

Athletic Policies/Procedures

Philosophy

The athletic program at Corpus Christi Catholic School is an integral part of the total school program and as such embodies the mission of the school. It seeks to enhance the spiritual, emotional and physical well being of students and to create a dynamic environment that promotes competitiveness, teamwork and self-discipline. Through its athletic program, CCCS strives to build character, cultivate responsibility and develop good sportsmanship. Students are provided with opportunities to reach their highest potential with respect to athletic skills as well as hard work, self-confidence and the development of a Christian attitude.

The athletic program at CCCS fully comports with the school's disposition as a Catholic school. The school dedicates itself to the pursuit of excellence in interscholastic competition within the framework of a school/parish community dedicated to the total well being of its students.

Athletic teams at CCCS are competitive and not recreational in nature. Therefore, the policies and practices of the athletic program reflect this competitive nature. In competition, winning is our goal. Winning, however, can mean more than simply outscoring an opponent. Winning attitudes are very often learned and developed while losing a contest. Whether they are winning or losing in the athletic arena, all athletes at CCCS are winners!

Personnel

The athletic program at CCCS offers students an opportunity to associate with dedicated adults who not only foster the development of athletic skills but also serve as role models of Christian character and integrity.

The Role of the School Principal

The principal in collaboration with the pastor exercises ultimate responsibility for the athletic program.

The Role of the Athletic Director

The Athletic Director oversees the entire interscholastic program. Consistent with our school's desire to educate the whole child, the Athletic Director of Corpus Christi Catholic School strives to build a strong total athletic program that promotes students' growth and development in body, mind and spirit.

Functions/Responsibilities:

- interprets and administers all athletic policies as directed by the principal
- represents CCCS at all league meetings and serves as the official CCCS contact
- informs the principal of any league activities
- manages all athletic competitions hosted by CCCS
- promotes a positive working relationship with the media, parents and the community by supplying current information and material about the athletic programs
- maintains accurate records of all awards, team records and statistics
- encourages and directs articulation with other elementary schools
- initiates the process for hiring of coaches and assists the principal in the hiring process
- works in cooperation with the principal, assistant principal, guidance counselor and director of student services for the success and enhancement of the overall athletic program including the physical education program
- monitors all athletic activities by attending a representative number of practices and competitions in each sport
- serves as contact person for athletics - related community activities and projects
- creates an athletic calendar and distributes it to administration, faculty, students and parents on a regular basis
- keeps informed regarding any new rules or procedures governing participation in athletic competitions
- investigates possibilities for additional sports offerings and overall ways of improving the athletic and/or physical education program
- meets regularly with the principal to share information related to the program, personnel, students, etc.
- serves as a member of the School Advisory Board's Athletic Committee
- informs parents of all pertinent matters related to athletics
- performs any other duties deemed necessary by the principal

Athletic Events

- arranges all athletic contests including but not limited to scheduling, contracts, sanctions, facilities, equipment, officials, tickets, security and custodial services
- prepares, implements and leads all pep rallies
- arranges practice schedules with individual coaches
- arranges and leads in-school athletic events such as intramural competitions and field days
- is responsible for insuring that areas for home competitions are ready for such competitions
- acquires and compensates all officials for home competitions
- prepares emergency contact forms for all sports and ensures that coaches have them at all times while at competitions and practices

Budget

- prepares an annual athletic budget
- ensures that purchases made by the athletic department reflect best available prices and value
- submits all requests charged to the athletic department
- maintains an accurate record of all expenditures and receipts

Student Athletes

- monitors each athlete's eligibility and oversees the preparation of eligibility lists for coaches with the assistant principal
- encourages good sportsmanship

Personnel

- encourages coaches to work with teachers, the guidance counselor and the director of student services to enhance the academic performance of athletes
- supervises the coaches in collaboration with the principal and assistant principal
- encourages the professional improvement for coaches by providing information on clinics and professional organizations
- communicates with all coaches on a regular basis
- evaluates the performance of all coaches
- meets with all coaches individually in advance of the season to review goals and procedures

Facilities/Equipment

- coordinates the use and maintenance of all athletic facilities in conjunction with the maintenance department
- screens coaches' initial request for requisition of supplies and equipment before they are submitted to the principal
- purchases and maintains all athletic equipment for use by teams as well as physical education classes
- keeps an accurate inventory of all athletic equipment for use by teams as well as physical education classes

- performs regular safety checks of all athletic equipment and facilities
- makes requests for custodial maintenance and repair work related to athletics and physical education classes
- makes arrangements for all visiting teams
- purchases, inventories and distributes all equipment and uniforms to coaches

Athletic Awards

- plans, implements and leads the annual Sports Banquet
- acquires all awards for athletes
- prepares a program for the athletic banquet
- in collaboration with the principal and the leadership of the PTC, chooses and secures a venue and menu for the event, sets the price for guests and distributes information to students and their families
- initiates and monitors the collection of reservations for the event
- sends out invitations to designated individuals
- serves as master of ceremonies for the event
- assumes responsibility for payment of all bills associated with the event

The Role of the Head Coach

Head coaches play a key role in the development of the student athlete and are expected to serve as role models for players. All coaches represent CCCS. Their appearance, decorum, attitude and professionalism should be a positive reflection on CCCS. They should have a strong understanding of the sport they are coaching. All coaches are enlisted by the athletic director with the approval of the principal. He/she is responsible to the athletic director and principal.

Responsibilities:

- ensures that all students are safe during practices and games
- is present for all practices and games
- communicates to the athletic director any and all pertinent information regarding the sport and its athletes
- maintains all sports records for the season
- teaches the fundamentals of the sport to students
- teaches the principles of teamwork and sportsmanship to players
- develops students' athletic skills
- communicates to parents and students any school policies or league policies governing the sport
- conveys personal expectations, within the scope of the school's athletic policies, to parents and students
- enforces the school's athletic policies
- takes appropriate action on problems or complaints
- informs the athletic director and/or principal of any serious problems
- in the event that a coach is ejected from a game, he/she is to notify the athletic director following the game, and the athletic director is to notify the principal that same day
- supervises the use of equipment
- is responsible for the return of any equipment and uniforms used in the sport
- provides practice and game schedules to students

The Role of Assistant Coaches

All assistant coaches, volunteer helpers and anyone who comes in direct contact with players on a team, must be approved by the athletic director and principal. Like the head coach, he/she represents CCCS and must serve as a role model for students. His/her appearance, decorum, attitude and professionalism should be a positive reflection on CCCS.

Responsibilities:

- assistant coaches will take their directives from the head coach and assist in whatever is needed

Training Requirements for Coaches, Assistant Coaches and Volunteers

Before coming in contact with students, all coaches, assistant coaches and volunteers must comply with the following requirements:

- › undergo a background screening
- › attend Ethics for Coaches Training
- › attend Safe Environment Training

If information from background screening indicates any record of arrest or major or minor unlawful behavior, that individual will not be permitted to serve in any capacity in the CCCS athletic program.

Student Athletes

CCCS expects the following of its athletes:

- any student who becomes a member of a team makes a commitment to that team and accepts the responsibilities of membership
- athletes are expected to demonstrate good sportsmanship at all times. Good sportsmanship encompasses the practice of playing fair, taking defeat without complaint and victory without gloating. It involves treating teammates and opponents with respect.
- athletes are expected to play and play to win and always to play fairly
- athletes should learn and understand the rules of the sport
- athletes should be present and be prompt for all games and practices
- failure to attend more than three or more practices or more than two games without a serious reason (participation on another team outside of school does not constitute a serious reason), will result in the student being removed from the team
- athletes should maintain self-control at all times
- athletes are responsible for the upkeep of their uniforms and are required to return uniforms in good condition at the end of the season
- athletes should exhibit respect for officials by accepting and abiding by the decisions of officials
- athletes should be positive representatives of CCCS by always acting with respect, integrity and hospitality
- athletes must maintain the appropriate grade to remain eligible for participation in a sport (see eligibility requirements)

Parents and Athletics

As their children become involved in the interscholastic athletic program, parents have a right to understand the philosophy of the program and the policies and rules governing the program.

Parents should be able to communicate with coaches when it is necessary.

Communications Parents Should Expect from Coaches:

- the coach's expectations regarding the athlete's performance on a team
- locations and times of practices and contests
- special procedures to follow in unusual circumstances
- the content of the Athletic Handbook
- disposition of lost or damaged uniforms or equipment

Parental concerns regarding the administration of the athletic program should be directed to the appropriate coach. If unresolved, the parent may bring the concern to the athletic director and if the matter is still not resolved, the parent should approach the principal. The principal shall make the final decision on any parental concern if prior resolution by a coach or the athletic director is not achieved.

Appropriate Concerns for Parents to Discuss with Coaches

- › ways to help the child improve
- › the treatment of the child
- › behavior concerns about the child

Inappropriate Issues to Discuss with Coaches

- › a child's playing time
- › team strategies
- › other student athletes

Practices

The following will govern practices:

- practices are generally held after school
- practices are never permitted on Sundays
- if a coach feels a Saturday practice or a practice on a school holiday is necessary, he or she may hold a practice but attendance cannot be mandatory
- when practices are held on Saturdays or school holidays, it is the coach's responsibility to notify the athletic director who will notify the principal
- coaches must remain with the team until the last student is picked up by a parent
- students may not go home with another parent without prior notification, written or oral
- Parents may not attend practices

Interscholastic Contests

The following will govern interscholastic contests:

- athletes are expected to arrive on time with all the appropriate clothing and equipment
- eligible athletes are required to sit with the team at all times
- athletes may consume water or other sport drinks while on the bench; food may not be consumed
- coaches must remain with team members until all members are picked up by a parent.

Eligibility

- All students may try out and make a team regardless of grade averages. If at tryouts a student has a D or F average in any subject, he or she will be put on probation for the first

two weeks of the sport during which time he/she may play and practice. At the end of the two weeks, if a student does not have at least a C average in the subject or subjects in question, he/she will no longer be on the team.

For students who enter tryouts with at least a C in all subjects and for students who were on probation and achieve a C average after two weeks, his/her grades will be reviewed using Interim Reports or Report Cards, whichever comes first. At this review, if a student's grade falls below a C in any subject, he or she will be placed on probation for two weeks during which he/she may play and practice. If a student does not earn a C average during these two weeks, he/she will be ineligible for an additional two weeks at which time he/she may not attend games or practices. Reviews of grades will continue at intervals, using Interim Reports and Report Cards.

Team Selection

- Students trying out for a sport must attend every tryout session unless an excuse is provided by a parent in writing and accepted by the coach and principal.
- The roster should be enough players to scrimmage at practices plus two extra players. For example, in basketball, the team will consist of 12 players, ten for scrimmage and two extra.
- Coaches should not inform students about being selected for the team. This will be done in school the day after final tryouts.
- All rosters must be approved by the principal before they are posted.
- When announcing the team, a number should be assigned to each student, so that the numbers are posted and not the names of students.

Athletic Fee

Students participating in athletics will be required to pay a one-time per year athletic fee of \$40. This fee is used to defray the cost of referee fees, league fees, tournament fees, equipment, etc. This fee will be collected prior to the student's participation in their first sport.

School Attendance on Practice & Contest Days

Students must be in school for the entire day in order to participate in a tryout, practice or contest on that day. Students who arrive late, leave early or leave the campus and return on the day of a tryout, practice or contest can participate only with the permission of the principal. A student who is absent for the entire day, may not participate.

When a student misses a practice or contest, he or she will be benched for the following practice or contest. All benched students must still attend the practice or contest.

Students who arrive late for a contest, will not be permitted to participate in the contest unless he or she has a valid excuse approved by the coach.

Playing Time

Because CCCS participates in competitive leagues, every player cannot be assured of playing time in every game or contest. It is the sole responsibility of the coach to determine amounts of playing time, positions assigned and player roles.

Coaches are encouraged at such a time when he/she determines that the team has no chance of winning or losing a competition or of advancing to play-off status, to increase playing opportunities for certain players.

Conflicts with Other Activities

Students who choose to participate in other activities while they are on a CCCS team, may find it impossible to make the commitment necessary for their own success or the success of the CCCS team. Choosing to participate in another activity may create conflicts that are not fair to the student, the coach, other team members and the school.

Students must prioritize their interests and make sound decisions, with the help of their parents, about their commitment. In order to participate in a CCCS sport and maintain involvement in another outside activity, the athlete must meet the criteria outlined under “student athletes.”

Athletic Injuries and Emergencies

Coaches should have student emergency forms with them at all times during practices and contests.

If an athlete is injured during a practice or contest, he or she is to tell the coach immediately. The coach should report the injury to the parents and the administration and complete an accident report.

In the case of serious injury, the coach should call 911, then contact the parents and principal. An accident report should also be completed.

An athlete with a serious injury, especially, but not limited to injuries of the head, neck or back and life-threatening injuries, should be transported by ambulance.

If there is any question as to whether the injury is of a serious nature or not, it must be considered serious.

Players can reduce the chance of injury by obeying safety rules in the particular sport, following a proper conditioning program and using the proper equipment.

It is important that injuries sustained prior to a practice or contest be reported to the coach.

Transportation

Students are transported to and from practices and contests by parents. Each parent is responsible for getting his/her child to the proper location. If a parent is to transport other athletes, other than their own children, from school, they must have clearance from the office after undergoing the proper trainings and background screening.

Coaches may not transport children (other than his/her children) to and from practices or contests.

Fundraising

Fundraising by individual athletic teams is strictly prohibited.

Awards

Student athletes give countless hours and expend tremendous effort in an attempt to achieve excellence in the field of competition. In sincere appreciation and to honor our athletes, CCCS distributes appropriate athletic awards at the end of each year.

CCCS athletes who are on a team roster, adhere to the expectations outlined by the school, and finish the season in good standing will earn a participation award. Additional awards for each sport are as follows:

- *Coach's Award* – an award presented to an athlete on the basis of sportsmanship, attitude and cooperation as well as athletic ability
- *Most Improved Player* – an award presented to an athlete who has demonstrated marked improvement due to great effort throughout the season.
- *Most Valuable Player (MVP)* – an award presented to an athlete who demonstrates exceptional skill in the sport as well as good sportsmanship, attitude, cooperation and leadership.
- *Spirit Award* – an award presented to an athlete who demonstrates exceptional spirit and drive; has a positive attitude and is a true team player.

