

ST. RITA'S ATHLETIC ASSOCIATION

PHILOSOPHY & MISSION STATEMENT

The philosophy of St. Rita Athletics is an extension of the educational and spiritual learning process for our students. We believe that participation in athletics provides students the opportunity to continue to develop physically, intellectually, emotionally, and socially in a Catholic environment beyond the school day. The program is designed to teach the same positive values promoted in the classroom, but placed into a practical setting. It is especially important in youth sports to remember that while winning is important, it is not the main goal of our program. Over-working the participants in practice not only lends itself to physical strain and a higher probability of injury, but to mental exhaustion as well.

The St. Rita's Athletic Association mission is to provide an environment where players are given equal opportunity to participate and develop their skills. We strive to promote parish, school, and team spirit with support and enthusiasm from the clergy, school staff, parents, coaches, and student athletes. Our responsibility is to try to give our athletes the best we can by constantly challenging them with opportunities to develop and share knowledge and skills appropriate to their level of competition. If we can all work together on these goals, our program will continue to improve.

PURPOSE

The Athletic Association will involve itself in all aspects of the parish sports program. Listed below are ways in which this will be accomplished:

- Organizing and supporting athletic programs for all students attending either St. Rita's School or religious education programs.
- Holding fundraising events to support improvements in current athletic programs, facilities, and physical education programs.
- Teaching students the importance of maintaining a balance between athletics and academics.
- Offering a positive learning experience for Christian development for participating student/athletes.

The Athletic Association strives to manage the St. Rita Athletic Program with the best interests of the children. Occasionally, disputes will occur that cannot be resolved through dialogue between the player, coach, and parent. To resolve these situations, coaches and parents should follow the guidelines outlined under Grievance Procedures in this Athletic Policy Handbook.

Athletic Committee Officers

Athletic Director Responsibilities:

- Preside at Athletic Association meetings and set meeting agendas
- Update Athletic Association Handbook on a yearly basis

- Communicate with other Parish Athletic Associations when necessary
- Research conflicts and work to resolve grievances with parish priest and school principal
- Monitor academic eligibility of athletes with the school office
- Assure that Religion Education (CCD) students are informed of all athletic opportunities at St. Rita's
- Monitor attendance requirements of CCD students
- Approve all check requests prior to checks being mailed

Director of Tournaments Responsibilities:

- Advertise and market tournaments, facilitate tournament entries
- Work with Athletic Association with all special sporting events throughout the year
- Hold all Coaches training sessions as needed
- Approve all check requests prior to checks being mailed

Coach Coordinator:

- Clear all athletes for participation in practice and games
- Collect all player participation fees
- Distribute necessary paperwork to all coaches
- Verify that all teams stay within tournament limits
- Ensure all players' registration forms and fees are turned in prior to deadlines
- Coordination of uniform handout and Coach supplies

Secretary Responsibilities:

- Keep minutes of the Association's meetings and post on the Association's website
- Submit minutes to Association members, Parish Priest, and Parish Business Manager
- Keep records and files (paper and electronic) of Athletic Association documents
- Coordinate all procedure manuals for tournaments and events
- Keep inventory of uniforms

Treasurer Responsibilities:

- Receive and deposit all participation fees and other monies of the association
- Report current balance at all meetings
- Verify all transactions that occur on the Athletic Association's income and expense accounts
- Process bills in a timely manner
- Approve all check requests prior to checks being mailed
- Approve all checks for all team tournaments

ATHLETIC COMMITTEE MEETING DATES

The Committee meets on the third Thursday of the month at 6:30 pm in the school Gym or as designated otherwise. Anyone is welcome to attend these meetings, they are a great opportunity to

ask questions or express concerns about St. Rita's athletic programs. Minutes for all Committee meetings will be posted on the St. Rita Athletic Association Website (www.stritasports.org).

REGISTRATION PROCESS

Registration information will be available in August for the upcoming school year. St. Rita's students and Religious education students will receive their registration information through the school's weekly notes and in the church bulletin, or it can be found on the Association's website. It is important for the Association to complete all registrations early as the league we participate in (RPAL) needs to know how many teams St. Rita's will have in advance of the season starting. Having these numbers allows us to accurately predict our teams. We can also eliminate the chance for teams to have too few or too many players. Knowing the number of athletes also helps us recruit coaches and order uniforms and equipment so we are prepared when the season starts.

After the registration deadline, the maximum number of players on a team is as follows: Basketball – 13, Volleyball – 13, and no maximum for Cheerleading and Track. Exceptions will be made for new families entering the school or parish. Signups exceeding the above team numbers may require a second team to be formed.

If you register your child and they are unable to participate, a refund will be given if a Committee member is notified prior to the start of the first game and return of the uniform. If you have extenuating circumstances concerning registration or refunds, please call any committee Director member to work through the problem.

Fees for the 2014-15 school year has been set.

\$30 dollar per sport, with a maximum cap per family of \$90.

Please write separate postdated checks for: Basketball uniform \$100 uniform and \$75 deposit for volunteer hours. Should be postdated May1, 2015.

These checks will be returned when the uniform is delivered on or before the spring sports banquet and Volunteer hours have been fulfilled. Date TBD.

Students will be allowed to take part in practice only after sign up is completed and all fees and deposits are paid in full.

All required information and sign-ups may be completed through our website (www.stritasports.org). Once all information has been received, the Coach(es) will be notified that the student is cleared to practice.

VOLUNTEER HOURS

The money we make from hosting a tournament is an important revenue source for the athletic program. In order for us to efficiently operate the concession stand, score table, admissions, clean up and various other duties during basketball tournament we could really use your help! Two shifts per family. Shift times are approximately 2-3 hours long, depending on the area worked.

Opportunity for volunteer hours:

RPAL Volleyball season – Monday Evenings
RPAL Basketball games on Saturday mornings
Basketball Tournament – TBD

DIVISION OF 5TH – 8TH GRADE TEAMS

When the maximum amount of players per team is exceeded and it becomes necessary to have more than one team per grade, a skill evaluation day will be held. When possible, independent evaluators will be used to form teams. The Athletic Director and an independent member of the Athletic Committee or coaching staff will serve as evaluators. Coaches or parents from teams being evaluated will not be involved in the evaluation process. Team selections will be final after approval from the Athletic Director. Childcare and transportation needs will not be considered when making decisions. Evaluators will do their best to divide athletes into equally talented teams. If during the season, it becomes apparent that teams are not equal, player switches between teams will be necessary for the following season.

Each basketball player will play a minimum of one full continuous quarter of each *league* game in accordance with the league (RPAL) rules. For 5th and 6th grade players, there should be at least six minutes total playing time (does not need to be continuous) in each *tournament* game. For 7th and 8th grade players, the total playing time will be left up to the discretion of the coaches. However, it is still strongly recommended to include all team members. If there are disciplinary reasons for not playing an athlete, it must be cleared through the Athletic Director.

Together with the continued support of St. Rita's Parish School, the athletic association, and parents, problems in these areas can be worked out so the student can achieve an education and still enjoy the extra-curricular activities provided by the Athletic Association.

RELIGIOUS EDUCATION ATHLETES

Religious education athletes are also expected to attend at least 75% of religious education classes per month. If an athlete does not meet this requirement, they will become ineligible for the remainder of the school year. Copies of report cards and any excused absences that cause a student to attend less than two religious education classes must be given to the religious education instructor.

PHYSICAL FORMS

One of the requirements for participating in athletics at St. Rita's is that each child must have a physical form on file with the school or Parish office attention to Athletic Coach Coordinator. A player may not play or practice until a current physical form has been received. Physical forms are due to the Athletic Association prior to their expiration each year. Physical forms can be obtained at the Parish office or online at the school's website.

GRIEVANCE PROCEDURE

The procedure for the resolution of conflicts that a student, parent, coach or association member may have is as follows:

- Communicate with all coaches, parents or others involved in an effort to prevent conflicts from arising

- In the event that the conflict is not resolved through the association's effort, the parties must submit a written statement to the Athletic Director. The Athletic Director, in conjunction with the parish priest and school principal, will research the conflict and prepare a final decision. Each party involved will be notified of the decision made. All parties should work toward a conciliatory resolution in a timely fashion. The evaluation of a conflict should be limited to conflicts that have failed to produce an equitable resolution after dialog between the parties involved.

APPOINTMENT OF COACHES

Adults interested in coaching must contact Coach Coordinator or a member of the Athletic Committee. A background check will be conducted prior to approval for all coaches and assistants. Form can be picked up at the school or parish offices.

If there are more people interested in coaching than there are openings, an interview committee will conduct interviews and make a recommendation to the committee. The Coach Coordinator will provide a list of all coaches to the Athletic Director for final approval. When possible, interviews for fall sports (including basketball) will be conducted in August.

Head coaches must be at least 21 years of age; assistant coaches must be at least 18 years of age and a high school graduate.

The training programs for certification shall include:

1. A basic or core preparation in the Catholic/Christian philosophy of coaching, risk management, and the prevention and treatment of injuries, including concussion awareness. Two clock hours (minimum).
2. Training in the specific sport to include rules, practice organization, skill development and coaching behavior. Three clock hours (minimum).
3. Training in the Archdiocesan "Safeguarding All of God's Family" program as it is currently is required for volunteers who work with and supervise children and youth on a regular basis.

The basic or core preparation is required prior to assuming coaching duties. Completion of the sport specific training requirement shall be accomplished within one year of the inception of coaching duties. The Archdiocesan "Safeguarding All of God's Family" training requirement shall be completed within 90 days after starting coaching duties. Once these elements of certification are in place, a coach's certification status is considered complete for life, except for other requirements that are listed in this section. The local pastor/principal shall be accountable for monitoring coaches and maintaining certification records. The record keeping may be delegated by the pastor/principal. Annually all employees and volunteers shall receive training in the treatment of Blood borne Pathogens. Archdiocesan policies related to criminal background checks are the responsibility of the pastor/principals. All coaches and athletic personnel must have an initial criminal background check and a subsequent review every five years.

COACHES RESPONSIBILITIES

The Athletic Association will provide the forms listed below. Administratively, each coach will be responsible to:

- Carry the medical emergency form for all athletes with them at all practices and games.
- Have on file a coaches Agreement Form/Code of Conduct.
- Maintain records when dealing with serious disciplinary situations and notify parents prior to taking any disciplinary actions.
- Collect the athlete's "Sports Contract"
- Leave premises clean and secure.
- Equipment checked out to them.
- Hold a pre-season meeting with parents to collect the Concussion Form and facilitate volunteer shift sign-ups. This meeting should also familiarize parents with schedules for practices, the expected conduct from the athletes, uniform and equipment responsibilities, and other needed information.
- Work with and be accountable to the Athletic Director and the St. Rita Athletic Committee.
- Follow all league, Archdiocesan and Athletic Association rules.
- Conduct themselves in a Christian and sportsmanlike manner during games and practice.
- Assume responsibility for all players that they are coaching at practices and games.
- Treat all players equally and with respect.
- Refrain from verbal abuse towards players.
- Provide positive instruction to all players.
- Insure that all players play the allotted playing time as set forth by the Athletic Association rules.
- Not conduct practice unless there are 2 Protecting God's Children trained coaches in the gym.
- Keep control of all players, coaches and fans during the game.
- Keep control of one's emotions and refrain from verbal abuse towards any official, player, parent, opponent or league official.
- Seek medical attention for any suspected medical emergency.

FIRST VIOLATION – VERBAL WARNING
SECOND VIOLATION – WRITTEN WARNING
THIRD VIOLATION – COACHES DISMISSAL

The Athletic Director, in conjunction with the parish priest and principal, reserves the right to dismiss a coach at any time depending on the severity of the violation.

STUDENT/ATHLETE RESPONSIBILITY

- Athletes must remember that participating in the St. Rita Athletic Program is a privilege and not a right.
- Athletes are expected to attend all practices and games unless excused by the coach.
- Athletes should inform their coach with as much notice as possible if they will miss an event.
- Uniforms are to be maintained in good order and must be cleaned and “line-dried” after each game. They are to be worn for games and scrimmages only and must be returned when notified by the coach at the end of the season.
- No player may join a team after the registration deadline without the Athletic Director and Athletic Board’s approval
- Athletes are expected to conduct themselves in a Christian and sportsmanlike manner during practices and games. Please remember you are not only representing yourselves, but also our families and St. Rita School and Parish. **Failure to do so may result in the loss of the privilege to participate in Parish athletic programs.**
- Participation in athletics is not permitted on the day a student is absent from school. Students should not return to sports until they are free of all stomach/flu symptoms and fever free for 24 hours. If you have extenuating circumstances concerning an absence, the Athletic Director must first approve participation in athletics.
- Respect the facility you participate in.
- If there are any concerns and/or complaints, participants must wait a minimum 24-hour cooling-off period before approaching a coach. Not following this may result in suspension.

We strive to maintain an environment that encourages optimum human growth and development. It is vital, therefore, that this environment be free of any form of harassment or intimidation toward another athlete. Harassment is defined as a single incident or a pattern of behavior wherein the purpose or effect is to create a hostile, offensive or intimidating environment. An incident may occur in person or via social media (such as Facebook or Twitter). Harassment (or often referred to as “bullying”) encompasses a broad range of physical or verbal behavior and can include, but is not limited to the following:

- Threatening behavior
- Racial insults
- Derogatory ethnic slurs
- Unwelcome sexual advances or touching
- Sexual comments, jokes or gestures
- Physical or mental abuse

FIRST VIOLATION – Student/Parent Meet with Athletic Director
SECOND VIOLATION – Student/Parent Meet with Parish Priest
THIRD VIOLATION – Removal from Athletics

PARENT RESPONSIBILITIES

- Make sure your child arrives to all practices and games on time. If you know your child will be absent, call your coach with as much advance notice as possible.
- Parents should be on time to pick up their children from games and practices.
- Work with your child and their teachers to assure school work is being completed.
- Conduct themselves in a Christian and sportsmanlike manner at all events.
- Complete and return all necessary forms to the Athletic Association.
- Assume financial responsibility for loss or misuse of uniforms and equipment issued.
- Follow grievance procedures outlined in this handbook when problems occur.
- Parents are expected to provide guidance to their child in regard to their behavior and attitude toward the individuals who have volunteered their time to coach, support and manage this athletic program.
- **If there are any concerns and/or complaints parents must wait for a minimum 24-hour cooling-off period before approaching a coach.**

SPECTATOR RESPONSIBILITIES

- Positive reinforcement of all athletic endeavors by our St. Rita athletes is essential to our program's success. We encourage all athletes, students, parents and coaches to build confidence in our athletes by displaying their unconditional support.
- Disruptive behavior during games may, at the discretion of the game official(s), gym supervisor or coaches, result in the immediate removal of the party from the premises. A subsequent conduct review by the Athletic Association may result in further sanctions to the party(ies) involved.
- **If there are any concerns and/or complaints, spectators must wait for a minimum 24-hour cooling-off period before approaching a coach.**

Signed by the Members of the Current Athletic Association.
Athletic Director – Ruben Guardiola

St. Rita Athletic Association Agreement

I have received the St. Rita Athletic Association Handbook and will abide by its rules and regulations.

Parent Name _____

Child Name _____

Grade _____

Parent Signature _____ Date _____