

St. Michael’s Catholic School
Athletic Handbook

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Welcome to Extracurricular Activities at St. Michael!

By providing additional opportunities outside the classroom, we hope to involve your child more deeply in the life of their school and contribute to the development of our students as mature, Catholic youth.

We are proud of the accomplishments of the Blues as well as a number of other student groups which operate under the sponsorship of the school. We believe our record stands for itself in demonstrating the effectiveness of the St. Michael's program. Many of these programs are made possible through the efforts of parents and their willingness to maintain self-supporting programs in the school.

We request that you read the entire Athletic Handbook as it contains a great deal of information which will be important to you. We feel it is the foundation of the many programs offered at St. Michael's.

School Mission Statement

Dedicated to spiritual growth, academic excellence, and social development, the mission of the Saint Michael School Program is to prepare our students to live the Gospel message in an ever changing, diverse world.

School Philosophy

We are dedicated to:

- Teaching students to learn and live the Catholic faith in an environment where Christian values are taught and modeled. We prepare students for active participation in the Church's social mission.
- Respecting the dignity of each individual regardless of race, sex, economic, or religious background.
- Creating an atmosphere in which students, parents, teachers, administrators, and support personnel can worship, learn, and work together.
- Designing curriculums which include mastery of basic skills, development of critical thinking, and encouragement of children to reach their fullest potential in order to function as fully contributing members of society.
- Developing an attitude of support among students, parents, administrators and teachers for the rules and policies of St. Michael School Program.

Extracurricular Department Mission Statement

The mission of the Extracurricular Department at St. Michael's Catholic School is to develop skills and an appreciation for extra-curricular activities in a fun, Christian atmosphere, which will serve to establish school spirit and self-pride in the St. Michael's community. Our program has high visibility and much responsibility. How we act, look, and perform not only reflects upon our students, but our school and parish communities as well.

Athletic Philosophy

St. Michael's School acknowledges the role that athletics and extracurricular activities can contribute to the total development of the student as a mature Catholic individual.

Because the school staff and parents believe that the role of athletics and extra-curricular activities is a positive one for student development, the school shall offer, in accordance with its abilities, an opportunity for all students to participate in any activity(s) of the student's choice.

With the assistance of the St. Michael's School staff and parent volunteers, we hope to guide the students in developing good team playing and leadership skills. We will also work together to develop good sportsmanship and school pride.

The athletic program at St. Michael's School shall reflect respect for God, Church, and one another.

Goals of the Program

The primary goal of the St. Michael's Blues Athletic Program is to offer students the opportunity to participate in an activity of their choice. There are three different levels of participation for the students to choose from:

1. Intramurals: Programs set up at individual or paired grade levels in Grades K through 3. Open to any and all who wish to participate in programs against other students from St. Michael's.
2. Clubs: Programs consisting of activities which enhance existing areas of interest for groups of students in Grades 5 through 8. For example: Boys and Girls Golf Club. May be limited to those expressing an interest in the activity offered and sporadic involvement is acceptable.
3. Competitive - A program designed specifically for students in 4th – 8th grade in which they may compete with other schools. Competitive sports are team-oriented. Team goals and objectives are stressed over individual interest and achievement.

Athletic Activities Offered

The following athletic activities are offered at St. Michael's:

Fall

- Girls Volleyball – Grades 5 through 8
- Girls and Boys Golf Club – Grades 5 through 8

Winter

- Girls Intramural Basketball – Grades K through 3
- Boys Intramural Basketball – Grades K through 3
- Girls Basketball – Grades 4 through 8
- Boys Basketball – Grades 4 through 8

Spring

- Girls Softball - Grades 7 through 8
- Boys Baseball - Grades 7 through 8
- Girls and Boys Golf Club – Grades 5 through 8

Athletic Policies

The school shall make every effort to maintain a self-supporting program. When possible, the school shall differentiate between the expectations of extracurricular programs by offering participation in club activities, intramural activities, developmental, or competitive sports. In each of those categories, the student's behavioral goals and performance goals shall be emphasized by the school and coaching staff. The coaching staff shall emphasize the importance of success to each individual student through participation in the appropriate level. This success shall be defined through development of both skills and attitude. The school and athletic committee shall make every attempt to provide equity to both girls and boys without penalizing one program for another. Qualified individuals to coach or supervise school sponsored activities will also be provided. The athletic program shall function as a volunteer organization which includes the athletic director, athletic committee members, coordinators, and coaches.

I. Contributions to the Athletic Program

Should any individual or group desire to contribute funds or property for either the general use of athletics at St. Michael's or for a specified group or sport the following procedure should be followed:

1. The gift shall be acknowledged and thanked by the athletic committee for St. Michael's.
2. The wishes of the contributor shall be followed as closely as possible by St. Michael's.
3. Should any funds be unused after the provision of section 2, they may be used for the improvement of facilities or equipment for athletics at St. Michael's.

II. Uniform policy

The uniform policy will be as follows – uniforms returned with permanent damage or loss of uniform will result in paying the cost to replace the uniform.

III. Registration Fees

All students participating in extracurricular activities at St. Michael's are required to pay registration fees. In situations where this is difficult, scholarships and payment plans may be arranged at the discretion of the athletic director. Requests for assistance are held in strict confidence.

Payment of fees and obligations is expected for participation; however, it should be noted that no child will be excluded because of inability to pay. If fees present a problem, the parent should consult the athletic director.

In the event that fees become delinquent, or bank charges are incurred, the following policy will be activated. First occurrence: \$20.00 service charge is issued. Second occurrence: \$20.00 service charge is issued again with a letter explaining that should this happen again, their account will be turned over to a collection agency. Third occurrence: account is given to a collection agency and their checks will no longer be accepted. **Any registration completed after the deadline may result in the student not being able to be placed on a team.**

IV. Facilities & Equipment

The school shall provide an appropriate location for each sport or activity and basic equipment appropriate to the activity. Individualized equipment will be provided by the student.

V. Athletic Physicals

All students are required to have a current SPORTS physical on file in the school office which must be updated every three years. Students will not be allowed to participate until this policy is met. The sports physical form is available on the St Michael's Blues Athletics website.

VI. Parental Responsibilities

Athletic programs at St. Michael's could not exist without the help and support of the school parents whose children benefit from the program. Not only do they cooperate through the self-supporting aspect of the program, they also provide assistance in transportation, concessions, and staffing. It is required that all families support the program by contributing their time when asked. It is encouraged that volunteer parents participate at some level of involvement. All parent volunteers expressing an interest in coaching their child's team will have priority over all other volunteers.

All parents must:

1. Help out with concessions, scoreboard, book, etc. at St. Michael's Athletic events in addition to driving, set-up, and clean-up. The average number of times to work may be 2-3 times per child per team. In the event you are unable to do your assigned parent activity, it will be YOUR responsibility to find a replacement. A child may not perform these duties in your absence.
2. Assume responsibility for the care and maintenance of the uniform. In addition, parents assume responsibility for replacement of the uniform if lost or destroyed during the course of their use in a program. Normal wear is expected.
3. Comply with the Spectators Code in all aspects, including the supervision of non-playing children at all activities. Emphasize all of the rules and privileges of the program to your students. St. Michael's School expects a sportsmanship code of conduct from spectators as well as players. This becomes especially significant when audiences contain both students and adults. The school reserves the right to cancel an activity or dismiss individuals from the facility who cannot express their enthusiasm in proper ways.

Other Volunteer opportunities available for parents

1. Designated Team Parent

Each team will need a team parent, which will be responsible for:

- A. Communicating with the parents regarding the schedule of practices and games, and any tournament changes. This person will also be in charge of disseminating information regarding locations and directions to games. All of this information will be made available by the athletic director.
- B. Arrange rides to and from practices for their children. Coaches and volunteers can not be responsible for providing rides or supervising students after the practice time or game. The phone is for emergency use only.

2. Coaching

Teachers, if interested, will be given the opportunity to coach any developmental or competitive level team.

In the event that more than one person (teacher, parent, or other party) requests to coach the same team, the following steps take place - a) the persons wanting to coach meet together and agree upon a resolution, or b) the persons wanting to coach bring the issue to the Athletic Committee for resolution. The committee will then decide the issue.

In the event there is not a coach signed up, requests can be made to the Athletic Committee for an outside person to help. However, there will need to be a background check completed and a parent of a child on the team will need to be present.

An individual may only coach one team/grade level in that sport and will be expected to coach all leagues that that team participates in for the season. For example, in basketball, SSYO Conference, and tournaments will all be coached by the same person for that team.

VII. Student Attendance

All students registering for any competitive athletic program at St. Michael's, for example; volleyball, basketball, baseball, softball, etc. must be made aware of the responsibility that is involved. Specifically, the priority for attendance to practices as well as games must be with St. Michael's. Students are not allowed to participate in other basketball leagues in conjunction with St. Michael's basketball. Volleyball, baseball and softball are the exception to this rule (due to the shortness of the season and no traveling opportunities). See athletic director with specific questions.

VIII. Eligibility

Participation is a privilege. At all grade levels, individual participation is contingent on full compliance with the following items:

1. Attendance at school is required for a student to be able to participate in co-curricular programs. If a student is not in school by 12:00 noon on the day of an event, or does not have a legitimate excuse, he/she will not be eligible to participate later that day.
2. Attendance at practices is required if the student wishes to participate in an event and remain on the team/group. The coach/instructor may excuse a student from practice prior to a scheduled event. Any student who is excessively absent from practice may not be eligible to participate in scheduled events.

3. Satisfactory behavior and academic progress in school is necessary to participate in co-curricular activities. Any academic suspension from a co-curricular must be approved either by the Principal and/or the athletic director.
 - Student participants must maintain a GPA of at least 2.0 or be subject to suspension from co-curriculars. Grades will be evaluated twice during the grading period, once at mid-quarter and then again at the end of the quarter. Students who are determined to be ineligible must complete the Eligibility Renewal form and re-admission will be subject to the completion of the specific eligibility requirements.
 - Student participants who have incurred 3 school behavior notices for disrespectful behavior during the school day will incur a one-week suspension from cocurricular activities. Four school behavior notices will result in suspension from all co-curricular activities.

IX. Playing Time

Because our role is to expose all student athletes to the experiences of competition and team membership, playing time, while at the discretion of the coach, shall be distributed as equally as possible. The athlete must understand that game time is directly related to practice experiences, and that effort, attitude, and performance in practice will be rewarded by game playing time. **Over the course** of the season, in grades 4, 5, 6 and 7 playing time will be equal for eligible team members during **league play** (SSYO). In grade 8, every eligible team member will participate to some, but not necessarily equal extent in all regular-season games.

Preference will be given to the participants at their own grade level. Participants above their grade will play in the following situations:

1. Due to lack of players because of illness or absence, academic eligibility (in the event there are not enough players, athletes may be called up to necessary grade level to play on team).
2. Game time situations (i.e. – foul difficulty, injury).
3. Mop up time for the last 2:00 minutes or when the score differential is greater than 10 points.

Listed below are some situations when playing time may not follow the above guidelines:

Playing time may be affected due to:

- Attendance and cooperation at practice. For example, should a player choose not to attend practice or chooses to attend another event or activity, playing time may be affected since the player may not be familiar with a particular play or skill being used during the game. Exceptions would include family emergencies.
- Attitude toward the team, coach, and self.

- Dedication to the sport, i.e. extra practice time, extra effort displayed at practice/games, responsibility for attending practices and games, responsibility to the team, promptness, readiness to play.
- Violations to the players code of conduct.
- Grades and school discipline.

The coach will determine the reduced and/or increased playing time for the player. When playing time is reduced the coach must inform the player prior to the game. Ordinarily the inappropriate action of the player, as stated above, is dealt with promptly and the reduced playing time will occur at the next game.

X. Players Code of Conduct

As a member of any Blues team or activity, the participant becomes a representative of the school and the community. Therefore, they are expected to observe the following standards of conduct:

1. Exhibit sportsmanship at all times.
2. Demonstrate respect to coaches, officials, and other players.
3. Abide by all rules of the league, the school, and the team.
4. Respect the property of others and respect any facilities used during the activity.
5. Respect anyone involved in the transportation of students.
6. Demonstrate courtesy and appreciation to anyone involved in the programs.
7. Act responsibly during all phases of the activity.
8. Care for all equipment appropriately.
9. Refrain from the use of obscene language, gestures, or references.
10. Refrain from the use of any tobacco, controlled substances, or alcohol as outlined in the school policy handbook. Minnesota State High School League rules will be followed for eligibility.
11. Players must notify the coach of missed practices and/or games.

XI. Team Selection

It is our goal that all student participants develop their skills and gain group experience. Therefore, group size must be reasonably limited to be workable for practice and games. A grade level group selection policy shall be employed. Students at the highest grade will be given

preference in determining group composition. To complete a group roster, younger players may be allowed to play above their grade level at the discretion of the athletic director and based on ability, attitude, and commitment level of the players and their family. The selection process shall be at the discretion of the coaches of the higher team in consultation with the director.

In the event there is not enough players to fill a team, students from the parish may register to play with the St. Michael School team. **This will be dealt with on a case-by-case basis at the discretion of the Athletic Director, Principal, and Athletic Committee.**

XII. Grievance Procedure

Any issue or grievance regarding extracurricular activities should be addressed to the party most actively involved, whether that is a coach, administrator, or parent. If no satisfactory resolution can be reached, the athletic director shall become involved. If no satisfactory resolution can still be made, the Principal will also be asked to become involved.

Steps to follow regarding parent concerns issues should be handled as such:

1. Discuss with the coach in a professional manner (set up meeting with the coach).
2. Discuss with the Athletic Director and Athletic Committee.
3. If there is still no resolution, discuss concerns with the School Board.

St. Michael's Catholic School
Program Update
Effective School Year 2007-2008 and forward

Activity Descriptions

Volleyball

Volleyball will begin before the start of school in August. The 5th and 6th grade girls will play area schools from the SSYO Conference for league play. Games will take place on any day of the week and the season will end in late October with a tournament which will take place at a site to be determined each year. Participants in the tryouts will be evaluated by one outside evaluator (typically a Prior Lake High School coach) and the athletic director of St. Michael. ***In the event that there is a large number of participants, the players may be split into two equal ability based teams.*** This is contingent on there being enough players, coaches, and different ability levels within the league so the teams will not play against each other and all players will receive equal playing time. All teams will practice a minimum of 2 times each week after school at either St. Michael or one of the public schools in Prior Lake.

7th and 8th grade teams will participate in the SSYO Conference. ***In the event that there is a large number of participants, the players may be split into two different teams based on ability.*** This is contingent on there being enough players, coaches, and different ability levels within the league so the teams will not play against each other. Each team will have a minimum of 2 practices each week either at St. Michael or at one of the public schools in Prior Lake. All games will be played on Monday or Thursday after school. SSYO Conference games may fall on any day of the week.

Boys and Girls Golf Club

Boys and Girls in grades 5 through 8 are eligible to participate in the golf club. It takes place for boys in the fall and girls in the spring. We will be using Cleary Lake Park as the site for the Golf Club for six weeks after school. It is designed for players of all levels and abilities. It is an excellent opportunity for students who have not golfed before, but are interested in learning. Lessons will be available to players of all ability levels, plus contests and competition designed by the pro and the opportunity to play against friends. The six week session may end with a tournament.

Basketball

Fourth, Fifth and Sixth Grade

Boys and girls will have the opportunity to participate on a St. Michael school team against other 4th and/or 5th graders. We will participate in the SSYO Conference. Most league games will take place on Saturdays. However, there may be games during the week. Depending on the

number of players, teams will be equally divided. In fourth grade the playing time is equally divided. In fifth grade the playing time is equally divided in league play, but not in tournament play; however, no player shall sit out for an entire tournament. Teams will have a minimum of 2 practices per week, either at St. Michael or at one of the local public schools in Prior Lake. There will be a minimum of 13 and a maximum of 20 games for the school team.

Each team will need a team parent who will be responsible for communicating with the parents regarding the schedule of practices and games, and any tournaments and any changes. This person will also be in charge of disseminating information regarding locations and directions to games. All of this information will be made available by the athletic director.

Seventh Grade

Boys and girls will have the opportunity to participate on a St. Michael school team against other 7th graders. We will participate in the SSYO Conference. In seventh grade playing time is equally divided as much as possible. Teams will have a minimum of 2 practices per week, either at St. Michael or at one of the local public schools in Prior Lake. There will be a minimum of 13 and a maximum of 20 games for the school team.

These players who participate on the school teams will also have the opportunity to participate on a St. Michael traveling basketball team. Depending on the number of interested players, there may be tryouts to fill the 8-10 spots on the team (numbers subject to change). Participants in the tryouts will be evaluated by one outside evaluator (typically a Prior Lake High School coach) and the athletic director of St. Michael. ***In the event that there are a large number of participants, the players may be split into two different teams based on ability.*** This is contingent on there being enough players, coaches, and different ability levels within the league so the teams will not play against each other.

If selected to play for the traveling team, your child will have one additional practice each week. In seventh grade, playing time for the tournament is not equal; however no player shall sit out for an entire tournament. It will depend on the skills of the individual player and the level of competition of the opposition. Playing time will also be affected due to attendance and cooperation at practice, attitude towards the team, dedication to the sport, and violations of the player's code of conduct and grades and school discipline. These teams will participate in catholic school tournaments, community travel tournaments that do not allow all-star teams, or MYAS Super Savers on weekends when they do not have league games but school play will take precedence over the traveling team. Tournaments will be determined at the time that teams are formed.

Each team will need a team parent who will be responsible for communicating with the parents regarding the schedule of practices and games and any changes. This person will also be in charge of disseminating information regarding locations and directions to games. All of this information will be made available by the athletic director.

Eighth Grade

Boys and girls will have the opportunity to participate on a St. Michael school team against other 8th graders. We will participate in the SSYO Conference. **In eighth grade, playing time is not equal. This includes SSYO Conference games and tournament games.** Teams will have a minimum of 2 practices per week, either at St. Michael or at one of the local public schools in Prior Lake.

These players who participate on the school teams will also have the opportunity to participate on a St. Michael traveling basketball team. Depending on the number of interested players, there may be tryouts to fill the 8-10 spots on the team (numbers subject to change). Participants in the tryouts will be evaluated by one outside evaluator (typically a Prior Lake High School coach) and the athletic director of St. Michael. ***In the event that there is a large number of participants, the players may be split into two different teams based on ability.*** This is contingent on there being enough players, coaches, and different ability levels within the league so the teams will not play against each other.

If selected to play for the traveling team, your child will have one additional practice each week. In eighth grade, playing time for the tournament team is not equal; however no player shall sit out for an entire tournament. It will depend on the skills of the individual player and the level of competition of the opposition. Playing time will also be affected due to attendance and cooperation at practice, attitude toward the team, dedication to the sport, and violations of the player's code of conduct and grades and school discipline. These teams will participate in catholic school tournaments, community travel tournaments that do not allow all-star teams, or MYAS Super Savers on weekends when they do not have league games but school play will take precedence over the traveling team. Tournaments will be determined at the time that teams are formed.

Each team will need a team parent who will be responsible for communicating with the parents regarding the schedule of practices and games and any changes. This person will also be in charge of disseminating information regarding locations and directions to games. All of this information will be made available by the athletic director.

Softball

Softball is offered for 7th and 8th grade girls. They will participate in the SSYO Conference. There games can be any day of the week and practices will be 2-3 days a week, depending on their game schedule. Playing time will be equal for all students. In the event there are not enough players, younger students will be invited to play with the team.

Baseball

Baseball is offered for 7th and 8th grade boys. They will participate in the SSYO Conference. There games can be any day of the week and practices will be 2-3 days a week, depending on their game schedule. Playing time will be equal for all students. In the event there are not enough players, younger students will be invited to play with the team.

Appendix A

Job Description: Coach/Leader

Reports to: Athletic Director

The coach is the prime motivator and role model for the team. The school expects the coaching staff to demonstrate professionalism at all times. Each coach will be responsible for meeting a specific number of times per week, including games and practices, with a minimum number of hours for the season.

Responsibilities

1. Model appropriate sportsmanship toward other teams, coaches, and officials by demonstrating ethical and respectful language and behavior.
2. Begin each practice and game with a prayer.
3. Demonstrate mature and responsible conduct at all times by representing the philosophy of St. Michael Catholic School.
4. Review student responsibilities with participants at the beginning of the season, including team/group rules for practices and games and accepting only appropriate sportsmanship.
5. Abide by the rules of the program and the league.
6. Be present at all practices and games unless a responsible adult substitute has been appointed. Supervise students in the practice/game area and locker room.
7. Provide an opportunity for all students to participate according to St. Michael Athletic Program policies.
8. Inform the Athletic Director of any misuse or mishandling of uniforms.
9. Submit scores to the Athletic Director at the end of each game.
10. Ensure that all participants exit the building and have safely departed at the end of each practice/game.
11. Ensure that all equipment has been properly stored away after practice. Inform the Athletic Director of needed repairs to equipment or damage to the facility.
12. Write and submit reports to the Athletic Director on the progress of the team/group during and at the conclusion of the season to the athletic director.
13. Submit a list of wants/needs and submit it to the athletic director at the end of the season.
14. Attend coach/instructor meetings and clinics as available.

Job Description: Athletic Director

Reports to: Principal

Main Responsibilities

1. Set up annual budget and update committee of the financial position of the program and ensure payment of all athletic bills.
2. Coordinate registration of all athletic programs and collect fees.
3. Sanction all teams.
4. Recruit coaches for all teams.
5. Order and maintain equipment, apparel and concessions.
6. Schedule practice times and facilities for all groups.
7. Schedule all competitions.
8. Organize officials for all home events.
9. Track academic status of all student participants to determine eligibility.
10. Ensure that all coaches have immediate access to a first aid kit.
11. Organize and coordinate tournaments and large scale competitions.
12. Coordinate fundraising events with the Athletic Committee.
13. Arranging group photos.
14. Train all new coaches and update coaches regarding new athletic policies; evaluate all coaches and programs at the end of the season.
15. Public relations/announcements in parish and Catholic bulletins, local newspapers, radio, cable TV, etc.
16. Attend league meetings.
17. Function as the facilitator of all athletic committee meetings.
18. Serve as a liaison to the school board.
19. Call and facilitate parent meetings to inform parents of athletic policies and procedures.
20. Communicate with team parents regarding scheduling and other team news.

21. With the assistance of the Athletic Committee, monitor all policies and regulations presented in this handbook to the best of their ability.
22. Other tasks as determined by the Principal.

Job Description - Parent

Responsible for:

1. Ensure child is ready for every practice and game.
2. Always cheer positively for your child and your child's teammates.
3. Proactively communicate individual child or family conflicts to coach in time for coach to make adjustments to their practice plan or game scheduling.
4. Actively participate in volunteer opportunities as outlined in the Athletic Program Handbook.
5. Be supportive of your child, win or lose.
6. Help transport players to and from games.
7. Inappropriate behavior toward coaches, other parents, or Athletic Director will result in suspension from the program (see Behavior Contract on page 21).

Behavior Contract

Activity: _____ **Effective Date:** _____

I, _____, along with my parents/guardians, agree that consequences for misbehavior, unsportsmanlike conduct, or lack of cooperation with coach may result in, but not limited to any of the following:

- Suspension from the team/group for one day.
- Suspension from the team/group for one week.
- Suspension from the team/group for the remainder of the season.

All parties entering into this agreement show their understanding by signing below.

Coach, St. Michael Catholic School

Date

Athletic Director

Date

Participant

Date

Parent

Date