



Athletic Handbook

2023-2024

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. 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/ASSISTANT ATHLETIC DIRECTOR GUIDELINES

The Athletic Director will be selected by the Pastor and the Principal. The direct supervisor is the principal.

- Implement the philosophy and guidelines of Saint James Catholic School/Parish
- Develop a yearly budget with the business manager in the spring for the following year, providing projected income and expenses for the upcoming year.
- Recommend and provide training for the coaches.
- Schedule coaches' meetings.
- Attend or designate a representative to attend league organizational meetings.
- Supervise organization of teams and coach/assistant coach selection, obtainment of needed equipment, athletic awards, concessions, scheduling of gym time, and cleaning of the gyms before and after home games.
- Provide the Principal with an inventory statement at season end (i.e. uniforms, equipment, etc.).
- Collect, inspect, and inventory St. James athletic uniforms at the end of each season. The status of the uniforms will be reported to the Principal.
- Appoint a Scheduler for practice and games at Batcheldor Hall gym and St James School gym.
- Establish a practical knowledge of available leagues for all sports and acquire reasonable understanding of rules dictating each sport and specific league requirements.
- The Athletic Director is held accountable for a coach's behavior during games and at practice. If unacceptable behavior is determined or witnessed, the A.D., with the Principal, and or the Pastor, has the authority to suspend and/or remove the coach from the team without a formal warning. The coach can request in writing a review of this decision which will be discussed at the next regularly scheduled Athletic Committee meeting to determine his or her future involvement.
- The Athletic Director, with the support of the principal, will organize seasonal liturgical opportunities for the teams involved or represented.

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. All coaches are required to attend any scheduled coaches' meetings.
5. All coaches are required to:
 - Pray before and after each practice, game or event as a means of evangelization and discipleship.
 - Promote good sportsmanship and conduct towards referees, athletes, coaches and parents.
 - Give positive instructions.
 - 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.
 - For any Parish team the coach needs to collect the permission form, medical release, parent's pledge, athlete's pledge, and collect participation fee for each of their Religious Education members. These forms must be turned into the Athletic Director or a Committee member at the start of the season. All St. James Catholic School athletes will have paperwork taken care of at school.
 - 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.
 - Distribute and collect all applicable uniforms.
 - Complete a team roster with player's name, uniform number, parents' names, address, home telephone number, and emergency telephone number. These rosters must be submitted to the Athletic Committee and/or School Principal for review prior to the first athletic event. Provide necessary paperwork for all assistant coaches and volunteer helpers.
 - Have all scrimmages, other than St. James teams, approved by the Athletic Director.
 - All coaches are required to have available at each practice and game a first-aid kit (provided by the school) and an authorization for treatment form for each player.
 - All coaches must complete required courses for First Aid and CPR.
 - **All coaches are required to get the Athletic Director's approval for any tournament competition, other than league tournaments.**
 - School/Parish name cannot be used for any teams formed without the consent of the Athletic Committee.

- 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.
- **All coaches are required to obtain an evaluation of the student's academic progress and/or conduct for all students regardless of school and follow guidelines regarding eligibility.**

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. Notation will be made in Coach's file.

Practice Sessions:

- The Athletic Director will determine the number of weekly practice sessions and will set the number of hours per session so as not to hamper the student/athlete's academic progress. These times and sessions can be changed at any point during the season if academic progress is not being met.

ATHLETE'S GUIDELINES

1. Maintain good sportsmanship, self-control, respect and courtesy at all practices and games.
2. Set an 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.
5. All uniforms and equipment damaged or not returned will be replaced at the athlete's expense.
6. All uniforms and equipment must be returned to the coach at the end of the season.
7. Uniforms are to be worn only for designated team activities. Uniforms are not to be worn for team practices or daily scrimmage.
8. Transportation for all athletic events is to be provided by parents.
9. Athletes are to set a good example at all times.
10. Athletes are to attend all team practices and events. Athletes need to notify coaches before missing a practice/game.
11. 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.
12. Any athlete will be disciplined if caught smoking, consuming alcohol or using illegal drugs according to the St. James Catholic School Handbook.
13. Cursing, defying authority or improper language will not be tolerated.

14. St. James School athletic teams should take precedence over other teams, such as AAU, travel team, etc.

15. **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. ******Sports provides a wonderful opportunity for parents/coaches to not only expect excellence in the classroom but teach life lessons to their student/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.

16. Athletes cannot participate in any extracurricular St. James Catholic School sports activities if they are absent that day from school.

17. **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.

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.

In addition to the specific league rules, the Athletic Committee lists further considerations on choosing teams as follows:

1. Formal practice is allowed one month prior to the first competitive event or as determined by the Athletic Director.
2. All paperwork is the responsibility of the coach and must be turned in to the Athletic Director at the beginning of the season.

3. 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.
4. Coaches are encouraged to keep as many players as practical.
5. Try-outs are required to earn a position on a non age group team.
6. Athletes not attending St. James Catholic School are eligible to play on parish teams as long as their family is registered and active members of a regional Catholic parish and the athlete participates in religious formation activities.
7. **Any special circumstances involving the team must be submitted in writing and approved by the Athletic Director.**

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.**

BATCHELDOR HALL GYM PROCEDURES

Batcheldor 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.

- The coach of the last team of the day in the Hall is responsible for turning off the lights, locking all doors, picking up trash, putting away chairs and tables, and checking the bathrooms.
- If a parish activity is scheduled in the lower level of the Hall that requires quiet then the gym cannot be used.
- The 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 the 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:

- Practices may only be at times designated by the Athletic Director/Scheduler.
- 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.
- 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.
- 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 should be notified.

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, 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.

- No uniform should be worn at practice **or to any other function outside of team games/scrimmages**, unless they are approved for your team for mass.
- Uniforms are the responsibility of the athlete and any item damaged or not returned to St. James Catholic School will be replaced at the athlete's expense.

- Care and laundering instructions will be provided to the coach and included with the uniform when they are handed out pre-season.

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 its rules.

1st Athlete's Signature _____

Parents' Signature _____

Date _____

I have read this Handbook and will abide by its rules.

2nd Athlete's Signature _____

Parents' Signature _____

Date _____

I have read this Handbook and will abide by its rules.

3rd Athlete's Signature _____

Parents' Signature _____

Date _____

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