach or Athletic Director as being in poor taste will result in penalties depending on how severe the offense.
10. Any athlete will be disciplined if caught smoking, consuming alcohol or using illegal drugs according to the St. James Catholic School Handbook.
11. Cursing, defying authority or improper language will not be tolerated.
12. St. James School athletic teams should take precedence over other teams, such as AAU, travel team, etc.
13. Academic and Conduct requirements for sports participation are as follows: an evaluation of the student's academic progress and conduct will be completed by teachers and if necessary, the coaches will be notified. Incomplete and/or failing work or inappropriate conduct may result in suspension from participation in extracurricular events until these issues have been rectified.
14. Sports provides a wonderful opportunity for parents/coaches to not only expect excellence in the classroom but teach life lessons to their students/athletes. Athletic team members, boys and girls, on all sports teams should treat each other with respect and understanding and accept the difference in skill levels of their schoolmates.

15. Athletes cannot participate in any extracurricular St. James Catholic School sports activities if they are absent that day from school.
16. Athletes who do not meet the above guidelines are subject to dismissal of the team by the Principal.

PARENT GUIDELINES

At Saint James School, we value parents as partners in their children's education and formation. We also view athletics as an integral part of their physical and moral development and ask parents to cooperate with us by ensuring their student athlete abides by all expectations for athletes explained above. In addition, we ask parents to:

- Communicate with coaches when their child/ren will be absent from a practice or game.
- Keep abreast of all communication from the athletic director and coach.
- When attending practices or games, show respect as a spectator to coaches, players and officials in words and actions.
- Communicate any issues according to the grievance procedure below so that these may be addressed properly.

TEAM FORMATION

Goal: Our goal at St. James Catholic School is for every student, no matter the ability, to have a chance to participate in team sports.

1. Team formation, where applicable, must conform to specific league rules. St. James Catholic School participates in an assortment of leagues for a variety of reasons. Each league has rules governing team formation (some restrict players to St. James students only, for example). These rules will be communicated to the appropriate coach(s) and he/she will pass this information on to the parents.
2. Homeschooled children whose families are active members of St. James Parish or a surrounding parish and involved in religious education are eligible to participate in both individual and team sports. However, eligibility to play team sports will be dependent on roster size as determined by the Athletic Director as students at St. James Catholic School get first priority.
3. Formal practice is allowed one month prior to the first competitive event or as determined by the Athletic Director.
4. Try-outs are required to earn a position on a non-age group team.
5. The number of players allowed to play up a grade level on any given sports' team will be determined by the Athletic Director in conjunction with the Athletic Committee.

GRIEVANCE PROCEDURES

Authority as exercised in the St. James Catholic school/parish depends in a large measure upon a spirit of willing cooperation among the Administration, staff, parents, and students. However, honest disagreements can and sometimes do occur. Normally disagreements or complaints should be discussed and resolved at the level closest to the disputed questions. For those instances when the persons involved cannot reach an agreement that is mutually satisfactory the following guideline is offered:

1. Athlete/parent
2. Coach (if grievance is with the coach, then Athletic Director)
3. Athletic Director
4. Principal/Pastor

Grievances will not be discussed at any level unless the proper sequence of levels has first been followed.

****It is unacceptable to approach a coach on Game Day to discuss problems. Parents are expected to schedule a meeting with the coach to review any concerns.**

BACHELDOR HALL GYM PROCEDURES

Bacheldor Hall is a parish facility that is for the use of all members of the parish. Because this facility is heavily used, all participants must be respectful of their fellow parishioners. The Hall is used for many activities other than athletics. For this reason, all coaches/parents/athletes are to adhere to these guidelines:

- Practice times will be determined by the Athletic Director/Scheduler.
- If a practice time is assigned, then the designated team is expected to use that time. If a team cannot use its time slot, then the Athletic Director/scheduler must be notified.
- Coaches are responsible for the actions of their team. If damage occurs, then the Athletic Director must be notified.
- If a parish activity is scheduled in the lower level of the Hall that requires quiet then the gym cannot be used.
- Bacheldor Hall cannot be used for any athletic activity other than its intended use. (i.e. indoor soccer, baseball, football, etc.)
- After league play is over, coaches are not to schedule Bacheldor Hall for practices without the approval of the Athletic Committee.
- No basketballs or gym equipment in the foyer.

ST. JAMES CATHOLIC SCHOOL GYM PROCEDURES

All coaches/parents/athletes must abide by the following guidelines:

1. Practices may only be at times designated by the Athletic Director.
2. Coaches are responsible for the conduct of their players. The athletes as well as any siblings need to remain in the gym area. No athletes, siblings or visitors may roam the hallways, the cafeteria, or stage area. Monitor the hallways – No balls may be bounced or thrown in the hallway.
3. Coaches are responsible for the cleanliness of the facility; this includes trash and/or garments left by participants and the appearance of the locker rooms.
4. If a practice time is assigned, then the designated team is expected to use that time. If a team cannot use its time slot, then the Athletic Director should be notified.
5. The coach of the last team of the day (both at the school and Bacheldor Hall) is responsible for turning off the lights, locking all doors, picking up trash, putting away chairs and tables, and checking the bathrooms.

UNIFORM GUIDELINES

The uniform defined by the Athletic Committee is the game jersey/shorts worn during the contest and provided by the school to each team member. Also, any item of clothing worn on the court/field during pre-game warm-up, *not provided by the school*, is to be reviewed by the Athletic Director.

The Athletic Director will accept donations for uniforms. These uniforms, with the design and specification chosen by the Athletic Committee in conjunction with the school's branding policy, will remain the property of St. James Catholic School and be used with future teams.

One of the more costly items spent on athletics is uniforms. It is for this reason that coaches and parents need to assist the school in the proper care and maintenance of these items.

ST. JAMES CATHOLIC SCHOOL ATHLETIC PLEDGE

I pledge myself to be the best that I can be as a player/parent/coach (circle the appropriate one) and to demonstrate good sportsmanship as a disciple of Christ on and off the athletic field/court. Furthermore, I recognize that my conduct reflects upon St. James Catholic Parish as a Christian Community, and I will do all that I can do to enhance that image. I am aware that sports are intended to help build the body and develop good character and I will keep that uppermost in my mind as I play or attend an athletic event.

I have read this handbook and will abide by it's rules.

1st Athlete's Signature _____

Parents' Signature _____

Date _____

I have read this Handbook and will abide by it's rules.

2nd Athlete's Signature _____

Parents' Signature _____

Date _____

I have read this Handbook and will abide by it's rules.

3rd Athlete's Signature _____

Parents' Signature _____

Date _____

****This form must be completed and returned to coach before the first game of each season.**