



St. John XXIII School and Parish
ATHLETIC ASSOCIATION
HANDBOOK

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Sports Season Calendar

August

Volleyball – Girls' Volleyball practice begins

September

Volleyball – Girls' Fall Volleyball league play begins

November

Volleyball – Girls' Fall Volleyball league play ends

Basketball – Boys' and Girls' basketball practice season begins

December

Basketball – Boys' and Girls' basketball league play begins

March

Basketball – Boy's and Girl's league play ends

Volleyball – Boy's practice and league play begins

April

Volleyball – Boy's league play ends

Athletic Banquet

St. John XXIII Athletic Association Mission Statement and Operation Guidelines

St. John XXIII Athletic Association is a parish organization which is part of and under the control of the Parish. It is open to all members of the parish.

The organization's mission is to:

- Further the development of the total student through learning skills, enhancing physical fitness and to grow towards emotional and spiritual maturity.
- Develop discipline, camaraderie, and good sportsmanship among the athletes.

Meetings of St. John XXIII Athletic Association shall be scheduled at least four times per school year and held at the school. They are open to all adult parish members.

The youth in grades 5-8 of the parish are invited to participate in the Athletic Association's activities if they meet the following criteria:

- Parents and/or Guardians of the child are registered members of the parish/school.
- The student must:
 - The child is enrolled and attends St. John XXIII Parish Catholic School, or
 - The child is enrolled and attends St. John XXIII Christian Formation program.

To accomplish these goals, the Athletic Association sponsors/supports the following events:

- Organize, develop and coach athletes in programs, competition, and tournaments as able given the numbers and interests of the team participates.
- Fund raise as necessary to support the programs.

Funding for the Athletic Association comes from the above activities. A separate Parish designated fund has been created to account for Athletic Association's transactions. All deposits and expenditures are subject to normal Parish Procedures.

The Balance in the Athletic Association fund will not exceed \$25,000 at fiscal year end unless authorized by the Pastoral Council (e.g., for large scale, long range projects). Any excess will be transferred to the school operating fund.

Date of Acceptance by St. John XXIII Pastoral Council:

Date

Introduction

Welcome to St. John XXIII Athletics Committee. This booklet is designed to help you better understand the Athletics program and committee. It is our responsibility to keep you informed of the Committee's policies and procedures. This booklet is a summary of the principles for which we stand, the benefits to which you are entitled, and the obligations you assume as a participant in St. John XXIII Athletics.

Membership

Membership is open to any current adult member of St. John XXIII Catholic School Community who is interested in fulfilling the Mission of the St. John XXIII Catholic School Athletic Program.

All Committee members are welcome to attend all scheduled Committee meetings. Where practical, all members shall have an opportunity to participate in the discussion subject to meeting protocol and/or time constraints. Members are expected to assist and support the programs and activities, including fundraising efforts of the committee.

Participation

Participation in the St. John XXIII Catholic School Athletic Program is a privilege. Any St. John XXIII Catholic School student or a student who attends St. John XXIII Christian Formation program, regardless of athletic skills, who meets the eligibility guidelines, will be allowed to participate on an athletic team.

These eligibility guidelines consist of meeting minimum academic and behavioral standards as determined by the school staff, adherence to the Disciplinary Code of St. John XXIII Catholic School and compliance with team rules.

Anytime a teacher feels the student-athlete's grades and effort do not commensurate with their ability, the Principal is to be contacted and the decision or action will be supported by the Athletic Committee.

Team rules consists of, but are not limited to, Christian behavior, effort, sportsmanship and attendance at all practices and games. Team rules and expectations will be presented to all student athletes on each team at the beginning of each athletic season by their coach or the Athletic Director.

All student-athletes, parents/guardians, and coaches are required to sign the Sportsmanship Pledge.

Failure to comply will result in that individual not participating in St. John XXIII's athletics.

The specifics of the academic requirements and disciplinary code are contained in the St. John XXIII Catholic School Parent and Student Handbook.

Addendums

Addendum A

Coaches Survey

Archdiocese of Milwaukee Policies and Regulations for Athletics

St. John XXIII Athletic Committee Contact Information

St. John XXIII Websites

www.stjohn23rd.school St. John XXIII Catholic School website

www.stjohn23.org St. John XXIII Congregation

Athletic Director Adam Chilinski

School Principal Kristine Klein

Pastor Father Pat Wendt

Mailing Address:

St. John XXIII Catholic School

1802 Wisconsin Avenue

Port Washington, WI 53074

League Schools

Directions and/or maps to participating league schools are available on the Archdiocese website at www.archmil.org

League

Washington Ozaukee Catholic School Conference (www.woccsports.org)

Associations

Archdiocese of Milwaukee (www.archmil.org)

Wisconsin Interscholastic Athletic Committee (WIAA) (www.wiaawi.org)

National Federation of High School Committees (www.nfhs.org)

Philosophy

In accordance with the St. John XXIII Catholic School philosophy and as an extension of the St. John XXIII Catholic School Physical Education curriculum, the aim of the St. John XXIII Catholic School Athletic Program is to provide a Christian atmosphere in which every child may pursue growth – emotionally, mentally, physically and spiritually - while promoting a sense of community for our school families.

The program is designed to provide athletic opportunities in a competitive situation for each participant. The intent is to help every student-athlete in the program learn the fundamentals of sports, progress in skills and self-esteem, and develop leadership, teamwork, discipline, and moral and physical courage. In addition, the knowledge that hard work and perseverance can many times overcome natural ability. For the program to be effective, it must be an endeavor of a team approach consisting of coaches, parents, teachers, and participants.

The Athletic Program strives to teach the Christian values of teamwork, dedication and sacrifice, self discipline and mutual respect, fundamentals of various sports, development of talents and skills. The goal of our program is to foster enjoyment, appropriate competition and positive name recognition in the community in a religious and academic environment that will help prepare our children for life as teens and young adults.

The St. John XXIII Catholic School Athletic Committee was created to organize, support and encourage athletic programs for school families.

The Athletic Committee's obligation is to:

- Offer participating children a positive learning experience for Christian development.
- Volunteer during athletic events, regular season and tournaments, is required from each family that participates in athletics. Volunteering may include coaching, setup for athletic events, concessions, admissions, scorer's table, or tournament manager.
- Recruit, educate, and train coaches that will provide our children with an experience consistent with our philosophy.
- Emphasize sportsmanship and teamwork.
- Help each child understand and realize the full benefits of athletic competition.
- Provide the opportunity for our children to develop and share athletic knowledge appropriate for their level of development.
- Raise funds to support athletic activities.
- Host boys' and girls' athletic tournaments.
- Cooperate with parish/school authorities, parish/school organizations and members.
- Promote the idea that athletic competition should be fun

Goals and Objectives

Faith and Formation

The spiritual development of our children and their growth in holiness are significant to our parish and school. We see all abilities and skills as gifts from God, to be recognized and appreciated. We prayerfully thank God for the gift of life, and for all the talents and opportunities that life provides.

Support every child in the program

Every child is of equal importance and must be given equal opportunity for attention and help. Our priority is to develop the child, not the athlete.

Develop the whole child

Physical fitness, mental attitudes and spiritual growth are the three components of developing the child that come together in athletics. The program coordinators and coaches must constantly remember that they are working with children and that their varied levels of maturity must be respected.

Develop fair and respectful play

Emphasize sportsmanship and teamwork among our children. This involves teaching respect for one's self, coaches, teammates, other teams, officials and fans.

Keep competition in perspective

Winning or losing are outcomes of competition but should not be viewed as the objectives of the St. John XXIII Catholic School Athletic Program. The purpose of competition for this age group should be to build positive characteristics in children. It is especially important in youth sports to remember that our children are here to have fun, to learn, and to enjoy exercise and experience team play, which will benefit them for life. Our goals are to emphasize the importance of teamwork, leadership, communication, sportsmanship, and hard work.

Athletic Program

The St. John XXIII Catholic School Athletic Program is a school-based program available to students who attend St. John XXIII Catholic School.

Sports included in the program are Basketball and Volleyball. The sports seasons in consecutive order are as follows:

- Fall Season – Volleyball (girls)
- Winter Season – Basketball (girls and boys)
- Spring Season – Volleyball (boys)

The St. John XXIII Catholic School Athletic Program will adhere to the current Policies and Regulations for Athletics, published by the Archdiocese of Milwaukee, with further reference to the Wisconsin Interscholastic Athletic Committee (WIAA) and National Federation of State High School Committees (NFSHA). These policies are available for print or view on the Archdiocese of Milwaukee website (www.archmil.org).

The following are a few of the more pertinent policies:

1. No elementary school student may participate in any phase of a formal high school (grades 9-12) athletic program. This includes practice sessions.

2. A student athlete may participate with a non-archdiocesan team in the same sport during the season provided that the student's priority and commitment is with the School/Parish team, and the student maintains the eligibility requirements established by the School Administration and published locally. Schools playing in Archdiocesan leagues are considered Archdiocesan teams.
3. All practices and games (independent, league and tournament) must take place during the defined sport season. This prohibits schools and parishes from providing coaches, equipment, school/parish names, liability insurance and practice and /or game facilities to their school based teams to continue to play during the summer in leagues or tournaments in any sport regulated by the Archdiocese. This includes any organized activity such as practices, drills, scrimmages, games, etc.
4. A team's entire competitive season must be completed before any member of that team may begin participation in another sport regulated by the Archdiocese. This restriction applies to practices as well as tryouts, games or matches.
5. No practice or competition can occur without competent adult supervision. An adult is a person who is 21 years of age or older. It is recommended that there are always at least 2 adults present in a supervisory role.
6. The official playing rules used for each sport shall be those published by the National Federation of State High School Committees. Adaptations and/or exceptions to these rules may be granted by the Archdiocesan School Office upon request of a league or conference.

St. John XXIII Catholic School Athletic Committee

The St. John XXIII Catholic School Athletic Committee was created to organize, support and encourage athletic programs for students of school families.

The St. John XXIII Catholic School Athletic Committee is an extension of St. John XXIII Catholic School. This program strives to teach the fundamentals of each sport, to provide the atmosphere and opportunity for each child to develop to their fullest potential, both as an athlete and an individual, and to instill a sense of sportsmanship based on the ideas fostered at St. John XXIII Catholic School. To assist in matters regarding the Athletic Program, the School Commission has established the St. John XXIII Catholic School Athletic Committee. The St. John XXIII Catholic School Committee shall function as the organizational, administrative, disciplinary and fundraising body of the St. John XXIII Catholic School Athletic Committee.

Athletic Committee

The Athletic Committee is governed by the following members; Pastor and Principal. Committee members serve a minimum of a 2-year term with the opportunity to extend their term given the approval of the committee. Membership is awarded to individuals who apply for the positions during the spring sign-up period, are in "good standing", and the committee approves the appointment. The Assistant Athletic Director position will be added when the Athletic Director has only one year remaining to secure a smooth transition.

Principle responsibilities include:

- Directing all athletic programs.

- Finance programs through fees, admissions, concessions, and fundraising.
- Recruiting/selecting coaches, coordinators, and volunteers.
- Ensuring compliance to Archdiocese, League, and St. John XXIII policies.
- Maintaining open communication with pastor, school staff, and Committee.
- Responding to any questions, concerns, comments.
- Ensuring all athletic paperwork is complete before a student-athlete participates.
- Maintain effective communication with the league and other schools.

Committee members include:

- Athletic Director
- Assistant Athletic Director (when required)
- Treasurer
- Volleyball Coordinator
- Basketball Coordinator
- Concessions Coordinator
- Tournament Coordinator
- Banquet Coordinator

St. John XXIII Catholic School Athletic Board

An Athletic Board consisting of the following members; Pastor, Principal, Athletic Director, Assistant Athletic Director and officers guide the St. John XXIII Catholic School Athletic Committee.

The St. John XXIII Catholic School Athletic Board is made up of several elected positions who perform assigned duties, and ex office members (Pastor and Principal). Individuals are invited to attend St. John XXIII Catholic School Athletic Board meetings and express suggestions and concerns.

The responsibilities of the St. John XXIII Catholic School Athletic Board are to:

1. Advise the Athletic Director and School Principal on issues regarding the athletic program.
2. Implement the St. John XXIII Catholic School Athletic Handbook.

St. John XXIII Catholic School Athletic Committee Finances

All St. John XXIII Catholic School Athletic Board approved sports programs and activities for the students shall be funded through the St. John XXIII Catholic School Athletic Committee budget and fundraising events. The St. John XXIII Catholic School Athletic Committee will propose an annual budget to the school principal for approval at the spring board meeting of each academic year. Current financial reports will be made available upon request.

St. John XXIII Catholic School Athletic Board Meetings

Meeting dates will be published on the school website under Athletics.

Meeting Protocol

Only items included in the agenda will be addressed at regularly scheduled meetings. To have an item placed on the agenda one must contact the Chair of the St. John XXIII Catholic School Athletic Board. St. John XXIII Catholic School Athletic Board meetings are open to anyone who wishes to attend and observe. The first item on the agenda will always be an open session where anyone can address the Board for a maximum of five minutes. If a non-board member wishes to speak or otherwise participate at a meeting, they must make a request to the St. John XXIII Catholic School Athletic Board Chair at least one week prior to the meeting and said request must be approved. The agenda for upcoming St. John XXIII Catholic School Athletic Board meetings will be available on the St. John XXIII Catholic School website under Athletics.

Fundraising

Fundraising events shall be determined by the Committee and approved by the school principal. All families shall be expected to participate and support the fund-raising activity.

Registration

Student-athletes are to register for their respective sports during the sign-up period. All sports are offered to students in grades 5-8.

Sign up forms and athletic fees can be submitted to the Athletic Director, Athletic Board Treasurer on or before the published registration deadline. Checks should be made payable to St. John XXIII Athletic Committee.

Prior to each sport season, a statement of intent relative to participation in the upcoming sport is distributed to parents/guardians of prospective student athletes to facilitate the sports coordinators' planning efforts.

Physicals are required every 2 years beginning the 1st year of participation in league play. No student may participate in any phase of interscholastic athletic program without a physical examination by a licensed physician every two (2) years. The exam must occur taken April 1st or later, prior to the start of a given academic year.

Forms are distributed to facilitate athletes' parents/guardians in getting physicals completed. For the athletes to be eligible to participate in league play, physicals and permission slips must be turned in prior to the first practice. Student-athletes not in compliance are ineligible and monies are not refundable.

Forms to be completed for student-athletes are:

- St John XXIII Athletics Parental Consent Form
- Parent/Guardian Sportsmanship Pledge
- Student-Athlete Sportsmanship Pledge
- Physical Examination Form-Athletic Participation
- Student Athlete: Medical information and Emergency Consent Form
- Parents and/or Legal Guardians Risk Acknowledgement and Consent to Participate Form

- Parent and Athlete Concussion Acknowledgement Form
- Athletic Handbook Acknowledgment Form
- Uniform Policy Agreement Form

Published Deadlines

Registration deadlines will be published well in advance of the upcoming sport season. Registrations received after the published deadline may be considered and accepted if space on the team permits. A late registration will be subject to a late fee of \$50.00. Parents, please adhere to this deadline. There might be a possibility your child would end up being the “B” team because their registration was late. The coaches, athletic director and Principal make the final decision.

Costs

The St. John XXIII Catholic School Athletic Board annually reviews the fee structure. Every effort will be made to keep fees at a reasonable level while maintaining the quality and competitiveness of the program. No student will be denied participation in the program due to financial conditions.

Coaches

Coaches provide a very worthy service to St. John XXIII Catholic School Athletic Program. Coaches play an important part in the development of the student-athletes under their charge. Coaches are expected to fulfill the mission of the parish and school. Coaches must conduct themselves as Christians at all times. They must adhere to the mission, philosophy, objectives and goals set forth in the St. John XXIII Catholic School Athletic Committee Handbook, and must cooperate with the School’s educational program. Imprudent actions on the part of the coaches are subject to disciplinary actions by the Principal and the league Board of Control.

All coaches, whether a Head Coach, an Assistant Coach, or any adult actively involved with student athletes must be certified in the Archdiocesan “Protecting All God’s Children” program as it is currently required for volunteers who work/supervise children and youth on a regular basis. All coaches and athletic personnel must have an initial criminal background check and a subsequent review every five years. An adult is at least 21 years of age. Each Head Coach is expected to select an assistant who will be available to fill in during the Head Coach’s absence. All coaches participating with the St. John XXIII Catholic School Athletic Program serve on a voluntary basis.

Selection of Coaches

Selection, recommendation and evaluation of the coaches are primarily the responsibilities of the Athletic Director in consultation with the School Principal. All persons interested in applying for a coaching position shall complete an Archdiocesan application, including qualifications, and submit such to the Athletic Director.

Coaching appointments are made based upon the following criteria:

1. Past experience in a specific sport and an ability to work with children.
2. Coaching Certification as defined by the Archdiocese.
3. Adherence/Willingness to abide by the “Protecting All God’s Children” requirements.

4. Adherence/Willingness to adhere to the St. John XXIII Catholic School Athletic Handbook rules.
5. Adherence/Willingness to abide by Archdiocesan and League Rules.
6. Level of commitment to coach a specific grade or sport.
7. Christian attitude as displayed during games, practices, or through observation and feedback.

The Athletic Director and/or the Athletic Board, at which time they may accept or decline the assignment, will contact prospective coaches.

Parent Coaches

Selection, recommendation and evaluation of parent and/or non-parent coaches are primarily the responsibilities of the Athletic Director in consultation with the School Principal. All persons interested in applying for a coaching position shall complete a short biography containing their qualification and how they will benefit the program as a coach; or complete an Archdiocesan application, including qualifications, and submit such to the St. John XXIII Catholic School Athletic Director.

Parent and/or non-parent coach appointments are made based upon the following standards:

- 5th and 6th Grade
 - Parent Coach
- 7th and 8th Grade
 - A Team: Non-Parent Coach
 - B Team: Parent Coach **

Non-parent coaches are the preferred coaching appointment for 7th and 8th grade A and B teams; however, parent coaches will be considered at the discretion of the Athletic Director in the event that a non-parent coach is unavailable.

School parents without a student athlete in the program at that grade level and sport where a coach is needed may be considered at the discretion of the Athletic Director in the event that a non-parent coach is unavailable.

Coaches' Evaluation

The student athletes, the athlete's parents/guardians and the St. John XXIII Catholic School Athletic Director will evaluate coaches at the end of each season. Any issues pertaining to a coach brought forth to the St. John XXIII Catholic School Athletic Board shall be discussed in executive session.

The evaluation will be based on how well the coach carried out his/her duties and responsibilities as outlined under the Coaches Responsibilities section in the St. John XXIII Catholic School Athletic Committee Handbook.

Abuse or neglect of the duties and responsibilities as outlined could lead to the dismissal of any coach, at any time during the season.

The suggestion for dismissal of any coach will be made by a majority vote of the Athletic Board. This

suggestion will be presented to the St. John XXIII Catholic School Athletic Director and School Principal for approval.

Athletic Director Responsibilities

The St. John XXIII Catholic School Athletic Director's primary responsibilities are:

- Integrating the St. John XXIII Catholic School Athletic Program into the philosophy and mission of St. John XXIII Catholic School.
- Fostering the goals of the St. John XXIII Catholic School Athletic Program, which are instruction, sportsmanship and enjoyment.
- Implementing, maintaining and evaluating the policies and procedures of the St. John XXIII Catholic School Athletic Program, including but not limited to, the number of interscholastic contests within a season; the number, frequency and duration of practices; sponsorship of leagues and invitational tournament, interscholastic special events and house leagues, creation of new programs, discontinuance of existing programs or modifications thereof, and defining eligibility guidelines for participation in each sport.
- Supervising the registration process for interested students and the establishment of team rosters.
- Ensuring that team practices and games do not interfere with the academic and spiritual development of the students.
- Communicating with the parents/guardians of the children on the teams regarding practices, game times, academic and disciplinary requirements and team rules.
- Selection and supervising coaching staff and support personnel who are qualified to instruct and coach students, who are supportive of the mission and philosophy of the St. John XXIII Catholic School Athletic Program and who model Christian values.
- Addressing coaching staff that do not adhere to expectations.
- Setting an atmosphere that encourages children to recognize the positive performance of their teammates and opponents.
- Ensuring that space and equipment provided for student athletes are appropriate and safe.
- Managing problems/issues/concerns in respectful dialogue and, if unable to resolve, referring to the Principal for mediation.
- Preparing an annual budget for submission to the Principal and adhering to the approved Budget.

The St. John XXIII Catholic School Athletic Director is not required to be present at all events. To ensure adequate adult supervision is provided at all times, the Athletic Director may appoint an Assistant Athletic Director or support coordinator/manager in concurrence with the Principal.

Coaching Staff Responsibilities

The volunteer coaches and their coaching assistants provide a very worthy service to the St. John XXIII Catholic School Athletic Program. They must remember that they play an important part in the development of the children under their charge. All coaches must follow the rules and guidelines of the league, the Archdiocese, and the St. John Athletic Ministry.

Coaches expectations and responsibilities

The Coaches' primary expectations and responsibilities are:

1. Archdiocese Core Training Certification to be completed prior to the inception of coaching duties. 6145.24
2. A 3-hour training session in the specific sport to be completed within 2 years of the inception of coaching duties. 6145.24
3. Bloodborne Pathogens Training (required annually)
4. "Protecting God's Children" is required within 90 days of starting coaching duties.
5. Coaches shall prepare for each practice, set goals, and outline drills to achieve the team goals. The basic skills of the sport shall be taught to all players and all players should have the opportunity to work on them.
6. Coaches must respect officials, opponents, athletes, fans, and the rules of the game.
7. Coaches are responsible for the actions and whereabouts of all student-athletes during the time set for practices and games. They are also responsible for staying until all athletes have been picked up.
8. Coaches are responsible for all equipment checked out to the team and for the condition and security of that equipment. In addition, they are responsible to open and secure the gym after use.
9. Coaches must comply with drug, alcohol, and smoke-free policy on parish premises.
10. To help each athlete attain the highest possible level as a Christian person and as a competitor. Coaches, to the best of their ability, are expected to teach fundamentals of their respective sport along with good sportsmanship and the benefits of participation in a team sport.
11. For the safety of the coaches and student-athletes, practices will be conducted by 2 adults. Any one on one coaching will be done in full view of the team or another adult.
12. Coaches are expected to adhere to the Athletic Committee policies.
13. To conduct themselves as Christians at all times.
14. To provide ample playing time for each participant and follow guidelines for playing time.
15. To cooperate with and be supportive of the school's educational program. To adhere to the guidelines as outlined in the Archdiocese of Milwaukee policies and regulations for Athletics.
16. To help each athlete attain the highest possible level as a Christian person and as a competitor. Coaches, to the best of their ability, are expected to teach fundamentals of their respective sport along with good sportsmanship and the benefits of participation in a team sport.
17. To maintain attendance records for all practices and games.
18. To maintain records dealing with disciplinary actions and to notify the St. John XXIII Catholic School Athletic Director and parents/guardians prior to taking any such action. This is intended for serious offenses only.
19. To conduct a parent meeting at the first practice of the season to provide parents with practice schedules and an explanation of expectations.

Learning opportunities, training sessions and certification programs are available for anyone

interested in coaching. The St. John XXIII Catholic School Athletic Board strongly encourages coaches to participate in such opportunities. Pre-approved costs are reimbursed by the St. John XXIII Catholic School Athletic Board. Please contact the St. John XXIII Catholic School Athletic Director for specific information.

Coaches Communication Requirements

- Create an email list and communicate with parents/guardians and players.
- Create a phone list with players' names, jersey numbers, parents/guardians' names and phone numbers.
- Maintain open communication with St. John XXIII Catholic School Athletic Director on issues as needed i.e.: injuries, problems, etc.
- To conduct a parent meeting at the first practice of the season to provide parents with practice schedules and explanation of expectations.

Coaches Organization Requirements

- Organize all necessary paperwork.
- To maintain attendance records for all practices and games.
- Ensure a team roster is presented for each league and tournament game.
- Ensure all referee fees are in order for each game.
- Obtain correct schedules for all league games from St. John XXIII Catholic School Athletic Director.
- Contact opposing team managers to ensure the game schedule and site directions.
- Ensure Game Reports are submitted in a timely fashion.
- Communicate all team news.
- Provide updated and applicable website information to parents.
- To maintain records dealing with disciplinary actions and to notify the St. John XXIII Catholic School Athletic Director and parents/guardians prior to taking any such action. This is intended for serious offenses only.

It is suggested coaches create a binder to hold the following information:

- Team Roster
- Parent Information
- Liability and Medical Waivers
- Game Schedule

Coaches Competition Requirements

Sited Offenses

A coach who receives two technical fouls in one basketball game, two yellow cards/one red card in a volleyball match or is ejected from a game/match will receive the following penalties:

1. First offense – one game/match suspension

2. Second offense – three game/match suspension
3. Third offense – removed as coach. Replacement to be named by Athletic Ministry.

The coach may reapply for the position the following year.

Playing Time Guidelines

Basketball 5th and 6th Grade

- League games even playing time tournament games
- One quarter unless roster size is 12 or greater, then it is 4 minutes

Basketball 7th grade

- League games; one quarter unless roster size is 12 or greater, then it is 4 minutes' tournament games; 3 minutes unless roster size is 12 or greater, then it is 2 minutes

Basketball 7th grade

- League games; 3 minutes unless roster size is 12 or greater, then it is 2 minutes tournament games; 1 minute

Volleyball 5th and 6th Grade

- League matches; even playing time
- Tournament matches; 25% of the match

Volleyball 7th grade

- League matches; 25% of the match
- Tournament matches; 10% of the match

Volleyball 8th grade

- League matches; 25% of the match
- Tournament matches; 10% of the match

All suited players should play in the game at the guidelines stated above. If a player is not eligible to play but will be on the bench, they must be in street clothes. Playing time will be reduced for missed practices or disciplinary reasons. This will always be discussed with the player and their parents. We also work with the school and problems with homework or grades will reduce playing time or make players ineligible to play at all.

Parents' Responsibilities

A student's involvement in athletics involves parent commitment.

Parents/guardians must fulfill duty requirements necessary during the sport season in with their child participates. The amount of time required of parents/guardians varies with the number of student participants in the sport.

Parents/guardians must keep in mind that there are many duties that must be accomplished to maintain the sport.

Admissions and concessions are only a few of the activities parents/guardians participate in to maintain an effective program.

Parents/guardians are expected to set the example of good sportsmanship and Christian values for their children.

At games, parents/guardians are expected to conduct themselves using Christian values and good sportsmanship. Unsportsmanlike conduct may result in a sanction letter from the St. John XXIII Catholic School Athletic Board. A parent that is ejected from a gym will be sent a sanction letter from the Athletic Board and, as a consequence, will be prohibited from attending the next scheduled game.

Parents/guardians are expected to provide transportation to all practices and games. Establishing a car pool is recommended. Parents/guardians are not to drop children off for practice and leave without verifying that the coach is present. Promptness in picking up children is expected. Drivers should carry adequate liability insurance to cover such transportation requirements.

Parents/guardians are expected to guide their child relative to appropriate respect for coaches.

Parents/guardians are financially responsible for the loss or misuse of uniforms issued to their children. Uniforms are to be worn for games and scrimmages only and must be returned when notified by the uniform coordinator at the end of the season. Failure to return a uniform or returning a damaged uniform will result in a replacement fee that will be assessed to the family tuition bill.

Parents/guardians are expected to provide written permission for an athlete to walk or bike to and from practice.

Parents/guardians must take their turn chaperoning home games, as well as working the concessions stand or admissions table.

Parents/guardians are encouraged to attend games. It means a great deal to young children to have the opportunity to perform in front of parents/guardians.

Parents/guardians are encouraged to assist the Board in accomplishing its goals of providing a healthy environment of sports activities for all participants.

Parents/guardians are encouraged to respect and adhere to the protocol of issue resolution.

Parents/guardians should address any issues and/or concerns first with the respective coach. If an issue remains unresolved, assistance of the St. John XXIII Catholic School Athletic Director may be sought. Any additional action will be taken at the discretion of the Athletic Director.

Parents and/or legal guardians agree to hold St. John XXIII Parish and the Athletic Ministry harmless for any injuries incurred during, or in transit to or from, activities.

Parents and guardians are required, during home games, to volunteer one of the following areas at least once (per participating child) during the volleyball/basketball season:

1. Admissions
2. Concessions
3. Scorer's table
4. Fundraising events

Parents and guardians are also encouraged to be a member of the athletic committee.

Complaints

Open communication is imperative to the operation of a successful program. Concerns should be addressed in a timely fashion but not immediately following an incident to allow for an emotional cooling off period. Most issues can be resolved through discussions between players, parents, and the coach, but given the emotions that can arise immediately following an athletic event, negative communication should not occur between a parent and a coach on the same day of the event. Please do not allow your concerns about the athletic program to go unanswered. If you have an issue with the program, and the issue cannot be resolved constructively with the other party, please address your concern to the Athletic Committee as indicated below.

Any complaint, pertaining to the athletic committee, coaches, or Committee by parents or interested parties, must be in written form and signed.

All written and signed communications will be held in the strictest confidence and reviewed by the Committee at their earliest convenience. Any verbal complaint will not be discussed before the Committee.

Student Athletes' Responsibilities

Joining athletics is a privilege and involves commitment. All students that choose to participate in sports are expected to attend all practices and games. Exercising good sportsmanship and using Christian values are requirements to maintain the privilege.

Every student, 5th through 8th grade, will have the right to compete in the sports provided by St. John XXIII Catholic School.

Participation in athletics is not permitted on the day a student athlete is absent from school. Exceptions can be made with permission from the Principal.

Participants in sports are expected to conduct themselves in Christian like manner at all times. All team members are subject to the academic and behavioral standards enforced at St. John XXIII Catholic School. Copies of these standards are available from the St. John XXIII Catholic School Athletic Director.

The St. John XXIII uniform is a representation of St. John XXIII Parish and School and should be worn appropriately. Student athletes should be mindful of such and conduct themselves with appropriate behavior.

Uniforms are to be maintained in good order and must be cleaned after each game. If athletes do not appear at the game with all of their uniforms, they will not be allowed to participate. They are to be worn for games and scrimmages only and must be cleaned and returned when notified by the Uniform Coordinator at the end of the season.

Participation is a privilege. Exercising good sportsmanship and using Christian values are requirements to maintain the privilege. Violation of any rule contained within this handbook will result in disciplinary action being taken against the student-athlete up to, and including, expulsion from athletics.

St. John XXIII Athletic Ministry XXIII

Student participation policy states that the academic achievement and religious formation of student athletes is the first priority of the athletic ministry. Students participating in any athletic program sponsored by the athletic ministry are expected to show and maintain an academic level that is commensurate with their abilities. In addition, all student athletes are expected to conduct themselves in an appropriate manner in the classroom. Any athlete failing to perform to his/her academic ability, or whose class comportment is unacceptable, will not be allowed to participate until the failure has been rectified. The following procedures will ensure compliance with this policy.

- Any student/athlete in 5th, 6th, 7th, or 8th grade, who has earned a detention for either academic or disciplinary infractions, will receive a one-game suspension.
- Any student/athlete who receives a failing grade in any subject during a given quarter will be suspended from participation in sports for two weeks. If a review of the student's performance in that subject area by the teacher and the principal warrant it, the student may return to participation in sport following the two-week suspension. If not, the student shall remain suspended until a passing grade is achieved.
- The athletic director will consult on a weekly basis with the principal of the school to ascertain the status of student/athletes who may be affected by suspensions.
- Students who are absent from school due to illness may not participate in school-related or school-directed sports and/or activities on those day(s) of absence.

Principal's Responsibilities

The St. John XXIII Catholic School Athletic Program is an extension of the School and its curriculum. As such, the Athletic Program is subject to the authority of the Principal by virtue of his/her office. The Principal is the primary authority over the St. John XXIII Catholic School Athletic Program.

The Principal's primary responsibilities are:

- Establish and implement the philosophy and mission of the St. John XXIII Catholic School Athletic Program.
- Determine eligibility requirements for students and ensuring that these requirements are enforced.
- Verify that all legal and safety aspects of the program are in compliance (i.e. verification of insurance coverage, parent/guardian permission in writing for student participation, student emergency information, coach's forms, etc.)
- Ensure gym time for the sports program.
- Appoint and evaluate the St. John XXIII Catholic School Athletic Director.
- Provide the Athletic Director with role description, supervising the Athletic Director's activities, and making sure that the responsibilities delegated to the Athletic Director are carried out in an appropriate manner.
- Establish and foster the importance of good Christian sportsmanship in the minds of the entire School community.
- Communicate with the Athletic Director on a regular basis.
- Ensure timely communications are provided to the parents/guardians of the St. John XXIII Catholic School Athletic Program.
- Administer and oversee the Athletic Program budget.
- Resolve problems, issues and concerns that cannot be resolved by the Athletic Director.

Basketball Regulations

The following specific regulations are required and must be followed:

1. Teams are limited to playing in one (1) league during the season.
2. There must be a minimum of four (4) practice sessions on separate days before the opening game of the season.
3. Basketball leagues may not begin play until after Thanksgiving.
4. There must be at least three (3) practice sessions on separate days before the first scrimmage with no more than two inter-school scrimmages allowed before the first game.
5. Fifth and sixth grade teams may be scheduled for a maximum of two (2) practices per week, being no more than 1 ½ hours in length.
6. Seventh and eighth grade teams may be scheduled for a maximum of two (2) practices per week, each being no more than 2 hours in length.
7. Fifth and sixth grade teams may play a maximum of 12 games and participate in three (3) tournaments.

8. Seventh and eighth grade teams may play a maximum of 14 games and participate in four (4) tournaments, not counting the Padre Serra Basketball Tournament.
9. Teams may participate in pre-season, mid-season (holiday), or past-season tournaments. Notournaments may schedule a team for, nor may any team participate in, more than five games per tournament.
10. The maximum length of the quarters of any game shall be six (6) minutes.
11. A team may not play more than three (3) games in any one (1) week (exception: the weeks of the mid-season or post-season tournaments). A team may not play more than two (2) games in one day; a minimum of two (2) hours of rest must be provided between games.

Volleyball Regulations

The following specific regulations and required and must be followed:

1. Teams are limited to playing in only one (1) league during the season.
2. There must be a minimum of four (4) practice sessions on separate days before the opening match of the season.
3. Fifth and sixth grade teams may be scheduled for a maximum of two (2) practices per week, each being no more than 1 ½ hours in length.
4. Seventh and eighth grade teams may be scheduled for a maximum of two (2) practices per week, each being no more than two (2) hours in length.
5. No team shall be scheduled for more than 19 matches during the season, exclusive of tournament participation.
6. Teams may participate in pre-season, mid-season, or post-season tournaments subject to the following limitations:
 - a. 5th grade team – limited to participation in two (2) tournaments
 - b. 6th grade team – limited to participation in two (2) tournaments
 - c. 7th grade team – limited to participation in three (3) tournaments
 - d. 8th grade team – limited to participation in three (3) tournaments
7. A “match” shall consist of three (3) “games” or the “best two (2) out of three (3)” games.

Tryouts

The St. John XXIII Catholic School Athletic Director, within the parameters directed by the Archdiocese of Milwaukee, will coordinate with the sport’s coordinator to determine tryout dates, times and locations.

Individuals chosen by the St. John XXIII Catholic School Athletic Director or evaluators chosen by the Athletic Board evaluate the skills of the candidates. No unauthorized persons (parents/guardians, relatives, and/or coaches not evaluating players) will be permitted in the tryout area during the tryout periods.

The St. John XXIII Catholic School Athletic Director has final approval of all team rosters.

Tryout Protocol

An objective panel of non-parent volunteers will be selected to oversee the tryout process. Teams will be selected based on tryout performance in an objective manner.

Tryouts are closed – no unauthorized persons (parents/guardians, relatives, and/or coaches not evaluating players) will be permitted in the tryout area during the tryout periods.

Should the need arise for more than one (1) team at the 5th and /or 6th grade level, teams will be divided to reflect talent equity. At the 7th and 8th grade level, teams may be divided into A/B teams per league rules.

All forms must be turned in and medical forms must be up to date prior to the set tryout date. Any player missing any of the forms will not be allowed to participate in the tryout.

If a player is injured prior to/during tryouts, recuperates during the season, is cleared to play by an medical doctor, and wants to be placed on a team.

- In 5th and 6th grades, the player will be placed on the team with the least amount of players
- In 7th and 8th grades, the player will be placed on either the A or B team, after consulting with the player's previous year's coaches. The Athletic Director will then decide on team placement.

Team Size and/or Split Teams (Basketball and Volleyball)

The minimum number of players to field a team will be six (6) for Volleyball and seven (7) for Basketball. If there are 14 or more players, a split into 2 teams will automatically be carried out except if some players must be moved up to allow a team to be formed at the next highest grade level.

If team sizes are such that one grade has more than enough players and another grade is short of players, any number of players can be brought up to help balance both teams, providing that the St. John XXIII Catholic School Athletic Board agrees to this move. All parents/guardians of the teams affected will be notified prior to the move.

If two teams are formed, the teams will be split with the intention of splitting the talent equally on each team in 5th and 6th grade. For 7th & 8th grade, the teams may be split by talent equally or into A/B talent teams.

The Athletic Board will follow the A/B and equal ability guidelines as indicated by the league in which the sport is participating.

Playing Time

The spirit and intent of St. John XXIII's playing time policy for 5th and 6th grade is that all student athletes

experience balanced amount of playing time. Coaches are expected to work toward an equal amount of playing time over the course of a season where the season is defined as league and tournament games.

The spirit and intent of St. John XXIII’s playing time policy for 7th and 8th grade is that every student athlete will be given the opportunity to contribute to the team’s success during both practices and games. Playing time is earned and is recognition for hard work and full utilizing the talent they’ve been blessed with and maximizing their skill sets. All dressed players will see playing time in the game, however it is the coach’s discretion as to how that playing time will be divided.

Uniforms

Game uniforms are provided and are required to be worn. The St. John XXIII Catholic School Athletic Board selects uniforms. Any deviation in the current school issued uniform requires Board approval. No club uniforms may be worn during league play.

The uniform is representative of the St. John XXIII Catholic School and should be worn appropriately. Student athletes should be mindful of such and conduct themselves with appropriate behavior.

No advertisements of any type are permitted on the uniform.

It is expected that uniforms be returned laundered and in good condition. They are to be worn for games and scrimmages only and must be cleaned and returned when notified by the Uniform Coordinator at the end of the season. No one is to wear any part of their uniform outside of school sanctioned events. Parents/guardians are financially responsible for the loss or misuse of uniforms issued to their children. This includes following the care instructions on the labels. Failure to return the uniform in the same condition in which it was received will result in a uniform replacement fee added to the family's tuition bill.

The Uniform Coordinator will inform students and parents/guardians of the process for receiving and returning uniforms. Uniforms will be collected no later than two weeks after the last game. Those athletes who do not hand in their uniform will not be allowed to attend the banquet. Any awards they earned will be withheld until the uniform is returned.

Current uniforms consist of:

SPORT	SCHOOL PROVIDES	ATHLETE PROVIDES
Basketball	Jersey uniform top and bottom	Athletic shoes, socks (white or blue) undershirt (blue or white)
Volleyball Girls		Volleyball top (payment included in registration) athletic shoes, knee pads.
Volleyball Boys	Jersey uniform top and shorts (basketball uniforms)	Athletic shoes, knee pads

Official School Mascot Logo



Practices

Players should not enter the gym or locker room until their coach arrives.

Players should not enter the gym prior to five minutes before their scheduled practice if another team is practicing.

Coaches will remain at the gym until 10 minutes after the agreed dismissal time, unless all students have left.

All practices are mandatory. Excused absences are determined by the coach. It will be the coach's discretion in allowing the player to participate in the next game.

Appropriate gym clothes and shoes must be worn for practice. Gym shoes should not be worn for outdoor activities.

The following will not be tolerated: swearing, abusive language, unnecessary roughness, drugs, alcohol, smoking and chewing tobacco.

If a student-athlete does not attend school because of an illness, they will not be allowed to participate in a practice or game that day.

Students are only to be in the gym area during practice. They are not allowed in the concession area or equipment room. Only equipment needed for their sport is to be used by students and coaches. Any infractions of this rule will be referred to administration.

Length of practices for 5th/6th grade will not exceed 90 minutes; 2 hours for 7th/8th grade. All practices must take place during the defined sport season. This prohibits the School and/or Parish from providing coaches, equipment, school/parish names, liability insurance, and practice facilities to school/parish based teams. This includes any organized activity such as practices, drills, scrimmages, etc.

Each Head Coach is responsible for requesting a practice schedule from the St. John XXIII Catholic School Athletic Director or sport coordinator.

The Head Coach should provide the practice schedule to the parents/guardians and players.

Practices may be cancelled at the head coach's discretion, but should not be cancelled unless absolutely necessary. While conflicts do arise, a practice should be held if at least one of the team coaches is available, and the majority of players can attend.

It is the head coach's responsibility to contact the players' parents/guardians should a practice be cancelled.

Injury

The risk of injury is a part of virtually every sport. St. John XXIII Athletic Ministry is not responsible for any injury incurred during participation in Ministry programs.

Parents and guardians are strongly encouraged to:

- Obtain adequate Health and Dental insurance to cover possible injuries. St. John XXIII does not provide insurance.
- Provide athletes with appropriate safety equipment including eye guards, mouth guards, padding and other protective devices specific to the sport.

Athletic, parents, and guardians agree not to file claims for injury against the Parish and/or the Athletic Association as a result of an injury incurred during team participation.

Gym Usage

1. There will be a meeting of all coaches prior to the season opening to determine gym time. Scheduling of the gym is managed by the coordinators for the sport, and in cooperation with the St. Peter's Parish office. Coaches will be responsible for any changes after the master schedule is set.
2. The coordinators should be informed of cancellations as soon as possible. When necessary to cancel after 3 p.m., inform them the next working day.
3. The parish office is responsible for the gym master schedule and will be contacted before any reservations are made and changed.
4. Time schedules should be strictly adhered to.

Cancellations

If a need for cancellation arises the day of a game (8:00 a.m. on a weekend, 12 p.m. on during the weekdays), the Athletic Director will make the determination to cancel the game. The Athletic Director will then contact the coaches of teams, referees, and concessions coordinator. If a weather, health, or safety issue is at hand, games may be cancelled at the discretion of the school principal.

Games

1. All games are mandatory. Excused absences are determined by the coach. The coach must be notified for excused or unexcused absences prior to the game.
2. Players should be at the gym 30 minutes before game time.
3. Complete uniforms must be worn for each game.
4. Appropriate conduct must be adhered to for each game.
 - i. All student-athletes participating in the game, are expected to recite Athlete's prayers at home games prior to the game.
5. Student-athletes must respect officials, opponents, athletes, fans, and the rules of the game.
6. If a student-athlete does not attend school because of an illness, they will not be allowed to participate in a practice or game that day.

Penalties

Discipline problems will not be tolerated. Athletes will be benched for one violation (one game), and dismissed for the season for the second violation. Additional penalties may be imposed by the school board based on the severity of the infraction. The violations are as follows.

1. Lack of cooperation with coaches, chaperones, teammates.
2. Unsportsmanlike conduct at practice or games (swearing, abusive language etc.)
3. Lack of respect for property at home or away.
4. Failure to follow or adhere to any of the student-athlete participation rules as set forth here.

Dismissal of student-athlete from the program by a coach will be reviewed by the Athletic Committee and School Principal for approval.

The School Principal will be involved when serious discipline problems arise and may impose a different penalty depending on the severity of the situation.

Awards

Athletic Banquet

1. There shall be an annual Athletic banquet in spring for the distribution of awards. The banquet is essentially a "thank you" for all of our coaches, volunteers, and student-athletes. In addition, it is a congratulatory send-off for our 8th grade class.
2. The banquet committee coordinates the banquet annually. The banquet committee should include parent representation-in particular, the 8th grade will require representatives on the Committee.
3. If the banquet committee chooses to show a video, one video will be permitted. The video will include all athletics even highlights of the outgoing 8th grade class-basketball and volleyball. The video will have a maximum length of 20 minutes.

Participation Awards

All eighth grade sports participants shall be acknowledged at the Athletic Banquet in a manner to be determined by the Athletic Committee.

Playing Time

The following are a few conditions that must be met by the players in order to qualify for minimum playing time:

1. On-time attendance at all practices and games.
2. Proper behavior at practices and games.
3. Consistent effort to achieve the goals set forth by the coach.
4. Adherence to academic and disciplinary policies in the classroom.

There are other factors that may affect playing time, and this handbook cannot address all of them. The above listed conditions represent the primary considerations. In those cases where a head coach elects not to provide minimum playing time for a player due to one of the factors mentioned above, both the player and the player's parents/guardians should be informed by the head coach of the reason for this action. This will ensure that the issue can be addressed and corrected with the support of the player and the player's parents/guardians.

The St. John XXIII Catholic School Athletic Board encourages minimum playing time at all levels of competition. The Athletic Board realizes that the effort to win is important. However, equally important is the whole child development and must be considered. Therefore, to help the coaches and parents/guardians realize a balance between both, we are establishing the following minimum playing time rules:

Basketball

5th Grade:

- League play – Each player, up to and including a team roster of 10, must play a minimum of six (6) minutes in each game. For teams with more than 10 players, playing time minimums will be reduced to three (3) minutes per game, but total playing time per season must average six (6) minutes per game per athlete on the team.
- Tournament Play – Playing time will be one-half (1/2) of those for regular league play.

6th Grade:

- League Play – Each player, up to and including a team roster of 10, must play a minimum of six (6) minutes in each game. For teams with more than 10 players, playing time minimums will be reduced to three (3) minutes per game, but total playing time per season must average six (6) minutes per game per athlete on the team.
- Tournament Play – Playing time will be one-half (1/2) of those for regular league play.

7th Grade:

- League Play – Each player, up to and including a team roster of 10 players, must play a minimum of six (6) minutes in two (2) out of every three (3) games. For team rosters over 10, minimum playing time shall be reduced to four (4) minutes in two (2) out of every three (3) games.
- Tournament Play – Each player, regardless of the number of players on a team, must play some time during each tournament.

8th Grade:

- League Play – Each player, up to and including a team roster of 10 players, must play a minimum of six (6) minutes every two (2) games. For teams with more than 10 players, playing time minimums will be reduced to three (3) minutes every two (2) games.
- Tournament Play – All players, regardless of the number of players, must play some time during each tournament. This includes the Padre Serra.
- Note: The above listed policy is based on league recommendations. Should the league recommendations change, the new recommendations will be taken under consideration of the Athletic Board and the above may be modified.

Volleyball

5th Grade:

- League Play – Each player, up to and including a team roster of 11 players, must play the equivalent of one (1) out of every three (3) games. For teams with more than 11 players, playing time minimums will be reduced to one half (1/2) of one (1) out of every three (3) games, but total playing time per season must average one (1) out of every three (3) games per athlete on the team.
- Tournament Play – Playing time will be one half (1/2) of those for regular league play.

6th Grade:

- League Play – Each player, up to and including a team roster of 11 players, must play the equivalent of one (1) out of every three (3) games. For teams with more than 11 players, playing time minimums will be reduced to one half (1/2) of one (1) out of every three (3) games, but total playing time per season must average one (1) out of every three (3) games per athlete on the team.
- Tournament Play – Playing time will be one half (1/2) of those for regular league play.

7th Grade:

- League Play – Each player, up to and including a team roster of 11 players, must play a minimum of one (1) game in two (2) out of three (3) matches. For teams with more than 11 players, playing time minimums will be reduced to one half (1/2) of one (1) game in two (2) out of three (3) matches.
- Tournament Play – Each player, regardless of the number of players on the team, must play sometime during each tournament.

8th Grade:

- League Play – Each player, up to and including a team roster of 11 players must play a minimum of one (1) game every two (2) matches. For teams with more than 11 players, playing time minimums will be reduced to one half (1/2) game every two (2) matches.
- Tournament Play – Each player, regardless of the number of players on the team, must play sometime during each tournament.
- Note: The above listed policy is based on league recommendations. Should the league recommendations change, the new recommendations will be taken under consideration of the St. John XXIII Catholic School Athletic Board and the above may be modified.

Tournaments

The Athletic Program will sponsor the following number of tournaments per session:

Basketball

- 5th grade up to three (3) tournaments
- 6th grade up to three (3) tournaments
- 7th grade up to four (4) tournaments
- 8th grade up to four (4) tournaments

Volleyball

- 5th grade up to two (2) tournaments
- 6th grade up to two (2) tournaments
- 7th grade up to three (3) tournaments
- 8th grade up to three (3) tournaments

In addition, in 8th grade, the St. John XXIII Catholic School Athletic Program will sponsor the Padre Serra Basketball Tournament and Mother Seton Volleyball Tournament.

Additional tournaments may be pursued with the consensus of the individual team and agreement of the coach. Participation in additional tournaments must adhere to the Archdiocese of Milwaukee tournament guidelines. Tournament fees will be the responsibility of the participating team's athletes.

1. If a coach wishes to enter their team into a tournament, they must present their request for approval by the Treasurer and Coordinator of that sport. The principal's approval is required for all tournament entries. All information concerning that tournament must be included so they can give the coaches request full consideration. The Athletic Committee members will determine if the cost of the tournament will be covered by the Athletic Committee, pending the financial condition of the Committee.
2. League games take priority over tournament games. Coaches should not rescheduled league games because of potential tournament conflicts whenever possible. Schools in our league depend on revenue from and volunteers to support hosting league games. Rescheduling a game impacts more than just one game.

The Committee has the right to adjust its support due to insufficient funds or facility constraints.

Hosting Tournaments

The St. John XXIII Catholic School Athletic Program may host tournaments for any of the sports. Any persons interested in coordinating a tournament must present a written proposal to the St. John XXIII Catholic School Athletic Board for consideration.

Any and all monies raised from an Athletic event will be held and used at the discretion of the St. John XXIII Catholic School Athletic Board.

Athletic Injuries or Medical Conditions

If a participant incurs an injury or medical condition that requires consultation with a doctor and the doctor recommends that the child refrain from participation in athletic events or practices, then a written release from the doctor must be presented to the coach before the child will be allowed to resume participation in athletic events or practices. As a follow-up, the parent should forward a copy of this release to the St. John XXIII Catholic School Athletic Director for filing.

A coach may withhold a student from participation in athletic practices or events if the coach feels that participation may not be safe for the student athlete due to some injury or medical condition. The coach should immediately make the Athletic Director aware of this decision and the parents/guardians of the participant will be contacted. In such a situation, the Athletic Director and/or Principal will decide if a doctor's release is required before the child is allowed to resume practice or participation in athletics.

Sportsmanship

Everyone is asked to actively support all athletic teams. To avoid problems or conflicts, please observe the following guidelines:

- Be courteous to the people visiting our gym or field. Treat them as your guest.
- Be courteous to all injured players regardless of team affiliation.
- Avoid confrontation with referees. They try their best to referee a fair game. Spectators should not question calls during an athletic event.
- Do not coach or referee from the stands. The coach gives the players direction. Fan participation, such as yelling specific instructions, impedes or confuses the athlete and may upset and prejudice the referee.
- Obscenities will not be tolerated. Any infraction will result in removal from the facility.

Please demonstrate true St. John XXIII Sportsmanship and etiquette when attending any athletic activity.

Suspension

The Principal is the final authority on suspending or withdrawing the privilege of participation in St. John XXIII Catholic School athletics.

Such action may be taken for disciplinary or scholastic issues. Although serious violations of school disciplinary policy may result in immediate dismissal from a team, generally a warning or probationary period precedes suspension or removal from athletics.

Should a suspension occur, a letter will be sent by the Principal, to the athlete's parents/guardians, coach, and the St. John XXIII Catholic School Athletic Director.

In order for a suspension to be removed, the participant/athlete must sit on the bench for the next game.

A coach may suspend an athlete from participation in practice and/or games provided the student, the Athletic Director and the parents/guardians have been advised before such action is taken. Within five (5) days of the incident(s), the coach must submit the reasons for this action in writing to the Athletic Director.

Serious violations such as drinking, smoking, drugs, etc. will result in automatic dismissal from the team for the remainder of the season.

Any student serving disciplinary consequences or supervision is expected to attend all league games/matches or tournament games/matches as a member of such team until the disciplinary consequences or suspension are resolved. The student is required to dress in khaki pants and white collared shirt with their team jersey worn over their shirt. The student will sit with the team, at the end of the team bench, during game/match play.

Grievance Procedure

The affected individuals should quickly resolve issues that develop with regard to athletics.

Players and/or parents/guardians should first discuss with the coach. Most problems can be effectively resolved in this manner.

If a situation cannot be resolved at that level, it should be brought to the attention of the St. John XXIII Catholic School Athletic Director.

Issues that remain unresolved after this effort may be addressed with the St. John XXIII Catholic School Athletic Board. Requests for any such discussion should be coordinated through the Athletic Board Chair. The Board may elect to vote on any resolution in closed session, in which case, the parent/guardian will be notified within three (3) days of the vote.

All decisions of the Athletic Board are final and may not be appealed at any level.

Volunteers

A successful athletic program is possible only with the commitment of coaches, players and parents/guardians. The St. John XXIII Catholic School Commission oversees the St. John XXIII Catholic School Athletic Board. All positions are on a volunteer basis. As a result, the success of the Athletic Program depends highly on the degree to which its most committed volunteers donate their time, energy and knowledge.

For that reason, St. John XXIII Catholic School requires that all families participate to some degree. In addition to the Athletic Board, committees provide an excellent opportunity to become involved and provide support.

Each player of a St. John XXIII Catholic School team has obligations to the team. These include volunteer requirements for each family.

The St. John XXIII Catholic School Athletic Director maintains the right to assign parent volunteers to tasks as needed. Such assignments could include admissions, concessions, scoring, etc. The Athletic Director will provide each family with a schedule of volunteer assignments.

An information session of task instruction to include scoreboard use, concessions, etc. will be provided prior to the first game of the sport season.

Addendum A

6145.2: Elementary School and Parish-Based Athletic Programs

Philosophy

The Catholic parish/school athletic programs offer an opportunity for young people to associate with dedicated adults who not only foster the development of athletic skills but also serve as role models of Christian living. The true goals of athletic competition are sportsmanship, leadership, and team play which develop physical skills.

The Church is working diligently to protect our children and youth against exploitation by overzealous adults. Overworking young athletes not only lends itself to physical strain and a higher probability of injury but to mental exhaustion as well.

The Catholic parish/school athletic programs call for responsible control and limitation of the time and energy expended on extra-curricular activities. This purpose imposes on the administrators and directors of Catholic parishes/schools the obligation to select and prepare adults who will fit the needs as role models for our youth.

Local administrators and athletic associations shall create policies that govern athletics at the local level. It is suggested that pastors/principals confirm/approve all candidates to the local athletic boards before elections/appointments take place.

General Regulations

1. No elementary school student may participate in any phase of a formal high school (grades 9-12) athletic program. This includes practice sessions.
2. The following sports are regulated by the archdiocese in their own season only: Baseball, Basketball, Football, Soccer, Softball, Track, Cheerleading, and Volleyball.

The sport seasons are defined as follows:

- Fall season = Football, Soccer, Volleyball, and Cheerleading. Conference games will not begin before Labor Day.
- Winter season = Basketball, Volleyball, and Cheerleading. Conference games will not begin before Thanksgiving.
- Spring season = Soccer, Baseball, Softball, and Track. Follows the winter season and runs until the end of the school year.

All practices and games (independent, league and tournament) must take place during the defined sport season in accordance with the Archdiocesan Sports Standardized Schedule.

This prohibits all schools and parishes from providing coaches, equipment, parish/school names, liability insurance, parish funds, and practice and/or game facilities to their parish/school-based teams to continue play outside the defined sports season. This includes any organized activity such as practices, drills, scrimmages, games, etc.

A group of students (two or more) who attend the same parish/school may participate in a non-archdiocesan sponsored league, such as a recreational league. However, they may not in any way give the appearance of sponsorship by the parish/school. This means they may not use the parish/school's name, colors, athletic team nickname, or any name with an obvious connection to the parish/school. They may not use any parish/school equipment or be coached by the same person(s) who would coach them in an archdiocesan league. These prohibitions extend to all grade levels.

A game is defined as competitive play between two (2) teams of different schools during which time and score are kept. A scrimmage is defined as play between two (2) teams of different schools during which no time or score is kept and during which coaches may interrupt action to give coaching advice. To compete/play is defined as participation in any practice, tryout, game, or scrimmage under the supervision of a coach. Tryouts and scrimmages are considered a practice.

The Sportsmanship Pledge must be displayed at all athletic venues connected to the archdiocese.

Parents

The Catholic Church recognizes and acknowledges the role of parents to be the primary educators of their child. As such, schools partner with parents in the formal education of the child.

Schools in the Archdiocese of Milwaukee should demonstrate respect and support for parents in the education of their child.

Inherent in the parents' choice of a Catholic school for their child is the understanding and expectation that they will support the school's mission and its commitment to the principles of Catholic values and faith formation. Parents are also expected to support and adhere to the policies and procedures outlined in the school's handbooks and demonstrate behaviors aligned with good moral and ethical principles. Parents are not permitted to interfere with the operation of the school nor display distrustful, disruptive, or harassing behaviors toward parish/school staff.

All parents and/or legal guardians are required to sign the Parent/Guardian Sportsmanship Pledge as an acknowledgment that they pledge to:

- Display Christian behavior at all practices and games
- Represent their parish and/or school to the very best of their ability
- Be positive role models for players, coaches, and spectators
- Provide encouragement and support for players and coaches
- Refrain from profanity, racial or ethnic comments, harassment or taunting of players, opponents, coaches, officials, and spectators
- Promote good sportsmanship in their son/daughter

- Take responsibility for their actions

Parents/guardians who do not exhibit good sportsmanship will be subject to disciplinary action by their parish/school and/or the league their parish/school plays in. Such action may include being banned from attending any and all related activities. In extreme cases, the parent/guardian's child may be denied continued participation in athletics.

Programs

All revenue that a parish/school receives in conjunction with its athletic program is considered Parish Ordinary Income. This includes, but is not limited to, participation fees, league/tournament revenue, admissions, and concession income.

Competitive athletic programs are to be limited to grades 5, 6, 7, and 8. A student is eligible only to compete for four (4) years, one (1) year at each of his/her grade level of school. Students must play at their own grade level, unless classes are combined to form one (1) team. Team members must meet the following age requirements as of September 1st: 5th GRADE: Under 12 years; 6th GRADE: Under 13 years; 7th GRADE: Under 14 years; 8th GRADE: Under 15 years.

An athletic program may be structured in one of three ways:

- School-based: only registered students of a single school may participate in the school's sponsored athletic teams.
- School Network-based: only registered students of the network's individual school may participate on the network's sponsored athletic teams.
- The network must develop and publish a policy and process for determining which network-sponsored team an individual student would participate in.
- League approval for the division of students within network-sponsored teams is required.
- Parish-based: only registered students who are in the parish-sponsored school or the parish religious education program may participate on the parish's sponsored athletic teams.
- Cluster Parishes: cluster parish partners may combine athletic programs following the guidelines listed later in this section.

Supervision of Athletic Programs:

- School-based: the principal is responsible for oversight of all extracurricular or co-curricular activities the school sponsors. The principal may delegate supervision of the athletic program to a designated athletic director, but the principal retains the ultimate responsibility for supervision of the program.
- School Network-based: the president is responsible for oversight of all extracurricular or co-curricular activities the school network sponsors. The president may delegate supervision of the athletic program to an individual school principal or a designated athletic director, but the president retains the ultimate responsibility for supervision of the program.
- Parish-based: the pastor is responsible for oversight of all extracurricular or co-curricular activities the parish sponsors. The pastor may delegate supervision of the athletic program to the school principal,

the parish director of religious education, or a designated athletic director, but the parish retains the ultimate responsibility for supervision of the program.

Local Athletic Boards:

- Each program shall establish a local athletic board with appropriate bylaws and defined policies, procedures, and responsibilities to allow for efficient functioning.
- The board shall have a minimum of three elected/discerned members
- Chair
- Treasurer
- Secretary
- Boards should have a director for each sport that it sponsors
- When boards exist in multi-parish/school situations, each participating parish/school shall have at least one representative.

Cluster Parishes:

Parishes with an existing athletic program may extend an invitation to their cluster parish partners to form a combined parish athletic program. The following requirements must be met and approved by the Archdiocese Office for Schools and the league director:

- The pastors of each parish in the cluster must give consent for participation in the combined athletic program. The pastor/designee is responsible for athletics at each participating parish.
- Each parish is encouraged to have representation on the athletic board.
- All parishes within the cluster must be invited to participate and approve of the combined athletic program. A cluster without a Catholic school may request to form a combined athletic program with a cluster in geographic proximity that has a Catholic school.
- All interested and eligible students within the designated cluster parishes will be invited and allowed to participate in all sports offered at the parish/school.
- The religious education director and/or principal of each parish confirms, in writing, the eligibility of the students participating in athletics. Player eligibility shall follow all existing Archdiocesan rules.
- The parishes will complete the Request to Form a Combined Parish Athletic Program Form 6145.2(n) each year and submit it to the league director of the athletic league(s) with which the schools/parishes are affiliated on a yearly basis prior to the beginning of the sports season.

All programs may only participate in archdiocesan-approved leagues, tournaments, or competitions. A waiver to participate in any other game or competition must be requested in writing to the Office for Schools.

Teams may not scrimmage or compete against club, AAU, All-Star, or high school teams.

Students in grade 4 and younger: A parish/school may provide organized, non-competitive athletic activities for students in grades 4 and younger. The purpose of these offerings must be to teach students the fundamental skills of the sport and serve as an introduction to team sports. The emphasis is on participation, and local athletic boards should develop policies and guidelines to ensure equal access and participation to all students who are interested.

- These organized, non-competitive athletic activities may be offered for a maximum of 10 consecutive weeks during the school calendar year.
- Practice time/game restrictions may not exceed those for students in grade 5.

Physical Examination Requirement:

No student may participate in any phase of a parish/school sponsored interscholastic athletic program without a physical examination by a licensed physician, physician's assistant (PA), or Advanced Practice Nurse Prescriber (APNP) every two years. A physician exam taken April 1st and thereafter is valid for the following two (2) school years; a physical examination taken before April 1st is valid only for the remainder of that school year and the following year.

Insurance:

Pupil accident insurance is required for all students who participate in competitive school athletic programs and may be made available to parents on a voluntary basis at the beginning of each school year.

One of the following is required:

- Student accident insurance
- A statement signed by the parent certifying insurance covering personal injury of the student is maintained by the family. This information will become part of the student's school file.

Forms Required:

All appropriate forms related to athletics must be completed and returned before a student may participate in any tryouts, practices, or games:

- Medical Information & Emergency Consent: Form 6145.2 (a)
- Parent's Risk Acknowledgement and Consent: Form 6145.2 (b)
- Student Physical Examination: Form 6145.2 (c)
- Student Athlete and Parent/Guardian Sportsmanship Pledges, Form 6145.2 (k), Form 6145.2 (l)
- Concussion Acknowledgement: Form 6145.2 (i)

Concussion Awareness:

Annually, student athletes and their parents shall be presented with a discussion about concussion and given an educational fact sheet regarding the signs and symptoms of concussion. All student athletes shall be required to participate in concussion education prior to their participation in any sport.

- All athletes and their parents will sign a statement in which the student-athlete accepts the responsibility for reporting personal injuries and illnesses to the coaching/athletic training staff, parents, or other health care personnel, including signs and symptoms of concussion. This statement will also acknowledge having received the above-mentioned educational handout.
- When an athlete shows any signs, symptoms, or behaviors consistent with a concussion, the athlete shall be removed immediately from practice or competition. The athlete's parent shall be immediately notified of the situation. The athlete may not participate again until he/she is evaluated by a health care professional, is symptom free, and receives written clearance from a health care provider to return to activity. The incident, evaluation, continued management, and clearance of the athlete with a concussion shall be documented.

Appendix B: St. John XXIII's Coach Evaluation

Please take a moment to complete the following questionnaire regarding your child's sport experience. This information will assist St. John XXIII's Athletic Ministry Board in making program improvements. This information will remain confidential. Thank you.

Name of Coach: _____

Family Name (Optional): _____ Sport: _____

Please circle the response using the following scale:

- 1 Outstanding Job
- 2 Good
- 3 Fair
- 4 Needs Improvement

Practices				
1. Is knowledgeable about the sport and provided skilled instruction	1	2	3	4
2. Instruction during practices was age appropriate and led to increased knowledge of the game and playing strategies	1	2	3	4
3. Conducted a parent meeting and explained procedures for dealing with concerns.	1	2	3	4
4. Provided information in a timely manner regarding practice times, league games, and tournaments.	1	2	3	4
5. My child has improved in the areas of: understanding of the game, skill development, and self-confidence.	1	2	3	4
GAMES				
1. Coach's conduct during games modeled Christian values	1	2	3	4
2. Consistently treated players and referees with respect.	1	2	3	4
3. Playing time was in accordance with St. Joseph's playing time guidelines.	1	2	3	4
4. Encouraged a positive team environment.	1	2	3	4

Would you recommend this individual coach your child again? If No, please explain.

All feedback is welcomed, please provide your additional comments: