

ST. LUCY'S ATHLETIC ASSOCIATION

PHILOSOPHY & MISSION STATEMENT

The philosophy of St. Lucy 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. Lucy'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. Lucy's School or religious education programs.
- Holding fundraising events to support improvements in current athletic programs, church, 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. Lucy 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.

BOARD OFFICERS AND ELECTIONS

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. Lucy's
- Monitor attendance requirements of CCD students
- Clear all athletes for participation in practice and games

Director of Tournaments Responsibilities:

- Work with Athletic Association with all special sporting events throughout the year
- Verify that all team stay within tournament limits
- Enter and approve team tournaments

President Responsibilities:

- Keep inventory of uniforms
- Set Agenda and run monthly Athletic meetings
- Distribute necessary paperwork to all coaches
- Advertise and market tournaments, facilitate tournament entries

Vice-President Responsibilities:

- In the absence of the President, shall perform all the duties of the President
- Ensure all players' registration forms and fees are turned in prior to deadlines
- Coordination of uniform handout and Coach supplies
- Track tournament volunteers

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
- Coordination of concession sales for tournaments

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
- Pay bills in a timely manner
- Approve all check requests prior to checks being mailed
- Approve all checks for all team tournaments

VOTING MEMBER STATUS

Voting is restricted to the Executive Committee only (Athletic Director, President, Vice-President, Treasurer and Secretary).

ATHLETIC ASSOCIATION POSITION TERMS

The President, Vice President, Treasurer and Secretary positions are two-year commitments. Nominations for a position will be accepted through April 1st of the current year and may be dropped off in the school office. Voting will take place at the Sports Banquet held in the spring of each year. All attendees at the Sports Banquet are eligible to vote for officers. Elections are as follows: President & Secretary odd numbered years and Vice President & Treasurer even numbered years. In the event a board member can't finish their term, the director will appoint someone to fill the opening for the remainder of the term. Nominees for President must have at least two years prior experience on the Athletic Association Board.

ATHLETIC ASSOCIATION MEETING DATES

The Board meets on the third Thursday of the month at 7:00 pm in the school library. Anyone is welcome to attend these meetings; they are a great opportunity to ask questions or express concerns about St. Lucy's athletic programs. Minutes for all Board meetings will be posted on the St. Lucy School Website (www.stlucysschool.com). The dates for our general meetings will be printed in the weekly notes.

REGISTRATION PROCESS

Registration information will be available in April for the upcoming school year. ***The registration deadline is May 31st for all sports.*** St. Lucy'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 (SSPL) needs to know how many teams St. Lucy'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.

There will be a \$10 late fee for any late registrations (with the exception made for new students). After the registration deadline, the maximum number of players on a team is as follows: Basketball – 10, Volleyball – 12, 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 board 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 Board member to work through the problem.

Fees for the 2019-20 school year have been set. Volleyball \$40.00, Basketball \$60.00 and Cheer \$30.00. Track will remain \$20.00 and the fee will include a shirt. Payments are due at the following times for each sport-

Volleyball - \$40.00	Due August 15th
Basketball - \$60.00	Due November 1st
Cheer – \$30.00	Due October 15th
Track – \$20.00	Due March 15th

Students will be allowed to take part in practice only after fees and/or uniform deposits, all required medical and consent forms. A \$100 uniform deposit is required for volleyball, basketball, and cheerleading. These deposits are to be in the form of a separate check from the sport fee payment. – the checks will be held until the uniforms are returned in good condition. Any damaged uniforms will be charged a fee (up to \$100) depending on the damage. Students taking part in both a fall (volleyball) and winter (basketball) sport may write one check to cover both deposits. Student taking part in Cheer will be required to write a separate deposit check to cover the Cheer deposit. Families with children taking part in five or more sports will receive a discount of half price starting with the fifth sport. For example, five sports played during a school year would be: four at full price and one at half price, any additional sports beyond the first four would also be half price. Deposits are not included in the discounted fee.

All required information and sign-ups may be completed through our website www.stlucysschool.com.

TOURNAMENT VOLUNTEER

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 volleyball and basketball tournaments we could really use your help! Shift times are approximately 2 ½ hours long, depending on the area worked. ***Only adults may work in the concessions area per health code requirements.*** Teams will need to reach their level of required shifts before the team will receive association paid tournaments. Volleyball/Basketball will require 2 slots per athlete for each team member, this level must be reached before the team receives their Tournament for the season. Cheer will only require one slot per person before entering any competitions. Information on times and days parents can work will be available on www.signupgenius.com.

Below are the links for both Tournaments and the shift links:

Lynzay Legois Memorial Volleyball Tournament – T.B.D.

Dan Biesack Memorial Basketball Tournament – Jan 3rd-20th

DIVISION OF 5TH – 8TH GRADE TEAMS

When the maximum number 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 Association 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 (SSPL) 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.

Athletes must attend a minimum of four practices before they are allowed to start league play. This is to ensure the athletes are in condition for actively participating in the sport. If an athlete misses two consecutive practices before a game, the athlete will not be allowed to participate in the next scheduled game.

Teams may enter Tournaments throughout the sport season paid for by the association. Fifth and sixth grade may enter two tournaments per sport season. Seventh and Eighth grade may enter up to three tournaments per sport season. Lastly, eighth grade may enter the Padre as a post season tournament. All tournaments must be cleared with the tournament director before entering any team.

GRADE POINT ELIGIBILITY

The Athletic Association and St. Lucy Parish support the mission of St. Lucy Parish School and thus realize that academics must have top priority. Sports programs must not interfere with this process. Participation in the programs offered by the Athletic Association is a reward earned by students showing good conduct and study habits while attending St. Lucy Parish School. Therefore, the school will play a role in determining a student's eligibility for sports based on the attitude and effort the child is applying to their class work. In an effort to encourage the student to bring his/her grade up to standard, the school administration is willing to work with the child on a weekly basis to determine his/her eligibility. If, after a six-week period, the child does not improve his/her academic grade and effort grade, the child will be ineligible for the rest of that particular sport season with no fee reimbursement. We realize that this may be one of the few opportunities some children may have to participate in organized sporting events, and this method seeks to place the child back on the team as soon as possible, while not placing the child's academic standing in jeopardy. At all times, the burden of proof lies with the child involved. Any student missing 5 school assignments will be removed from sport until all missing assignment are turned in. He/she will be responsible to bring their grade up to an acceptable standard, which includes:

The school principal, parish priest, and the athletic director will monitor this program. The parents and child will be notified on the eligibility of the child on a weekly basis as stated above.

Children must also realize that their behavior may have an impact on their eligibility to play sports at St. Lucy Parish School. The child is asked to be respectful of their teachers and fellow classmates at all times. If a child repeatedly chooses to break school rules and/or chooses to repeatedly disrupt a classroom, the school administration does have the authority to deny a child the right to participate on a school team until the inappropriate behavior diminishes. In the event of a school suspension, the student's eligibility will also be reviewed on a weekly basis.

Together with the continued support of St. Lucy'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

Our religious education athletes are expected to follow the same grade point eligibility guidelines listed above. 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. Lucy's is that each child must have a physical form on file with the school office. 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 school office or online at the athletic association'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, 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 fill out an annual coach's application form and return it to the school office by the sport's registration deadline. All applications returned by this date will be considered for head coaching positions. Applications can be found on the association website. If additional coaches are needed after initial applications are returned, the Athletic Association will accept applications past the deadline. Adults interested in coaching a sport must fill out the application by May 1st. Interviews for all coaches will be held in May.

If there are more people interested in coaching than there are openings, an interview committee will conduct interviews and make a recommendation to the board. The Vice-President will provide a list of all coaches to the Athletic Director for final approval. The final list will be forwarded to the Pastor for final approval.

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 before 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/director shall be accountable for monitoring coaches and maintaining certification records. The record keeping may be delegated by the pastor/director. 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.
- Collect the athlete's "Sports Contract"
- Leave premises clean and secure.
- Maintain equipment checked out to them.
- Hold a pre-season meeting with parents to collect the Concussion Form. 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. Lucy Athletic Board.
- Follow all league, Archdiocesan and Athletic Association rules.
<http://www.archmil.org/CentersofExcellence/DOCsPDFs/Athletics/AthleticPolicy-Man-07172013-jm.pdf>
- 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 and coaches equally and with respect.
- Report all serious injuries to the Athletic Director the day of the incident.
- Refrain from verbal abuse towards players, parents and coaches.
- Provide positive instruction to all players.
- Ensure 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, coach or league official.
- Only hold practice when at least 50% of the team is in attendance
- Start each practice and game with team prayer
- 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, 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. Lucy 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.

- Academic standards listed in this manual must be met. Failure to meet these standards will result in the loss of the privilege to participate in Parish athletic activities.
- 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. Lucy 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. Lucy 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.**

Ejection From Competition

Students

- Any student who is ejected from any competition for any reason shall be immediately suspended for the next 25% of the competitive season. This includes any and all tournament competitions scheduled during this period. The suspension does carry over into the next competitive season the student participates in.
- A second ejection shall result in a suspension of the next 50% of the competitive season. This includes any and all tournament competitions scheduled during this period. The suspension does carry over into the next competitive season the student participates in.
- A third ejection shall result in a suspension of the next 50% of the competitive season and future eligibility shall be reviewed by the student's parish/school in consultation with the Office for Schools.
- Suspension resulting from ejections are not subject to appeal.
- Students may participate in practice, but not in a scrimmage during the suspension period.
- The Parish/School and/or league may impose consequences beyond the above described suspensions.

Coaches

- Any coach who is ejected from any competition for any reason shall be immediately suspended for the next 25% of the competitive season. This includes any and all tournament competitions scheduled during this period. The suspension does carry over into the next competitive season the coach participates in.
- A second ejection shall result in a suspension of the next 50% of the competitive season. This includes any and all tournament competitions scheduled during this period. The suspension does carry over into the next competitive season the coach participates in.
- A third ejection shall result in the disqualification of the coach from further coaching opportunities in the Archdiocese of Milwaukee.
- Suspension resulting from ejections are not subject to appeal.
- During the suspension period, the coach is not allowed to attend any practice, scrimmage or competition.
- The Parish/School and/or league may impose consequences beyond the above described suspensions.

Signed by the Members of the Current Athletic Association.

Athletic Director- Matthew Sepanski

Athletic Director- Brian McNulty

President – Michele Ludvigsen

Vice President – Mike Scholzen

Treasurer- Kim Scholzen

Secretary- Bob Hoey

St. Lucy Athletic Association Agreement

I have received the St. Lucy Athletic Association Handbook (2019-20) and will abide by its rules and regulations.

Parent Name _____

Child Name _____

Grade _____

Parent Signature _____ Date _____