

ST. MARY CATHOLIC SCHOOL



**ATHLETIC HANDBOOK &
CODE OF CONDUCT ACKNOWLEDGEMENT**

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**St. Mary Catholic School
Portage, Wisconsin
Athletic Handbook**

A. General

1. **Overview. Information included herein is intended to guide players, coaches, parents, and staff in all areas of interscholastic athletics at St. Mary School.**
2. **Association.** The athletic program is represented by the Athletic Association, comprised of the pastor, the principal, parents, guardians, faculty, athletic director, students and coaches, and is administered by an Athletic Board. While the Association shall deal with matters related to athletics at St. Mary School, all administrative decisions made under the Association are subject to final approval by the principal and pastor.
3. **Outreach.** It is the intent of the Athletic Board to make this document available to all interested individuals wishing to be involved in athletic programs at St. Mary School. Rules are established by the codes and policies contained herein and this Handbook is intended to administrate the majority of day-to-day athletic concerns.
4. **Responsibility.** Parents (and athletes), guardians and coaches are responsible for knowing the contents of this Handbook and for following the guidelines set forth herein.

B. Philosophy

1. **Intent.** While the intent of this document is to help all parties better understand the nature of athletics with academics; academic excellence still remains the primary goal of St. Mary School. These guidelines will define a level of expectation for all individuals involved in athletic programs at the school.
2. **Values.** The athletic program at St. Mary School is part of a comprehensive program to develop a well-rounded student athlete in the area of sports and physical fitness, complementing strong religious, moral, social and academic institutions. Through participation in St. Mary School sports programs, students are given further opportunities to develop life-long skills and positive values. These values include leadership, physical fitness, self-discipline, integrity, teamwork and respect for rules and regulations. Athletes should be aware that participation in interscholastic sports is a privilege and, as such, involves benefits and accompanying responsibilities. Students will be provided with the opportunity to learn the fundamentals of various team sports, play in competitions between schools, represent the school, and develop Christian values. Responsibilities that follow along with these privileges are:
 - The importance of being excellent examples of Christian leadership
 - Dedication to academics as well as attention to learning the skills and rules of the game
 - Importance of being a team player
 - The commitment to practice and hard work for ultimate success
3. **Participation.** All St. Mary students are entitled and encouraged to participate in the extracurricular interscholastic athletic programs of the school. These programs are designed to contribute to each child's physical and emotional well-being while allowing for differences and uniqueness of each child.

C. Sports Offered

1. Girl's Volleyball A & B level in Fall Season.
2. Girl's Basketball A & B in Winter Season.
3. Boy's Basketball A & B in Winter Season.

*A level typically refers to 7th and 8th grade students

*B level typically refers to 5th and 6th grade students.

*The Athletic Board may make adjustments to levels on a year-to-year basis.

D. Participation Fees

1. **General.** The player participation fee is established on a year-to-year basis to offset costs of athletic program implementation. It is generally understood fundraising efforts are necessary to supplement required funds for proper function of the athletic program.
2. **Fees.** \$40/student fee per season. The children of coaches appointed by the Athletic Association prior to the start of the season fees are waived.
3. **Hardship.** If payment of all or a portion of the participation fee presents a financial hardship, the fee may be waived by applying to the principal for a waiver in the same manner as is available for other school fees.

E. Uniforms

1. **Uniform Policy.** Basic uniforms for athletic programs will be provided by St. Mary School and will be distributed prior to each athletic season by the coach(s). Players may be required to provide other necessary personal equipment such as mouth protection, elbow or knee pads and shoes, which are not considered part of the basic uniforms. Uniforms will be collected by the respective coach(es) upon the conclusion of each respective season. Uniforms must be worn for each game and must be maintained by each student athlete. Students are responsible for lost, stolen or damaged uniforms.

F. Student Responsibilities

1. **Discipline Policy.** Fulfill the responsibilities and obligations that go with extracurricular participation by adhering to the Discipline Policy as described in the Parent Handbook.
2. **Academic Ineligibility.** Student athletes must be in good academic standing to participate in interscholastic athletic events. Further details on academic ineligibility are described as follows:
 - a. **Notice.** If a student is failing or in danger of failing, the faculty of St. Mary School will inform the principal at the end of each nine (9) week grading period. If a potential for ineligibility is present, the principal will notify the parent and athletic director.
 - b. **Long Term Ineligibility.** When report cards are issued at the end of a quarter, and the student receives an F and/or two or more D's, the student will be ineligible for participation on 2 game dates or 2 weeks, whichever the shorter. The student may attend practice for the duration of the ineligibility period.
 - c. **Short Term Ineligibility.** If a student receives an incomplete on a particular assignment, the student must complete and submit school work/assignments in a timely manner to their instructor. If a student continues to have incomplete assignments, the teacher(s), in conjunction with the principal, will decide when the student is eligible to return to practice.
 - d. **End of Ineligibility.** If, at the end of the ineligibility period, the Student has demonstrated sufficient improvement that would indicate to the teacher that the grade will be acceptable at the end of the grading period, the teacher will inform the principal who will in turn inform the student, parent(s) and athletic director that the student is eligible to continue

participation in the practices and scheduled events. Ineligibility status ends at the conclusion of the season.

3. **Non-Academic Ineligibility.** The behavior of students who take part in extracurricular activities must be such that those students are positive representatives of St. Mary School. If the school administration receives a signed, written complaint that a violation by a student participating in extracurricular activities has occurred, the principal shall conduct a prompt investigation, including a meeting with the student to discuss the complaint. If the principal determines that a violation did occur, disciplinary measures will be administered in accordance to the Discipline Policy of the Family Handbook. If the suspension occurs under the Discipline Policy procedures, the student will not be able to participate in the next scheduled practice(s) or event(s) corresponding with the suspension time period.
4. **Attendance, Team.** Students are expected to attend all practices and participate in drills. The coach should be notified in advance if a student will miss a practice or game. Unexcused absences may result in a reduction of playing time, or dismissal from the team.
5. **Attendance, School.** A student may participate in an extracurricular athletic event only if only as per the following instances:
 - a. The student has attended class the entire day of the event.
 - b. The student has an excused absence (granted by the School) for all or part of the day of the event.
6. **Rules and Regulations.** Students are expected to follow all Tri-County League Rules and Regulations, in addition to any coach-specified rules as established from time to time. Students may be suspended or dismissed from the team by the coach for improper behavior at practices or games.
7. **High Standard of Conduct.** Students should recognize that involvement in athletic programs at St. Mary School provides an opportunity to represent the school to other community members and areas outside Portage. Students are expected to demonstrate good citizenship and a Christian attitude in the community and school, adhere to high standards of appearance, conduct and performance.
8. **Diocesan Requirements.** Students are expected to meet all diocesan requirements.
9. **Dedication.** Students should realize that nothing worthwhile is accomplished without hard work, dedication and the desire to succeed.
10. **Respect.** Students should observe an attitude of respect and encouragement for opponents as well as their coaches and teammates.
11. **Performance.** Students should recognize that true athletes do their best regardless of criticism, won-lost record, or quality of opponents.
12. **Lockers.** Students are expected to keep the locker room clean after practices or events. Lost items are not the responsibility of the school to return.

G. Parent Responsibilities

1. **Understanding.** Parents/guardians of students in the athletic program shall review this handbook and are responsible for understanding its contents. In addition, parents shall review this Handbook with participating students under their supervision, in particular, Section F – Student Responsibilities.
2. **Meetings.** Parents/guardians are encouraged to attend Athletic Board meetings and other related meetings as called from time to time. Adequate notice shall be provided by the Athletic Board and/or school for all such meetings.

3. **Forms.** The following forms shall be properly completed and submitted prior to the sports season:
 - i. Current Wisconsin Interscholastic Athletic Association (W.I.A.A.) physical examination form/parent consent form.
 - ii. Athlete and parent concussion acknowledgement form.
 - iii. Signed Code of Conduct Acknowledgement form.
 - iv. Participation fee.
4. **Attendance.** Parents/Guardians are responsible for having their child at practice on time, as designated by the coach. All students shall be promptly picked-up at the end of practice.
5. **Sportsmanship.** Parents and guardians are expected to be positive role models and demonstrate good sportsmanship, and help their child understand the meaning of winning and losing. Parent attendance at games and other athletic events is strongly encouraged, however, unsportsmanlike conduct is not allowed and may result in technical fouls for the team or removal from the gym.
6. **Event Assistance.** It is expected that all parents/guardians support the athletic program by helping out in various event-related activities. The following activities require scheduled parent assistance:
 - a. Concession Stand Setup, Duty and Clean-up.
 - b. Scorekeeper Duty.
 - c. Clock Duty.
 - d. Gym Clean-up.
 - e. Substitutes. Substitutes for Parent obligations are the responsibility of the parent to coordinate.
7. **Insurance.** Parents/Guardians shall provide and maintain insurance coverage for each participant in the athletic program.
8. **Support.** The St. Mary Athletic Association is a non-profit organization that is funded by donations and fundraising efforts. Parents are expected to help and support such efforts in whatever way in their capability.
9. **Discipline.** Parents are asked to be supportive of the school in all discipline matters. Questions or concerns shall be directed to the principal. parents/guardians shall refrain from being critical of school policies in their children's presence.
10. **Uniforms.** Uniforms shall be promptly returned to the coaches at the end of the season.
11. **Complaints/Suggestions.** A parent or guardian in conflict with the provisions of this handbook shall bring these matter to attention through the proper levels of communication; beginning with the coach, then athletic director, then the Athletic Association Board, and finally the principal. Suggestion for policy changes or additional policies shall follow a similar procedure.

H. Coaches' Responsibilities.

1. **Approval.** Coaches must be approved by the principal, athletic director, and Athletic Association Board before they begin participating in the athletic program. Coaches must complete all diocesan and school policies, including a successful background check
2. **Multiple Coaches.** In the event there are multiple parties interested in coaching a team, the participants are asked to mutually arrange/agree on coaching positions in a manner suitable to the principal and Athletic Board. In the event there is not agreement of coaching positions, or there are too many interested parties, such matters shall be taken by the principal to the Athletic Board for a decision.

3. **Meetings.** Attend all necessary meetings prior to and during the athletic season.
4. **Documents.** Work with the athletic director to ensure all documentation is on file for each student that is participating in the athletic program.
5. **Medical Kit.** Bring the medical kit supplied by the Athletic Association to all games, contests and practices.
6. **Notification.** Inform all players and parents of the beginning and ending times of games and practices.
7. **Supervision.** Coaches are expected to supervise all children under their direction until they are picked up by their parents.
8. **Sportsmanship.** Display and encourage good sportsmanship at all times, and discourage players and parents from challenging or criticizing referees. Coaches are expected to be models of good behavior for the team.
9. **Uniforms.** Coaches shall keep track of uniforms, basketballs, volleyballs or other equipment and shall arrange for all uniforms to be promptly returned at the end of the season.

I. Athletic Committee Bylaws

1. Name of Committee
 - a. The official title of the athletic program at St. Mary School shall be know as St. Mary Athletic Association.
2. Authority and Relationship
 - a. The Association is a standing committee of St. Mary School and abides by the Bylaws of St. Mary School. The Association carries out the educational mission of St. Mary School and Parish and the Diocese of Madison. It is accountable to and receives it directives from the principal and pastor of St. Mary School and Parish
3. Purpose and Aim
 - a. The primary purpose of the Association is to establish, maintain, fund, and promote wholesome athletic activities for the youth of St. Mary School.
 - b. To achieve these aims the Association will:
 - i. Develop, implement, and evaluate all extracurricular activities which relate to athletics;
 - ii. Establish guidelines for player behavior and participation in events to be played;
 - iii. Establish criteria for the number of teams to be formed at a particular grade level;
 - iv. Oversee the acquisitions of equipment necessary for the the operation of the athletic program;
 - v. Obtain the necessary funds to operate the program and approve a budget for operations;
 - vi. Establish qualifications for the coaches; and
 - vii. Recruit and provide opportunity for the evaluation of coaches.
4. Functions and Responsibilities
 - a. The Association will:
 - i. Act in an advisory capacity in the formation of policies and procedures for the athletic program;
 - ii. Promote the implementation of policies and directives of the Diocese of Madison which are particular to St. Mary School athletic program;
 - iii. Provide a learning experience and education in the fundamentals of the respective sports including and understanding of competition and emphasizing sportsmanship and teamwork; and

- iv. Foster communication among players, parents, and coaches.
- 5. Membership
 - a. Membership in the Association is open to anyone eighteen years or older, who is a registered parish member or parent of a student currently enrolled at St. Mary School. The Association will consist of a maximum of seven (7) members including appointed officers, athletic director, and parent or parish members.
 - b. Any Association member may nominate candidates for membership at the April Association meeting.
 - c. All members of the Association are eligible to vote.
 - i. Coaches are non-voting members unless part of the Association.
 - ii. Coaches are strongly encouraged to attend meetings during their athletic season.
 - d. Members of the Association who have three unexcused absences in one year may be removed from their respective position. Any vacancies created will be filled by those who volunteered to serve on the athletic board.
 - e. The term of office shall be a twelve month term, July 1 through June 30.
 - i. Elections will take place at the May Association meeting.
- 6. Officers
 - a. All members of the Association shall have a particular function of the committee.
 - i. Principal
 - 1. **Eligibility Determination.** Work cooperatively with the athletic director to determine and communicate, with and to, the teacher(s) and parent(s), and coaches which students are eligible or ineligible with regards to school performance, effort and behavior.
 - 2. **Final Determination.** The principal shall make the final determination as to who shall be ineligible to participate in athletics at St. Mary for reasons other than those mentioned in the Athletic Code.
 - 3. **Notifications.** Work cooperatively with the athletic director to ensure that parent(s) or guardian(s) will be kept fully informed of all actions affecting the eligibility or ineligibility of their children.
 - 4. **Confirmation.** Work cooperatively with the athletic director to ensure that all decisions shall be confirmed in writing and shall specify the nature of the code violation and the ineligibility limitations imposed.
 - ii. Chairperson
 - 1. Preside at all meetings of the Association;
 - 2. Prepare meeting agendas; and
 - 3. Facilitates the appointment of all new committee officers and members
 - iii. Co-Chairperson
 - 1. Preside over meetings when chairperson is absent;
 - 2. Assist with meeting agenda; and
 - 3. Liaison between Building and Ground Committee and head of maintenance of St. Mary School/Parish.
 - iv. Secretary
 - 1. Maintain a written record of all actions of the Association;
 - 2. Preserve all reports and documents entrusted to his/her care; and
 - 3. Distribute copies of the minutes to all Association members as soon as possible after the meeting, i.e., within one week.
 - v. Treasurer

1. Prepare an annual budget along with the principal, president, and athletic director;
 2. Issue payment for expenses approved by the Association;
 3. Record all revenues and expenses of the Association; and
 4. Prepare reports for the members of the Association for each meeting.
- vi. Athletic Director
1. Schedule and coordinate coaches meeting prior to the fall and winter sports seasons;
 2. Maintain a roster of all players and coaches;
 3. Obtain coaches for the number of teams;
 4. Work with coaches in implementing the philosophy and procedures of the Association;
 5. Determine player eligibility through collection of designated documentation and permission forms;
 6. Coordinate scheduling of practices, games, and officials, and tournaments;
 7. Set up schedule for scoreboard operation and scorebook keeping
 8. Serve as a liaison between parents and coaches when necessary;
 9. Coordinate volleyball and basketball tournaments including, but not limited to making a work and game schedule, solicit teams, schedule games, officials, and oversee all activities;
 10. Inventory of all equipment and uniforms;
 11. Coordinate distribution and collection of all equipment and uniforms;
 12. Solicit advertisers to sponsor their athletic program as approved by the principal; and
 13. Facilitate all communication to families in the athletic program.
7. Meetings
- a. The Association shall meet monthly. Special meetings shall be called by the chair or co-chair at any time that is deemed necessary. All regular and special meetings of the Association shall be open. Close meetings of the Association may be called by the chair or co-chair to deal with sensitive and/or confidential matters.
 - b. Registered parish members or parents of a student currently enrolled at St. Mary School wishing to address the Association must request to be placed on the agenda and specify their topic of discussion. The Association reserves the right to defer any decisions to a closed session.
 - c. Any motion of the Association shall be considered approved by a majority vote of all members present and shall constitute a quorum. A motion that is of a sensitive nature can be voted upon by ballot.
 - d. The ordinary order of business shall be:
 - i. Call to Order
 - ii. Approval of Minutes
 - iii. Old Business
 - iv. New Business
 - v. Program Reports
 - vi. Financial Report
 - vii. Items from the Floor
 - viii. Adjourn
8. Finances and Funding

- a. Only the treasurer, chairperson, and athletic director may act as an agent on behalf of the Association for the purchase and payment of athletic equipment, entry fees, and operation expenses.
 - b. Money from fundraisers and donations during the year that are left over at the end of the fiscal year shall be carried over to the following year.
 - c. The Association, in coordination with the school principal, will decide on fundraising activities, special events, equipment purchases, and other financial matters pertaining to the purpose of the Association, if the amount is in excess of one hundred dollars.
 - d. Funding of the Association shall be done through student participation fees, donations, and other yearly fundraising activities, i.e. tournaments, etc.
 - e. Financial reports, as outlined in the diocesan guidelines, must be provided to the principal on a fiscal quarterly basis. The budget for the upcoming year must be submitted to the principal by August 1 of the current school year.
9. Amendments
- a. These Bylaws may be amended by majority vote of present Association members at the time of the vote. All amendments require final approval of the school principal.