

ASCS Athletic Policy and Procedures Manual

Athletic Mission Statement of All Saints Catholic School

We at All Saints Catholic School will always work at:

“Guiding students through sports with a focus on always maintaining a healthy mind, body and competitive spirit.”

Athletic Philosophy

The fundamental philosophy of the ASCS Athletic Department is to develop the talents of young men and women through competitive amateur athletics while maintaining a strong sense of Christian principles and good sportsmanship. The All Saints Catholic School Athletic Program is a Christ-centered program open to school students enrolled in the fifth through eighth grades at All Saints Catholic School and exists for the sole benefit of the children and/or students who participate. All students have the opportunity to participate, focusing on team unity, sportsmanship, skills' development and fun.

The goal of the athletics program is to develop the whole athlete. It is the goal of this program to assist in developing bodies, minds and spiritual beings into strong and contributing members of our society and our Church. Our program teaches our athletes to strive for personal bests and to maximize their contribution and sense of commitment to their team. Teaching the importance of winning vs.losing and how to handle either outcome are secondary goals.

The athletic department of ASCS is a vital, contributing part of the total educational system. The rules of the classroom regarding success, desire, integrity and perseverance are applicable during competition. Students who participate in athletics need to have a sense of personal accomplishment, fun and the satisfaction one feels in contributing to a team effort.

Use of School Name

The All Saints athletic teams that participate in the Dallas Parochial League are school sponsored. That means any other team such as the YMCA teams, Chamber teams, Spring Valley League, PSA and etc. are **not** school sponsored and are not permitted to use the school name. This also means you cannot go out and buy uniforms with the school name on them.

This is in the Family handbook on page FH 10 and 11.

Dallas Parochial League

All Saints Catholic School participates in the athletic organization serving the Catholic schools in the Diocese of Dallas (principally those in the metropolitan area). This organization, the Dallas Parochial League, hereafter DPL, sets policy and acts as an overall coordinator for the various sporting competitions it offers. DPL's philosophy and policies are summarized in the following quotation and subsequent paragraphs. In that All Saints is a member school of DPL, it will be the objective of the Athletic Director and the Principle to structure and manage the athletic program at All Saints under this same philosophy and policies.

“An athletic contest is a classroom away from school. The same rules are applicable to success, desire, integrity and perseverance. These are ingredients that are needed in a commitment to excellence philosophy.”

The athletic department of a parochial school system should be a vital, contributing part of the

total education system. It should be a working laboratory, where skills of being a team should be experienced. It is not a “minor league” for college or professional athletics, but rather an educational arm for helping to develop our students into the best citizens of our community that they can be.

The most important purpose or goal of the athletic department should be to develop young men and women, through competitive athletics, to develop their bodies, minds and spiritual beings into strong, contributing members of the society and Church in which we live. We can do this only if we teach these young men and women to give their best and not be concerned solely with winning and losing.

The object of this league shall be to provide athletic programs with the emphasis on Christian principles and good sportsmanship at the amateur level... to organize and govern competition between teams representing schools of the organization. The league shall exercise such control as is necessary to ensure the safe, healthful, and moral development of the players of the member schools.

DPL’s Emphasis on Athletics for Students, grades 5 through 8

All Saints aligns itself with DPL’s policy regarding the objective or focus of athletic teams. This focus varies depending upon grade level. In general, for all athletic teams comprised of 5th and 6th grade students, the emphasis will be placed on individual and team skills’ development. Participation will be encouraged for all who want to play. For all athletic teams comprised of 7th and 8th grade students, participation and skills’ development will continue to be emphasized. Additionally, the 7th and 8th grade students will experience the formation of a “competitive” team structure for each sport.

Sports Offered by the DPL

Fall:

Cheerleading, Cross Country, Drill Team, Football, Volleyball, and a Swim Meet

Winter:

Boy’s and Girl’s Basketball

Spring:

Baseball, Softball and Track & Field, Swim Meet
Soccer and Golf Tournaments

Athletic Director

The Athletic Director serves as the link between the DPL and All Saints Catholic School and assumes the day-to-day responsibility of managing the athletic program. The Athletic Director coordinates closely with the Principal on all athletic events and ensures that the athletic program effectively meets the needs of the student body and reflects the intent of the Athletic Philosophy as set forth in page 1 of this manual.

The responsibilities of the Athletic Director are as follows:

1. Work directly and in close communication with the principal in coordinating the athletic program for students in grades 5-8, those grades involved in the Dallas Parochial League (DPL).
2. Represent the best interest of the school in the Dallas Parochial League and attend all DPL conferences.
3. Supply the DPL with all rosters, entry fees and other requested information in a timely

manner.

4. Collect or review background, qualifications and other relevant information collected from coaching candidates; work with Principal through coach selection process.
5. Work closely with each coach in communicating information regarding practice and game schedules, gymnasium availability, certification and /or coach's clinics, student(s) affected by athletic probation, uniform distribution and return, etc.
6. Act as a liaison between parents and faculty on matters concerning athletic probation; intercede when complaints surface pertaining to a volunteer coach; be open and receptive to suggestions and requests from student athletes, parents and faculty regarding athletic program.
7. Assure that appropriate personnel are on hand for activities requiring use of the school's gymnasium (scorekeepers, clean-up, security, etc.).
8. Intervene in matters involving undesirable behavior displayed by either an athlete, a coach or parents during scheduled practices, scrimmages or games.

Student

Student Responsibilities

In terms of participation in the athletic program, all students will be strongly encouraged to participate in the athletic program at All Saints. Students will be informed of the registration period for an in-season sport. Should there be a sufficient number of students that sign up for each sport, tryouts will determine which students are placed on the Division I and Division II teams, both of which are at varsity level. For all sports except volleyball & basketball, students interested in playing on the 5th and 6th grade teams will play at the "junior varsity" level, where more emphasis will be placed on individual skills' development. In volleyball and basketball, at the 6th grade level, there will be both a Division I and Division II team, for which tryouts may be necessary, depending upon enrollment.

For those students playing at the varsity level, detailed explanations of the skills to be evaluated during tryouts, as well as other pertinent information regarding the tryout process, have been prepared for basketball and volleyball.

As part of the registration process, parents will be requested to sign the registration and athletic waiver forms in addition to attending a required meeting with the coaches. All athletes must have an up-to-date physical on file.

Students participating in the athletic program for any of the DPL sports will receive a team uniform for which they will be held responsible. The Athletic Director will distribute the uniforms to the individual team coaches or players. The student will then return all of the same items, in good condition, at the conclusion of the season. Cost for the restoration or replacement of any uniform items lost or damaged will be the responsibility of the student athlete and his/her parents.

If any student athlete prematurely leaves a team because of scheduling conflicts due to a club/select team or sport not sponsored by DPL or decides to quit due to lack of interest, this student will forfeit the opportunity to play that DPL sport in the following season. In the case of 8th grade students who sign up to participate in any of the DPL sports, they are strongly encouraged to "play out" the season and thereby set an example to the younger students. However, should an 8th grade student decide to quit football, for example, such action may jeopardize this student's participation in future sports, such as basketball, at All Saints. If there are other circumstances which influence or force a student to quit, the Athletic Director will

consider such circumstances and determine how(or if) the policy will be enforced.

Standards of Behavior for Student Athletes

Students wishing to participate in the athletic program at All Saints will be expected to conduct themselves in a positive and respectful manner. Any student exhibiting negative behavior, deemed detrimental to the team, will be removed from play during the specific sporting event at which the behavior was observed, as decided by the coach, or suspended from future team participation, as determined by the Athletic Director. Negative behavior includes use of profanity and/or use of offensive words or gestures, or any outright aggressive act directed toward fellow teammates, coach or coaches, the opponent, game officials or parents.

Good sportsmanship is the key to a good, strong athletic program. Participating students are expected to develop good sportsmanship skills and exhibit them during all practices and games.

Additionally, student athletes are expected:

- To demonstrate a very high regard for all property, whether it be uniforms, or sports equipment. In terms of the latter, no littering, vandalism, graffiti, or misuse of property or facilities will be permitted.
- To behave like guests when practicing or playing any sporting event at opposing school. Adhere to the Sportsmanship Code for Players in the DPL Handbook.

Tryout Process

The tryout process pertains primarily to all 6th, 7th and 8th grade students. Upon signing up, students when possible will be given the option to tryout for a Division I team. These tryouts are totally optional and if a student wishes not to participate in the tryout, he/she will be placed on the Division II, or Division III team. Students who tryout and are not selected for a Division I team, will be placed on the Division II or III team. Students who miss the tryout date due to schedule conflicts or out-of-town travel will be placed on a team based on the recommendation of the Athletic Director. Provisions will be made for those students who miss the tryout due to documented illness or injury. Under these circumstances, the affected student(s) will be evaluated at one or two practice sessions and subsequently placed on a team, based on the recommendation of the coaches and the Athletic Director.

All tryouts will be run and conducted by outside experienced coaches selected by the Athletic Director. It should be noted that all tryouts are closed to parents and other non-participants. Additionally, when participating in a tryout, students are asked to refrain from wearing any school/school or club team apparel. Depending upon the number of students who sign up to participate in a sport, the Athletic Director will determine whether to hold a tryout. If there are not a sufficient number of players to fill two team rosters, all players who signed up will be placed on a single Division I or II team based on their athletic ability. There is no limit to the number of Division I, Division II or Division III teams that a school may present to the league. All divisions are designed to focus on developmental skill and knowledge of the sport. However, Division I places more emphasis on competition.

Practice

Regarding practice times: All DPL teams have first priority regarding use of the gym. Varsity teams will generally have two (2) 1-1/2 hour practices per week-full gym. Junior Varsity teams

will receive two (2) 1-hour practices on one-half of the gym. Practice schedules and times may vary depending on the number of teams needing use of the gym and availability.

If multiple practice times exist for a team the coaches will determine which practice is mandatory. While it is preferable that all student athletes attend all practices playing time can be affected for missing mandatory practices for an un-excused reason (example my other team had practice, I wanted to go to my friends party)

Academic Eligibility for Participation in Athletics

Students participating in DPL activities are required to maintain a grade no less than 70 (C) in each subject area and to achieve no less than a satisfactory rating in areas concerning conduct, effort, or self-discipline (hereafter, the minimum standards).

In order to try out or remain eligible for a team or extra- curricular activity, a student must be passing each subject area with at least a 70% ; maintain an overall 76% (C) average in all subject areas, with no more than one "D" and no "F's"; and maintain at least an "S" average in conduct. Failure to comply with any of these criteria will result in a student being placed on ineligible probation until grades meet the grading criteria as evidenced on the next grading cycle (progress report or report card). The student will have 2 weeks to show satisfactory progress in raising all grades and unsatisfactory conduct marks. This means that after the initial two week grade check review, the student will submit weekly (Wednesday) grade check forms to the assistant principal to verify that his or her grades meet the criteria for eligibility. The form will be obtained from the child's homeroom teacher on Tuesday of each week and will be turned in to the assistant principal by Wednesday of each week by the end of the lunch period. As long as the grades meet the criteria, the student is eligible to participate that week. If the student fails to get the forms filled out or return them to the assistant principal by Wednesday, they will be ineligible to participate in any extracurricular activity, practice, or competition until the next week the student submits a grade check form or until the probation period ends.

During the Athletic Probation period, it will be the responsibility of the Athletic Director to communicate with affected students and their coaches. It will be the responsibility of the Assistant Principal to communicate with the student's parents.

Attendance and Eligibility

Students must be in attendance at school between the hours of 11:00am and 3:00pm to be considered eligible to practice or participate in extracurricular activities for that day. If the activity falls on a day school is not in session, the previous day's attendance is viewed for eligibility.

It is the parent and student's responsibility to be aware of and adhere to the above mentioned eligibility policy.

Coaches

Coaching Philosophy

The coach bears the greatest direct responsibility for sportsmanship. His/her influence upon the attitudes and behaviors of the players and spectators is unequalled. A Christian manner of speech and action is expected of all coaches. It is essential that all coaches subscribe to the values of sportsmanship and teach its principles through word and deed. Coaches who are selected to represent All Saints Catholic School must reflect the school's philosophy and

policies in making athletics fit into the general school program. To simplify, this means that coaches are to be respectful of the students and must strive to approach practices and game situations focusing on the positive. They should be fair and have an unprejudiced relationship with all team members for every child needs to experience success. Coaches should expect all members to act in a cohesive team manner. They have the right to expect the athletes to attend every practice.

It is required that coaches have a meeting early with parents to emphasize the Athletic Program philosophy, rules, policies and regulations listed in this handbook. All coaches are expected to abide by the following *guidelines*:

- ◆ Always set a good example for others to follow
Promotes an atmosphere of positive reinforcement and supportive spirit among teammates
- ◆ Teach and model Christian values
- ◆ Instruct the players in their sportsmanship responsibilities
- ◆ Discipline those students/athletes who display unsportsmanlike conduct
Makes all necessary arrangements for game day such as notifying players of game time and place,
securing scorekeepers and other support.
- ◆ Be a gracious host to opponents – treat them like guests
- ◆ Respect the officials' judgment and interpretation of the rules
- ◆ Publicly shake hands with officials and opposing coach before and after the contest.
- ◆ Meets with team members after each game, win or lose, for wrap-up.
- ◆ Coaches are discouraged from transporting athletes to and from contests and practices.
- ◆ If a practice is not held at the scheduled time, the canceling coach must inform the Athletic Director at least two hours in advance of the scheduled time. This courtesy will enable the Director to notify the appropriate people to make sure the facility is secure for close out.

Relationship with Student Athletes

1. Knows and appreciates each athlete as an individual and recognizes each individual's contribution to the team effort
2. Uses positive and supportive language; engages in constructive criticism only.
3. Promotes an athlete's self-esteem and self-discipline

Coaching and Volunteers

The Athletic Director will coordinate the coach selection process. All coaching applicants are required to submit information, in the form of an application, to the Athletic Director for review. It will be the responsibility of the Athletic Director to make the final decisions regarding all coaching selections.

Any parent wishing to volunteer for a coaching position is encouraged to do so. Prior to each seasonal sport, volunteer sign-up sheets will be posted, allowing all who wish to be considered to apply. A copy of the volunteer coach's application is available in the School office. If there is more than one applicant for a coaching position, the Athletic Director will make the final decision on who will coach the team. No coaches are guaranteed yearly positions. The Athletic Director will evaluate coaches each season.

In Varsity-level sports, a non-parent coach is preferred over a parent-coach. When selected, each head coach, as well as assistants, will be required to complete a criminal background check, screening test, Safety Environment Training Course and sign the All Saints Coach's Guidelines. They will also be asked to attend any prerequisite training or certification programs as recommended by the Athletic Director or the DPL. Any volunteer with an established or

prior criminal record will not be permitted to coach at All Saints Catholic School or in the DPL.

Coaches will be subject to immediate removal for violation of any of the All Saints Coaches' Guidelines or DPL rules governing coaches or at the sole discretion of the Athletic Director for behavior unbecoming of a coach or inconsistent with student athlete development.

Assistant coaches may be selected by the approved head coach, with final approval from the Athletic Director. Assistant coaches will be subject to the same qualification criteria, behavior standards, removal procedures and criminal background check requirements. All coaches for All Saints Catholic School must be at least 18 years of age.

Safe Environment Policy

The Diocesan Safe Environment Program states:

“As Christian adults, we have a moral and legal responsibility and are entrusted by God with the spiritual, emotional and physical well being of minors and vulnerable adults as they participate in activities within or sponsored by our Diocese. It is our responsibility and commitment to provide an environment which is safe and nurturing.”

“In order to achieve the above, the diocese has a Safe Environment Program that implements training, screening, background checks and other procedures that are designed to reduce the risk of sexual abuse of children and vulnerable adults. Every parish, school and Diocesan agency has the program and each is responsible for program implementation and continuation.”

For the safety of the student athletes, all coaches and volunteers at ASCS must successfully complete the Diocese of Dallas Safe Environment Program Procedures. The Athletic Director will communicate and provide all the necessary requirements and forms to coaching/volunteer staff.

- ❑ It is mandatory that at all times there be **two (2) adults** present when practicing in the gym or field. Coaches must arrange supervision with the parents if an assistant coach is not present.
- ❑ All head coaches must be 18 years of age and must be approved by the Athletic Director. Paid staff members and volunteers are under the supervision of the Principal and the Athletic Director.
- ❑ Coaches are discouraged from transporting athletes to and from contests and practices.

Professional Behavior

1. Reflects the same standards of behavior that are required of student athletes (see Student, Standards of Behavior for Student Athletes) during practices, scrimmages or scheduled events.
2. Provides timely and constructive feedback to student athletes.
3. Strives for self-improvement through participation in certification and training programs.
4. Shall not openly question a referee's judgment, honesty or integrity and shall refrain from any misconduct constituting Referee Abuse (see definition at the end of this section). Referees are symbols of fair play, integrity and sportsmanship.
5. Shall accept the results of each game, encouraging each child to be gracious in victory and turning defeat into a positive experience by working toward improvement.
6. Supports the philosophies of the school and adheres to the policies of All Saints Catholic School.

Note: The term "*Referee Abuse*" means abusive or derogatory conduct of any nature whatsoever directed against a referee including, but not limited to, threats, remarks that carry an implied threat of physical harm, intentional physical contact with a referee, such as grabbing his/her uniform or arm, poking or vandalism directed at the person or property of a referee, the throwing of any object at a referee, and the like.

Medical Emergency Procedure

The Emergency Medical Procedure covering all Dallas Parochial League activities in which All Saints Catholic School students participate is the step-by-step process described below. This process will go into effect in the event of an illness or injury involving a student athlete while on the campus of All Saints Catholic Community.

Some examples of common emergencies that may occur are: Diabetic reaction, severe asthmatic attack, nausea, vomiting, laceration or trauma.

It should always be understood that the health and safety of the athlete is the preeminent concern in the event of a medical emergency. Every effort should be made to contact the legal guardian of the athlete as soon as possible to direct the medical care of the individual. If the legal guardian is unavailable, it is the responsibility of the Athletic Director, if present, or coach of the affected athlete to make reasonable decisions regarding treatment.

In the event of a medical emergency, the procedure is as follows:

1. Contact the athlete's legal guardian.
2. Institute simple first aid such as bandage minor cuts, ice and elevate bruises and strains.
3. Arrange for Emergency Medical Treatment by calling the Plano Fire Department Medical Emergency number *911*
4. Contact the Athletic Director (214-217-3328) and the Principal (214-217-3300) and leave messages for both individuals.

Gym rules

Following is a list of gym rules that must be followed when using the gymnasium.

- ◆ Absolutely no food or drinks other than water are allowed in the gym.
- ◆ All coaches are responsible for making sure that the gym is picked up after their practice. No leftover jackets, clothes, balls, etc. The coach should always be the last to leave.
- ◆ There is to be no unsupervised children allowed in the gym.
- ◆ If you are the last practice or group of the day, please make sure to turn off all lights and that all doors are closed before you leave.
- ◆ There is to be no playing on the mats or on the referee's platform for volleyball.
- ◆ Children should not be left unattended.
- ◆ We discourage siblings at practices. Student athletes and coaches must be able to remain focused and disciplined to the practice session.
- ◆ Please make sure that all players are wearing the proper footwear.
- ◆ The possession or use of any alcohol, illicit drugs, tobacco products of any kind is prohibited.
- ◆ Athletic equipment is used only in appropriate designated spaces. Use of equipment in the hallways is prohibited.

- ◆ Coaches should check the condition of the gym/field before the previous coach turns it over to them. If the area has not been left in good condition, then the entering coach should ask the previous coach to rectify the situation.
- ◆ Student athletes and parents should take all personal possessions with them before departing.
- ◆ Failure to follow any of these rules will result in loss of gym privileges.

FAQ's (Frequently Asked Questions)

Q: Can a 4th grader play in the DPL?

A: No. The DPL is designed for 5th through 8th grades only.

Q: Are there tryouts and for what sports?

A: Yes. Tryouts could be conducted for volleyball and basketball, grades 6th through 8th. Other varsity sports may apply based on the number of students going out for that particular sport.

There are no CUTS!!!

Q: Who is in charge of running the tryouts?

A: It is the responsibility of the Athletic Director to bring in outside coaches to conduct and oversee the tryout process. If the coaches have a concern regarding a player they may consult the Athletic Director for their recommendation.

Q: Can a non-parent coach an All Saints team?

A: Yes. We are very blessed to have such great parent-volunteer coaches; however, at the Varsity levels we prefer to have a non-parent coach, if qualified.

Q: Where do we get team uniforms?

A: The Athletic Director will distribute uniforms to all players / coaches. Uniforms must be returned when the season ends or at the direction of the Athletic Director. A fee will be assessed if uniforms are not turned in.

Q: Are there playing time requirements?

A: Yes, for 5th and 6th grade levels there is a minimum time amount. However, it is encouraged that all players have the opportunity to participate in all games.

Q: Can a team get bumped from a practice?

A: Yes. In the unlikely event that a DPL game must be scheduled during a practice time, or if there is a school program in the gym, practice would be cancelled.

Q: Who do I talk to if I have a problem with a coach?

A: First, contact the Athletic Director and make him/her aware of the situation. The Athletic Director will discuss the situation with the coach in order to resolve any conflicts or problems. If resolution isn't timely, the Principal will be informed by the Athletic Director of the situation.

Q: If I coached last year, do I automatically coach the next year?

A: No. Based on volunteers and coaches evaluations, it will be the Athletic Directors responsibility to choose the coach that will best fulfill the needs of the student athletes.

Q: If a student declines a tryout and then changes their mind are they allowed to participate in the tryout process.

A: Yes, A student may attend the tryout, no student will be left out.

A Final Note from the Athletic Director

We, at All Saints Catholic School, are very blessed to have a wonderful school and a growing program. We need to take full responsibility for all our actions and represent our school and parish in the best way that we can. I also feel that it is extremely important for parents and students to understand the value of commitment. When a student signs up for a DPL sport, I ask that they give 100% of their time and effort to that sport. It is not fair to coaches and your teammates if you cannot devote time to your team. I would ask that all student athletes be at every practice and show up at every game on time. If students and parents are not willing to make this commitment to their team, they should re-evaluate their sport priorities. By not committing fully to your team, you are failing to be a member of the team, and letting your teammates and coaches down. If you have already committed to play another sport or on another team outside the DPL, and wish to participate on a DPL team, please ensure that you make the DPL your priority.