



**Saint Joseph - Wauwatosa**

**Athletic Association  
Handbook**

**Saint Joseph– Wauwatosa  
Athletic Association Handbook**

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## **I. Athletic Program Philosophy**

The purpose of the Saint Joseph athletic program is to teach the fundamentals of sports and develop Christian Values while promoting a sense of community for our parish members. We believe that Athletics offer the opportunity to learn valuable lessons about teamwork, sacrifice, and dedication that will help prepare student athletes for life as adults.

## **II. Pastoral Staff Responsibility**

The Pastor of the parish has overall responsibility for all Saint Joseph athletic programs. The Pastor has established the Athletic Association and delegated to it the responsibility for directing Saint Joseph's athletic programs. The Pastor monitors the Athletic Association's activities, approves its policies and has the final decision on any disagreements that may arise.

The pastoral staff recognizes that interscholastic athletics can be a valuable element of the total educational process. This process concerns the total person's growth as an individual – spiritually, mentally, emotionally, physically, and socially. Participation in sports provides an opportunity to utilize and further develop the skills being taught in the classroom.

## **III. Saint Joseph Athletic Association**

The Saint Joseph Athletic Association was created to organize, support and encourage athletic programs for parish members, supported financially by members of the parish and revenue generated by league games, Tournaments, and other Athletic Board sponsored events. The Association also defines and develops policies for the athletic program and activity center; all within the guidelines of the archdiocese.

The Athletic Association fulfills its mission by:

- ❖ Fostering Christian behavior and growth through athletic participation.
- ❖ Keeping the pastor, school staff and Association members informed in activities and maintaining open communication channels.

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- ❖ Creating parental involvement, that promotes community and a sense of ownership in the program for all our parish members.
- ❖ Recruiting, educating, and training coaches that will provide our participants with an experience consistent with our philosophy.
- ❖ Emphasizing good sportsmanship and teamwork.
- ❖ Teaching fundamentals and rules of the sport.
- ❖ Financing Athletic Association programs via fees, admissions, concessions and fundraisers.

For a complete list of current Board Members, Coordinators, and contact information please visit the Parish Web Site or call the Parish Office.

### **IV. Policies and Guidelines**

#### **A. General Policies (in conformity with the Milwaukee Archdiocesan policies and procedures as may be amended from time to time)**

The following general policies are designed to support the objectives of the Association:

- ❖ Participation fees must be paid on or before payment deadlines. Participation fees will not be refunded after the stated deadline.
- ❖ When more than one team is needed in a particular sport, the following guidelines must be followed:

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### **5<sup>th</sup> and 6<sup>th</sup> Grade**

It is the intention to make team splits based on athletic ability and positioning (when applicable) such that each team will be equal. (This may not be reflected in their records as the Archdiocese/league controls other schools and divisions). The athletic board selects parent and/or non-parent head coaches. Head coaches are allowed to choose an assistant coach. Head coaches are to be at evaluations and expected to run/assist with drills. In addition there will be at least two non-parent board members and/or outside evaluators. All other parents are not to be present during evaluations. Evaluations will be conducted on one or two evenings. Notification of results will be communicated to parents.

### **7<sup>th</sup> and 8<sup>th</sup> Grade**

It is the intention to make team splits based on athletic ability and positioning (when applicable) such that an "A" team is formed and each additional team will be equally split. The Athletic Board selects parent and/or non-parent head coaches. Head coaches are allowed to choose an assistant coach. Coaches are to be at evaluations and expected to run/assist with drills. In addition there will be at least two non-parent board members and/or outside evaluators. All other parents (including potential parent coaches) are not to be present during evaluations. Evaluations will be conducted on one or two evenings. Notification of results will be communicated to parents.

### **Team Size**

Teams will be split with the intent to provide a reasonable level of participation/development, as well as allowing coaches the ability to conduct a meaningful practice. For teams that are equally split, a reduced roster is encouraged to provide more instruction and playing time for each player.

- ❖ There will be no cutting of players from teams based on athletic skill
- ❖ Any new student joining Saint Joseph or Christian Formation student relocating their residence during a sport season will be allowed to join an athletic team if room is available and the transfer is in accordance with rules provided by the Archdiocese – Sect 6145.2 (f).

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- ❖ Parents are expected to attend a mandatory pre-season meeting with their coaches. In which the philosophy of the coach and Saint Joseph Athletic Association will be explained in detail
- ❖ Commitment policy: Saint Joseph's Student Athletes are expected to make their Saint Joseph's team their first priority. Unexcused absence can affect playing time.

### **B. Sports Tryouts**

Each athlete is required to attend all scheduled tryout sessions for a particular sport to be considered for placement on a team. If the athlete does not attend at least one of the specified tryouts the athlete shall be placed automatically on the "B" team (for grades in which teams are differentiated by skill level) or on a team at the discretion of the Coaches Committee (for grades in which teams are designed to be of similar talent).

### **C. Physicals, Contracts and Fees**

The following must be submitted to the Head Coach prior to the first practice

1. Physical evaluation forms
2. Participation fees

No player will be permitted to participate in any practices or games until all forms and fees have been submitted.

### **D. Selection of Coaches**

The Board encourages, as many people as possible get involved in the coaching of our parish youth. Each team must have at least two coaches. Anyone can apply to coach. Head coaches must be 21 years of age.

If you are interested in coaching, please contact the sport commissioner.

All coaches are approved by the Athletic Board, based on the recommendations of the commissioner prior to assuming team responsibility.

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### **E. Grades and Sports Participation**

Participating in sports activities need not interfere with academic work. Any athlete whose schoolwork is not up to the guidelines below or whose behavior does not meet his or her school's standards of behavior will be placed on probation. Students must maintain a 2.0 grade point to remain eligible. If problems continue, the student will be suspended from sports activities and will not be allowed to practice with the team or participate in games until the situation is corrected. Continual problems will result in the student being dropped from the athletic program.

Students suspended from school or who miss any part of the school day due to illness are not allowed to participate in any practices or game that day. Any students suspended on a Friday will not participate in the games/practices that weekend.

### **F. Playing Time Guidelines**

#### **Basketball**

##### **5th and 6th Grade**

In 5th and 6th Grades, each player will play a minimum of 9 minutes per game, including tournaments. Equal playing time is strongly encouraged over the course of the year.

##### **7th and 8th Grade**

In 7th and 8th Grades, each player will play a minimum of one quarter per game when there are 10 players or less on a team. When a team has 11 or more players on a team, each player will play a minimum of 12 minutes over 3 games. For tournament play, regardless of the number of players on the team, each player must play some time during each tournament. The exception to this is the Padre Serra Tournament.

Players that miss practices with no excuse or act inappropriately will be exempt from these rules. Coaches should discuss this action with the player, the player's parents and the basketball coordinator. If the problem cannot be immediately resolved, the grievance policy should be followed

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### **Volleyball**

#### **5th and 6th Grade**

In 5th and 6th Grades, teams with less than 11 players: each player will play approximately 1-½ games per match. Teams with 11 players or more, each player will play approximately 1 game per match. All games are considered equal regardless of the number of points played.

Tournaments are handled the same as league play.

#### **7th and 8th Grade**

In 7th and 8th Grades, teams with less than 11 players: each player will play approximately 1 game per match. Teams with 11 players or more, each player will play approximately 1/2 game per match. All games are considered equal regardless of the number of points played.

Tournament play in 7<sup>th</sup> and 8<sup>th</sup> grade are exempt from the above playing time rule. But every effort should be made for all participants to play in portions of each match.

Players that miss practices with no excuse or act inappropriately will be exempt from this rule. Coaches should discuss this action with the player, the player's parents and the volleyball coordinator. If the problem cannot be immediately resolved, the grievance policy should be followed.

### **Softball**

#### **All Grades**

We will follow the participation rules set out by the Maria Goretti League.

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### **G. Tournaments**

The Athletic board will determine the number of tournaments the Association will pay for prior to each season. In all cases we will follow Archdioceses section 6145.22 on number of games and tournaments allowed.

### **H. Concession Policy**

Food and beverages will be available for sale at all home volleyball and basketball games, including tournaments. Parents of players will be assigned to run the concession area.

Parents may be scheduled for each child in the sport. A \$100 deposit will be required. Failure to meet the scheduled time will result in loss of the deposit.

Parents are responsible for finding a replacement if they cannot meet their assigned responsibility. No children under high school age are allowed to work in the concession area unless supervised by an adult.

### **I. Grievance Policy**

Hopefully, problems that develop with regard to sports programs and participation can be worked out quickly and easily.

If problems arise, players and/or parents **MUST** discuss the problem first in detail with the coach involved. Most problems and misunderstandings can be resolved through discussions among players, parents and coaches. We ask that parents adhere to a strict 24-hour rule, meaning that you refrain from approaching a coach until a 24-hour period has elapsed. Approaching a coach before, during or immediately following a game is not allowed.

If parents feel their concerns have not been resolved to their satisfaction after meeting with the coaches involved, they may contact the appropriate Sports Commissioner with their specific grievance. Grievances must be submitted at the time an apparent problem exists, and not in general terms at some future date. The commissioner will handle such grievances with the assistance of the Athletic Board if necessary.

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### **J. Suggestions**

Suggestions are always welcome. If you have ideas on how the Saint Joseph sports program can be improved, please share your suggestions with any of the members of the Saint Joseph Athletic Board. Meetings are held once per month and everyone is welcome.

### **V. Responsibilities**

#### **A. Coaches**

- ❖ Must be at least twenty-one years of age, if head coach.
- ❖ Adhere to all Archdiocese and St Joseph Athletic Assoc. rules.
- ❖ Attend a Certification clinic in the sport he or she wishes to coach. (one time requirement)
- ❖ Attend VIRTUS training and view CORE video. (one time requirement)
- ❖ View blood borne pathogens video annually.
- ❖ Assume responsibility for all equipment checked out to their teams.
- ❖ Keep attendance records for all practices and games and be responsible for records dealing with disciplinary actions.
- ❖ Give all players equal opportunity to participate in practice and agree to follow the guidelines for playing time in games.
- ❖ Provide coaching, to the best of their ability, on the fundamentals of their respective sports along with the basics of good sportsmanship and the benefits of team participation.
- ❖ Treat officials with respect.

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- ❖ Conduct themselves in a manner that brings credit to themselves, their players and to the Saint Joseph parish.
- ❖ Allow participants, no matter what skill level, the opportunity to play and enjoy the sport.
- ❖ Assure that practices and games are supervised by at least two adults.

### **B. Parents**

- ❖ Register their child and pay the required fees/security deposit by the specified deadline for the given sport.
- ❖ Attend the mandatory pre-season parent meeting.
- ❖ Support the coaches, players and officials.
- ❖ Provide emotional encouragement for your child, teammates and coaches.
- ❖ Make noise at games, but only of praise and encouragement.
- ❖ Assist coaches in any behavioral problem with your child.
- ❖ Always be positive, win or lose the effort is what is important.
- ❖ Provide transportation for their children to all practices and games. Players should not be dropped off more than five minutes prior to their scheduled practice time, and should be picked up promptly at the end of practice.
- ❖ Assist the Athletic Association in accomplishing its goal of developing Christian values while providing a healthy environment of sports activities for all athletes.
- ❖ Agree to participate in concession and other tournament duties assigned to them during the respective sport season. Parents are needed for many types of work to support the athletic activities.
- ❖ Inappropriate behavior may result in disciplinary action to the parent and/or the student athlete.

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### **C. Athletes**

Athletes are expected to adhere to the Archdiocese Rule of "One sport, One team, One season". The regulation states that "a student-athlete may compete concurrently in only ONE sport, on only ONE team in the same sport and in only ONE league during the sport season. Not dual participation in the same sport is permitted. For example: A student-athlete on a parish-based basketball team who attends a public school may not play on the parish basketball team and the public school basketball team concurrently. For another example, a student-athlete may not play on the a school/parish volleyball team and another volleyball team such as a select, all-star, club, tournament, AAU or recreation league at the same time during the season.

- ❖ Attend all practices and games unless excused by the coach.
- ❖ Inform the coach if you will be missing a practice or game.
- ❖ Return uniforms on the dates specified by the appropriate Director.
- ❖ Conduct themselves as ladies and gentlemen during practices, games, and while going to and from practices and games.

### **D. Spectators**

- ❖ Inappropriate behavior during games, scrimmages or practices may, at the discretion of the game officials, gym supervisors or coaches, result in immediate removal of the party from the premises.