

Divine Providence Catholic School Athletic Handbook

Revised 2015

Athletic Philosophy and Goals

The Divine Providence Catholic School Athletic Association (DPAA) is designed to be representative of our Christian values in life. As Christians, we are constantly challenged to better ourselves. Similarly, in team sports, we strive for improvement as individuals and as a group. The development and promotion of Christian values is the primary focus of the DPAA. Athletic participation is one arena in which our athletic board, coaches, parents, officials and student-athletes should strive to manifest and exemplify the ideals of Christian life.

The DPAA is designed to provide a high-quality experience to every athlete, where every student-athlete:

- Has fun playing the game
- Feels like an important part of the team, regardless of performance and ability
- Learns life lessons that have value beyond the playing field
- Learns the skills, tactic and strategies of the game and improves as a player
- Maintains good health through physical exercise
- Develops healthy social interests
- Develops sportsmanship and teamwork
- Learns to grow in qualities such as courage, initiative, honesty, cooperation, self-confidence and loyalty
- Learns an appreciation of rules and performance
- Plays at his / her own level of competition and is able to recognize and to accept this level
- Accepts defeat knowing that she/ he tried their best
- Promotes and encourages Christian values through interaction with peers
- Strongly promotes and commits to participation in the Divine Providence Catholic School Athletic Program athletic activities

Families must provide the foundation for the DPAA. The family is the basis of Christian life and promotes the growing of our Christian values. Through the promotion of integrity, character, team spirit, sportsmanship, each student-athlete will benefit and be better prepared to participate in our community.

The DPAA has a responsibility to all participants (coaches, players, families and officials) to provide the best possible environment for competition. Such competition will not be based solely on winning and losing but, rather in terms of enjoyment, improvement, and building the student's self-confidence and skills. In order to accomplish these goals, the participants must become gracious winners and losers, understand that team participation and goals are more important than individual performance. This will allow the student-athletes to experience personal growth while supporting the growth of their teammates, peers, friend and competitors.

Athletic activity is one way that our Catholic school supports the growth and development of the whole child. Team sports, competition, and extracurricular-activities serve to keep the mind and body fit . For these reasons the Divine Providence Catholic School Athletic Program mandates the participation of all children who wish to get involved, not merely the most skilled student-athletes. To this end, DPAA has a “no-cut” and “all play” policy.

I. The Athletic Board Membership

A. The Executive Board of the DPAA shall be the Athletic Director, Assistant Athletic Director, Treasurer, Secretary, and Athletic Administrator. The executive board may add/delete delegated positions if needed. The Executive Board positions may be occupied by DP school parents or DP parish members.

B. Term of Office

1. The Athletic Director shall serve a term of 2 years. An additional year can be added after serving the term with approval, but cannot exceed a total of 4 consecutive years. If the Athletic Director decides to step down after a term or the position is vacated for any reason, the existing DPAA board members will have first choice to be the successor to the vacated position/positions in the appropriate order of Assistant Athletic Director first, Treasurer second and Secretary third. If an existing board member is uninterested in the position, priority will be given to a person that has actively participated in Divine Providence Athletics for the previous two years. Starting with those actively involved with DPAA.

2. The Assistant Athletic Director shall serve a term of 2 years. An additional year can be added after serving the term with approval, but cannot exceed a total of 4 consecutive years. If the Assistant Athletic Director decides to step down after a term or the position is vacated for any reason, the existing DPAA board members will have first choice to be the successor to the vacated position/positions in the appropriate order of Treasurer first and Secretary second. If an existing board member is uninterested in the position, priority will be given to a person that has actively participated in Divine Providence Athletics for the previous two years. Starting with those actively involved with DPAA.

3. The term of office for Secretary and Treasurer shall be for two consecutive years. The term of office shall not exceed four years total for Secretary or Treasurer. If an existing board member is uninterested in the position, priority will be given to a person that has actively participated in Divine Providence Athletics for the previous two years. Starting with those actively involved with DPAA.

4. The term of office dates shall be July 1st – June 30th (1 year).

5. Athletic Board Members may not serve on other Divine Providence School Boards consecutively while serving on the DPAA.

C. Election of Officers

1. At the March meeting, if a DPAA member has completed their term and is not continuing to a next term, the DPAA members will determine if the next member in line is willing to fill the position. If the existing DPAA board members in order are unable or not interested in the vacated position on the board, priority will be given to a person that has actively participated in Divine Providence Athletics for the previous two years. Those individuals will be notified of existing openings by the secretary (via email) and will be expected to respond in a timely manner in which then the list shall become closed. If there are no interested parties then the DPAA will determine the number vacancies for the following school year and prepare for nominations.

Within ten (10) days a notice will then be distributed by the Secretary to alert all school families of any vacancies and a upcoming election in May. The Secretary MUST list the requirements and responsibilities of the available positions in the notice distributed to the school families. Interested parties must communicate in writing their interest in the position to the DPAA within the subsequent seven (7) days via the Secretary. Interested parties should describe their desire to attain the available position, and include their qualifications and previous experiences that they would bring to the DPAA.

2. At the April meeting, the list of consenting candidates and their qualifications will be presented to the DPAA board by the Secretary. Approval of the candidates presented shall be given by a roll call vote by the voting members present with a simple majority signifying acceptance. The list shall become closed.
3. Upon acceptance of nominees by the DPAA Executive Board at the April board meeting, if a vote is required a notice will be distributed via the Secretary to all school parents/guardians identifying the candidates and listing their individual qualifications. A written secret ballot, prepared by the Secretary, will be distributed in conjunction with notice of candidates. All sealed ballots are to be returned to the school office within 48 hours of distribution. The ballots will be collected by the Secretary and opened and counted in the presence of a quorum of DPAA Executive Board members.
4. When more than two candidates compete for the same office, the candidate receiving the most votes shall be elected. In case of a tie, the winner will be determined via a lottery. If only one candidate is nominated for a position, the nominee shall be treated as elected if qualified.

The new elected member / members will be notified to attend the May DPAA board meeting and the DPAA will distribute information to the school families of the election results.

II. Athletic Board Roles

- A. The Athletic Board will actively support the philosophy and policies of the DPAA.
- B. The Athletic Board will plan, implement and support the DPAA.
- C. The Athletic Board will advise the BSJ regarding budget and registration fees
- D. The Athletic Board will assist in resolving disputes with constituents.
- E. The Athletic Board will act as points of contact for families by providing communication and clarification regarding the DPAA.
- F. The Athletic Board will assist with the management, inventory, and purchase of necessary equipment.
- G. The Athletic Board will recruit coaches who will support the philosophy of the DPAA and are capable of teaching the appropriate skills and understanding for the team.
- H. The Athletic Board will offer coaching clinics and program orientation to ensure that there is a quality of program and consistency of program philosophy.
- I. The Athletic Board will act in conjunction with and support Divine Providence Catholic School and Parish.
 1. Athletic Board Code of Conduct
 - a. All Board meetings, meeting minutes, board discussions and dealings, and board communications with other organizations shall be made available to the public in a timely manner if requested, except in unique instances where confidentiality as required by Executive session requires confidentiality.

- b. Board members shall attend all board meetings. Failure to attend three Board meetings in a single year will be grounds for the Board to review the members standing on the Board and is considered grounds for dismissal on the Board if deemed necessary. The entire Athletic Board shall vote on termination with majority considered carrying the motion.
- c. Failure to respect/support the Athletic Board philosophy, mission, functions or other Board associates is grounds for dismissal and the member will be asked to resign for failure to adhere to the program goals by the Athletic Administrator and/ or Athletic Board.

III. Athletic Board Procedure for Policies

- A. The Athletic Board has the authority to review policies associated with the administration of athletics and to suggest alterations or additions to the Handbook. ALL policies are subject to the approval of the Athletic Administrator.
- B. The suggestion for a new or altered policy is to be received by the Athletic Director no less than one week before the regularly scheduled monthly meeting.
- C. The Athletic Director will distribute the policy suggestion to all Board members prior to the meeting. At the meeting, a short presentation of the proposed policy will be made. Following the meeting, the suggested policy will be posted until the next meeting to allow for fuller consideration of the proposed policy.
- D. At the regularly scheduled meeting, all parties who wish to be heard will be heard. After hearing all views, the Athletic Board will close the open forum and review policy findings in executive session.
- E. The Athletic Board will vote on the policy in its final form. Upon having a vote and a second, a formal vote on the recommended policy will be taken. To adopt the policy, a two-thirds majority must vote in favor of the policy.
- F. Upon acceptance by the Athletic Board, the policy will be presented to the Athletic Administrator and Pastor for final acceptance. If adopted, it will then be publicized.

IV. Duties of Board Members

A. Athletic Administrator

1. The Athletic Administrator is responsible for the overall conduct of the Athletic Program members including Board members, families, student-athletes, and coaches.
2. The Athletic Administrator is responsible to verify that all coaches have participated in Virtus training and have had a criminal back ground check. The requirements are mandatory and required for all those in the faith community who interact with minors.
3. The Athletic Administrator will determine student-athlete eligibility of all players.
4. The Athletic Administrator is responsible for ensuring all DPAA policies, programs, and activities adhere to the Divine Providence Catholic School and Parish philosophy and mission.
5. The Athletic Administrator shall be the school principal and/or their designated staff member.

B. Athletic Director

1. The Athletic Director is responsible for receiving information about athletic business and is responsible for the dissemination of this information to the appropriate parties.
2. The Athletic Director is responsible for knowing and enforcing Archdiocesan policies for conduct and quantity of contact (practices and games).
3. The Athletic Director is responsible for working with the Athletic Administrator and appropriate Board members to recruit, train, and assign qualified coaches for all athletic teams. It is imperative to ensure that coaches are prepared for each sports season.
4. The Athletic Director is responsible for representing the DPAA at league meetings (or by sending a representative).
5. The Athletic Director is responsible for conducting the registration of players for each team; distributing registration materials.
6. The Athletic Director is responsible, along with Athletic Board members, for distributing league schedules and coordinating game schedules with the school administration for home events.
7. The Athletic Director is responsible for working with all Athletic Board members to ensure the efficiency and quality of the entire Athletic Program.

C. Assistant Athletic Director

1. The Assistant Athletic Director is responsible for supporting the Divine Providence Athletic Director in their duties.
2. The Assistant Athletic Director is responsible for knowing and enforcing Archdiocesan policies for conduct and quantity of contacts (practices and games).
3. The Assistant Athletic Director is responsible for acquiring, inventorying and maintaining equipment, first aid supplies, and uniforms.
4. The Assistant Athletic Director is responsible for developing, updating, and distributing Coach's binders at the beginning of each season, with all appropriate items included in the binder (See section VI.-a for details).
5. The Assistant Athletic Director is responsible for working with all Athletic Board members to ensure the efficiency and quality of the entire Athletic Program.

D. Secretary

1. The Secretary is responsible for taking and posting minutes from all DPAA meetings.
2. The Secretary is responsible for setting monthly meetings and informing all constituents of meeting dates/locations.
3. The Secretary is responsible for conducting the registration of players for each team; distributing registration materials.
4. The Secretary is responsible, along with the Athletic Board members, for distributing league schedules, coordinating game schedules with the school administration for home events.
5. The Secretary will be involved in election process of new Executive Board members (See section I.-C.)

E. Treasurer

1. The Treasurer shall provide monthly budget reports to the other Board members during each monthly meeting.

2. The Treasurer shall ensure that budget reports, along with balanced bank statements are provided to the parish.
3. The Treasurer shall submit all Board approved expenses to the Executive Board and the Athletic Administrator, if necessary, to receive authorization for spending.
4. The Treasurer shall handle all the financials for any DPAA organized school events. Reports for such events should be written up and communicated with the executive board.

F. Coaches

The DPAA encourages parent participation in the Athletic Program, believing that the parents have the greatest interest in the education of our student-athletes. In instances where there are no qualified parent coaches available, the qualified non-parent will be given preference.

1. The criteria for selecting a team coach is as follows:
 - a. The coach demonstrates the ability to teach and model Christian values.
 - c. The coach articulates and models the philosophy and goals of the DPAA.
 - d. The coach understands the fundamentals of the game.
 - d. The coach is willing and able to develop the potential, confidence and skill of each athlete.
 - e. The coach completes Virtus Training including a Background Check.
 - f. The coach receives appropriate training in First Aid and CPR/ Defibrillator.
2. Coaching Guidelines
 - a. DP coaches shall treat opposing coaches, players, officials and fans with respect and shake opposing coaches' hands after each contest.
 - b. DP coaches shall take steps to minimize a "blow-out" game by playing non-starters or requiring additional passing before scoring.
 - c. DP coaches shall not discuss the final results of a game with an official after the completion of the game. Any issues / concerns with game officiating will be documented and provided to the appropriate league officials for resolution.
 - d. DP coaches shall provide fair playing time opportunities in accordance with guidelines. It is the goal of the DPAA to provide every player with fair playing time as long as they attend practices and follow the direction of the coaches during practice.
 - e. DP coaches are required to ensure the safety of all players by waiting for players to be picked up before they leave a practice or a game.
 - f. During the game, DP coaches may not come onto the court at any time during a game unless to attend to an injured player.
 - g. During the game, DP coaches must address players, spectators and referees respectfully.
 - h. DP coaches shall attend DPAA meetings at the beginning of their sports season and as appropriate throughout the season.
 - i. DP coaches shall conduct a team parent meeting prior to the first practice.
 - j. DP coaches shall successfully complete the Virtus program and all corresponding background checks.

3. Coaching Code of Conduct

- a. DP coaches who are ejected from a game because of unsportsmanlike conduct will be suspended from their coaching duties until the Athletic Administrator deems the coach may return.
- b. DP coaches who verbally abuse another person may be suspended for the rest of the season and be disqualified from participation in the DPAA
- c. DP coaches who physically abuse or threaten an official, player or other person will be immediately suspended and disqualified from participation in the DPAA .
- d. It is the responsibility of Athletic Board members to bring Code of Conduct violations to the attention of the Athletic Administrator.

G. Players

1. Player Guidelines

- a. DP players shall treat opponents with respect and shake hands after contests.
- b. DP players shall respect the judgment of officials and abide by the rules of the contest.
- c. DP players shall accept the responsibility of representing their school and parish by displaying positive and appropriate behavior at all times.
- d. DP players shall play in a manner that reflects Christian values.
- e. DP players shall treat teammates and coaches with respect during practices and games.
- f. DP players shall respect, listen and learn from their coaches.
- g. DP players shall be expected to maintain an adequate level of academic performance (TBD by Athletic Administrator) as a requirement for participation in the DPAA programs

2. Players Code of Conduct

- a. DP players ejected from a game due to unsportsmanlike conduct will be suspended from the next game and may be subjected to additional penalties.
- b. DP players who physically or verbally abuse another player, participant, coach or official shall be suspended from play for the remainder of the season and maybe disqualified from participation in DPAA.
- c. DP players who physically, verbally abuses or harasses a teammate or coach during practice or games may be suspended for the remainder of the season from the DPAA.
- d. DP players must conform to the academic eligibility guidelines.
- e. DP players who fail to adhere to DP School policies are subject to discipline under school code guidelines and / or suspension from participation in the DPAA.

H. Parents

1. Parent Guidelines

- a. Parents shall complete and return the emergency medical release form prior to participation in the Athletic Program.

- b. Parents shall attend a preseason parent meeting held by the coach. The meeting is mandatory and the coach will share and ask for commitment for the parent pledge . All parents must sign the pledge prior to their child participating in the Athletic Program.
- c. Parents will always show respect for the team coach.
- d. Parents will always show respect for the other team and the officials.
- e. Parents will always remember that the players are children and are playing for their enjoyment, not yours.
- f. Parents will always respect the decision made by contest officials.
- g. Parents will be a positive role model by supporting teams and not criticizing coaches, officials, league administrators or the opposing teams.
- h. Parents will refrain from making derogatory comments to referees or officials and failure to abide by this rule may result in the parent being asked not to attend athletic contests.
- i. Participating teams and coaches are responsible for the conduct of their spectators. Any spectator / parent who displays poor sportsmanship may be removed from the facility by an official, team coach, Athletic Administrator or league official.

V. Enforcement of Athletic Handbook Codes of Conduct

The DPAA shall enforce the codes of conduct and guidelines. Complaints regarding violations shall be brought to the attention of the Athletic Director and the Athletic Administrator. Coaches, participants, Board Members or spectators may be placed on probation or suspended from DPAA athletic activities for their actions. The Athletic Board will review and investigate all violations of the Codes of Conduct and guidelines and will enforce the penalties as stated in this Handbook.

VI. Accident Form Procedures

- A. Each coach will be given a coach's binder at the beginning of each season. The binder will contain the following forms, which are to be completed at the appropriate times:
 1. Player roster to be completed before participation in the first game.
 2. Medical Release Form for each player to be completed before Program participation.
 3. Accident Report forms to be completed immediately following an injury and submitted to the Athletic Director / Athletic Administrator.
 4. Insurance accident forms if insurance claim will be filed.

APPENDIX

APPENDIX A: Parent Pledge

APPENDIX B: Sideline Suggestions: 10 things kids say they don't want parents to do

APPENDIX C: Coach Evaluations for Players

APPENDIX D: Team, Program Fees for Sports

APPENDIX F: Player Eligibility

APPENDIX E: Archdiocesan Athletic Guidelines

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