

School of Saint Mary

Athletic Handbook

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## **Athletic Handbook**

This handbook establishes procedures and guidelines for parents, coaches and athletes at St. Mary Catholic School. It is intended to be a convenient reference for all athletic teams.

St. Mary thanks all those who give their support to the school's athletic programs. The continued cooperation among administration, faculty, coaches, parents, student athletes and students has helped our program to become one of the best in the entire Tulsa Diocese. We know this tradition will continue and ask all those involved in athletics to continue to strive for excellence.

### **Athletic Program**

Participating on a team means more than competition between teams. Athletes will come in contact with coaches who are knowledgeable and caring; they will gain understanding and appreciation of teamwork; and they will learn that hard work eventually brings success.

All extra-curricular activities, including athletics, complement our school's academic curriculum. We believe it is of utmost importance for both coaches and team members to remember that academic excellence is their first priority.

The implementation of Christian values into the athletic philosophy is intrinsic to the success of the program. Integrating the message of the gospel into every aspect of the educational curriculum will lead to students' respect for every individual they meet. The witnessing of the goals, values and ideas as lived and professed by Jesus, if truly a part of the St. Mary philosophy, will manifest itself in the performance of the student.

### **Athletic Objectives**

The St. Mary athletic program is governed by the Diocesan Middle School Athletic Association (DMSAA) and the policies established in the St. Mary Athletic Handbook and are conducted in accordance with the spirit and rules of the association. In addition, St. Mary offers the following objectives:

- To realize the role of athletics in a Christian setting
- To emphasize the role of athletics as a part of the total educational program
- To develop physical excellence and understanding of the positive values of competition
  - Recognizing individual and group performances
  - Emphasizing educational values while trying to win and learning to compete
  - Implementing the goals of group cooperation
- To develop sportsmanship, citizenship and respect for rules and authority
  - Instilling principles of justice, fair play and good sportsmanship in the students
  - Providing the opportunity to adjust individual roles to life skills
- To promote and contribute to the goals of the educational program
  - Developing physical fitness and the realization that a healthy body increases the probability of effective training
  - Providing strong athletic programs that attract student interest and contribute to a positive learning atmosphere
- To promote community interest and involvement in St. Mary athletics
  - Providing safe, enjoyable experiences for participants and spectators
  - Establishing rules and standards that reflect behavior approved by the parents, the community and the DMSAA.

### **Duties and Responsibilities of the Principal and Athletic Director**

The principal and the athletic director are responsible for implementing the goals, philosophy and values in the school's athletic program. From scheduling practices to finding coaches and assistants, it is their job to facilitate a program that is concerned with the welfare of students, coaches, parents and the entire St. Mary community. Their mission is to provide a complete, effective and well-run program.

#### **Principal**

- Appoints the athletic director
- Establishes the fundamental philosophy of athletics at the school
- Advises the athletic director and recommends policy, methods or procedural changes
- Assists in problem solving involving parents, coaches and students

### **Athletic Director**

- Secures the coaching staff for each team, designating “Head Coach” and “Assistant Coach” positions
- Promotes sports within the school through recruitment of athletes
- Enforcing rules requiring all athletes to have completed physicals and consent forms
- Conducts parent/guardian meetings, when necessary, to assure the understanding of the policies that govern the athletic programs hosted by the athletic department
- Informs coaches of meetings, regulations and tournaments
- Negotiates practice facilities
- Assigns practice times and schedules
- Serves as a liaison among DMSAA, the principal and coaches
- Analyzes and evaluates the program on a yearly basis
- Maintains discipline and, in conjunction with the principal, adjusts grievances and works to increase morale and cooperation.
- Performs other duties which may be assigned by the principal

### **Coaches**

The success of the athletic programs often determines the community view of the entire diocesan school system. Community and parent pressure to win must not override the need for good sportsmanship and morale.

It is the express intent of this job description to give coaches sufficient guidance to conduct a positive, community building environment. In cases not specifically covered, it will be assumed that a coach will exercise common sense and good judgment.

It is the responsibility of the coach to instruct athletes in fundamental skills, and strategies, and to provide the physical training necessary for them to realize a degree of individual and team success; as well as to provide the student with instruction that will lead to the formulation of moral values, self-discipline and self-confidence.

#### **Code of Ethics**

Coaches must be a positive influence on student athletes. They must exhibit a caring attitude and athletics knowledge, as well as witness Christian values.

### Qualifications

- Reputable background in working with youth
- Previous coaching or playing experience in the assigned position desired
- Ability to organize and supervise a sports team
- Substantial knowledge of the technical aspects of the sport, as well as continuing examination of new theories and procedures pertinent to the field
- Complete, and remain current on all volunteer paperwork required by the Tulsa Diocese, including Virtus training and the OSBI check, and any other requirements of the diocese.

### Accountability

Coaches are directly accountable to the principal and to the athletic director.

### Duties and Responsibilities

- Has a thorough knowledge of and supports the St. Mary athletic objectives
- Has knowledge of existing diocesan or other league regulations
- Understands the proper administrative line of command and addresses all requests or grievances through proper channels
- Attends school, diocesan and league meetings
- Meets all criteria pertaining to coaches in their respective leagues
- Meets playing rule requirements outlined by the athletic handbook
- Communicates with the athletic director concerning students, parents and leagues
- Holds parent meetings to outline practice times, procedures and expectations
- Follows all criteria as outlined in the job description for a coach
- Returns all equipment which is used to the proper storage areas
- Secures all doors, lights, and locks before leaving a practice facility
- Instills in each player a respect for equipment and school property, its care and proper use

## Legal Duties of a Coach

- Properly plan the activity
  - Overseeing proper conditioning at each practice
  - Teaching athletes the sports skills in a progression so that they are adequately prepared to handle more difficult skills
- Provide proper instruction
  - Keeping current on better and safer ways of performing sports techniques
  - Teaching athletes the rules and correct skills and strategies of the sport
- Provide a safe physical environment
  - Inspecting all playing areas for hazards
  - Removing all hazards
  - Preventing improper or unsupervised use of facilities
- Provide adequate and proper equipment
  - Making sure athletes are using safe equipment
  - Inspecting the equipment properly
  - Teaching athletes how to fit, use and inspect their equipment
- Match athletes according to size, physical maturity, skill level and experience
- Evaluate athletes for injury or incapacity
  - Enforcing rules requiring all athletes to have completed physicals and consent forms before practicing
  - If an athlete is not able to compete without pain or loss of function (i.e., inability to walk, run, jump, throw, etc., without restriction), immediately removing him/her from the activity
- Supervise the activity closely and not allow athletes to practice difficult or potentially dangerous skills without proper supervision
- Provide appropriate emergency assistance
  - Learning CPR
  - Making available medical release forms and first aid kits

### Supervision

Coaches are responsible for the direct supervision of their team at all times.

- Students are not permitted to use any facility without direct adult supervision
- Teams may not begin practice without the coach present
- Coaches are personally responsible for all members of their team during all practices and athletic contests
- Coaches are not to leave a student alone after practices or games – coaches must wait until the last student is picked up before leaving. If possible, coaches should wait with another coach present

### Safety Issues

Safety considerations regarding facilities, transportation, equipment, training procedures, techniques, etc., must be a primary concern. Protect yourself, your team and your school. If possible, no coach is to remain alone with a student who is waiting to be picked up. Always ask another coach to remain with you. Continued delays in a student being picked up after games and/or practices may result in the student athlete being benched in the next contest.

### **Team Formation**

All students who attend the School of Saint Mary have the opportunity to participate on any school-sponsored team as long as they meet all the requirements established. The athletic director will solicit players prior to the start of the season. A parent/guardian permission to participate form, sports physical (middle school only) and other required forms must be signed and on file by a specific date to guarantee inclusion on St. Mary teams.

In some instances, there may be too many students in one grade interested in playing a certain sport, causing overcrowding on a team. If this occurs, the athletic director will form the teams and shall attempt to match the abilities of all teams.

If a situation occurs that two teams from the school are scheduled to compete against each other then the administration will determine the manner in which the contest will be completed.

### **Selection of Coaches**

The St. Mary athletic program can only function through the many volunteers that offer their time and effort to support sports in the school. There is nothing more important than the volunteer coach. Sometimes a grade may be hard pressed to find a person who feels qualified to coach the different teams and there are others who have many who would like the opportunity to work with the young athletes. The School of Saint Mary understands that problems may arise from this type of situation and has, therefore, outlined the following procedures in selecting a head coach and an assistant.

- After the number of teams has been determined, the athletic director shall solicit names of individuals who are willing to coach a team or teams for that grade.
- Once a head coach has been appointed, it is his or her responsibility to secure the assistant coach.
- Any coach will be subject to final approval by the principal.

### **Grievance Procedure**

Any complaints, grievances or problems concerning athletics at the School of St. Mary will first be presented to the coach of the team involved. If the person presenting the grievances is unable to satisfactorily resolve the problem with the coach of the team affected, then the person making the grievance will submit the grievance in writing to the athletic director.

If at any time an issue arises that the pastor, principal and/or athletic director of the School of St. Mary deems to be injurious to the welfare of the school, church, students or parish, the pastor, principal and/or athletic director of St. Mary may intervene and make any directive necessary to correct the situation. The pastor, principal and/or athletic director may suspend or modify any rule and take any action necessary with the parties involved to resolve the problem.



### **Attendance**

The student athlete must attend school for at least four hours of the day of the game/event in order to participate in the game/event.

### **Scholastic Eligibility**

The scholastic standing for students in middle school will be checked after three weeks of school and will be checked weekly for the duration of the playing time, including post season tournament play. Students must maintain a D (65%) in every subject. Once a student's grade falls below a D, the parent/guardian will be notified so that appropriate action can be taken by the parent/guardian, which could include a conference with the principal. The parent/guardian will continue to be notified of the student's standing at the beginning of every eligibility week (Monday) until the problem has been corrected or the student is no longer participating in a sport.

### **Miscellaneous Rules**

#### **Conduct**

Students' behavior and appearance, on and off court or field, are very important. Team members should be leaders, respected by their peers. They should work for the betterment of the school and for what is right and good for the entire diocese. A student may be removed from a team for behavior deemed detrimental to team involvement which results in violation of regulations as found in the School of Saint Mary Handbook and DMSAA rules and guidelines. Such students may also be disciplined by the School of Saint Mary.

#### **League Tournaments**

All rules governing St. Mary athletic programs are to be upheld in any tournament in which a St. Mary team participates. If the tournament goes against any rules set forth by the School of St. Mary, then the St. Mary team should not be included in the tournament.

#### **Uniforms**

St. Mary has uniforms which may be checked out to teams by the athletic director. A fee is charged per uniform and is billed after receiving the uniform. Uniform check out begins with the eighth grade and works down until all uniforms are issued. It is the responsibility of the player to return the uniform in the same condition it was when checked out to him/her.

### Playing Time

Middle School will follow the DMSAA rules concerning playing time.

Elementary will provide equal playing time for all athletes in every contest.

The above guidelines are to be followed unless a particular player is being disciplined for violations of team rules set forth at the beginning of the session. If a player is disciplined in this manner, notification to the parent of the child must be made before the day of the contest. In addition, the coach must notify the athletic director in writing explaining the situation involving the disciplined player.