ST. PETER CATHOLIC SCHOOL

ATHLETIC HANDBOOK

GUIDELINES ACKNOWLEDGEMENT

2020-2021

PARENTS CODE OF ETHICS

Each parent will sign the following code of ethics prior to the start of the season.

1. I will attend the parent/athlete sign-up meeting for each individual sport prior to the start of the season.
2. I will pay all athletic fees before my child’s first tryout or practice. Athletic fees are non-refundable.
3. I will pay a uniform fee that is equal to the price of the uniform my athlete is given should it be damaged or not returned.
4. I will complete and submit a physical for my child before my child’s first scheduled practice.
5. I will perform 10 service hours (work shifts, setup/cleanup, etc.) per sport for each child participating on a team.
   1. If I have not fulfilled all work shifts, I will be billed $25 per 2-hour work shift missed.
   2. In lieu of performing service hours, I have the option of paying $200 per athlete. These funds will be used to pay individuals to fulfill St. Peter Athletics work needs. This fee (if selected in lieu of working) will be payable at registration.
6. I will demonstrate Christian sportsmanship at all athletic events and practices.
7. I will abide by the St. Peter Catholic School’s alcohol, tobacco and drug policy at all athletic events.

ST. PETER CATHOLIC SCHOOL

ATHLETIC PROGRAM GUIDELINES

The objective and standards of the St. Peter Catholic School Athletic Program are an extension of the objectives and standards of a Catholic education. The program shall:

1. Strive to meet the needs of each student by developing:

a. A positive attitude toward learning and teamwork;

b. Each player’s skills and abilities;

c. A healthy attitude toward winning and losing;

d. Self-discipline and personal responsibility.

2. Foster a positive, entertaining, and competitive environment.

To assure that we are striving for a standard of excellence, the Athletic Committee will communicate the objectives, standards, and guidelines to parents each year; and survey participating coaches, parents and students at the end of each athletic season.

The guidelines that follow are based upon CMPAL League rules and policies established by the St. Peter Catholic School Advisory Board. They are administered by the St. Peter Catholic Athletic Committee.

##### ARCHERY

### Team Selection

Open to girls and boys in grades 4-8.

St. Peter is a member of the National Archery in Schools Program. Students MUST have had the training program through our PE classes before participating on the archery team.

NASP rules allow all eligible students to shoot as either and individual or as part of a school team. Teams can have up to 24 members with at least 4 of the opposite sex. Team members can change throughout the year. St. Peter teams will be selected by the coaches based upon an average of practice scores prior to the first competition. Team selection after the first competition will be based upon competition scores factored with practice results.

All Archery participants are allowed to participate in all meets. Those not selected to the team are entered as individual archers.

To qualify to shoot at the State Archery Tournament an archer must participate in a minimum of 2 NASP certified tournaments and have a qualifying score or be a member of a team that meets the qualifying score standard. Participation in the State Tournament is not required.

Archers or teams that meet the national qualifying standards are invited to attend the National Archery Competition held in Louisville, KY annually. Participation is not required.

##### BASKETBALL

### Team Selection

Open to girls and boys in grades 5-8.

Varsity – The Varsity team is competitive in nature. Normally, players selected to the varsity level will be participants who receive the highest rating during the evaluation period. Each participant is evaluated using the St. Peter Catholic School Athletic Committee evaluation form.Athletes will be rated on ability, teamwork and work ethic. Other factors that will be considered during the evaluation period are Christian sportsmanship, grades, commitment level and skill readiness. Players will earn their positions based upon their performance during the evaluation. The selection committee may consist of the Athletic Director (A. D.), individuals selected by the Athletic Committee, coaches, and a faculty member appointed by the principal. Immediate family members of athletes being evaluated will not be allowed to participate on the selection committee. All members of this committee have an equal voice when evaluating players.Players will be given general information and not shown individual points scored for each skill. The team selection committee will determine the number of participants on the varsity team each year. The evaluation for each team and sport will follow the above guidelines.

Normally, there will be one or two varsity teams for boys and one or two varsity teams for girls based on tryout evaluations. Varsity tryouts are open to only 8th grade students currently enrolled at St. Peter Catholic School. Normally, the varsity team will consist of no more than ten (10) and no less than seven (7) players.

Junior Varsity – The Junior Varsity is competitive in nature. Emphasis is placed on developing each player’s skills.

The number of teams allocated to the 7th or 8th grade JV will be determined by the number of participants. Normally, no JV team will have more than ten (10) players or less than seven (7) players.

Due to a classes particular circumstances, the Athletic Committee may approve that a group of students participate at a more challenging level.

Fifth and Sixth Grade – Both 5th and 6th grade will be instructional in nature. Coaches are directed to teach proper fundamentals, so our student athletes will have the proper skills to perform at more competitive levels. Any 5th or 6th grade student currently enrolled at St. Peter Catholic School may participate in basketball at their respective grade level.

Teams will be chosen evenly, with strong and developing players on each team, based upon each player’s performance at a tryout. A selection committee may consist of the A. D., individuals selected by the Athletic Committee, coaches, and a faculty member appointed by the principal. Each participant will be evaluated using the St. Peter Catholic School Athletic Committee evaluation form. All members of this committee will have an equal voice when evaluating players.

### Playing Time

In PAL contests, guaranteed playing time is based upon policy set forth by PAL league officials.

Exceptions are tournaments, which may not have guidelines for playing time and have a focus on winning games. In the case of these competitive tournaments, St. Peter Catholic School will be competitive and therefore participants may not have equal playing time. Coaches shall have a written team policy signed by players and parents prior to the first game, which address this and other issues. Coaches are empowered to adjust any team members playing time for non-compliance of team rules and missed practices. A copy of each team’s policy will be given to the A.D. to be kept on file. Again, please note, in tournaments, other than the PAL, there is no guaranteed playing time for St. Peter participants. The policies regarding tournaments apply to all grades and sports.

### Practice Time

Varsity and Junior Varsity – Normally, the varsity and junior varsity teams will practice no more than two (2) times a week. Allotted practice times for each varsity and junior varsity team will not exceed 2 hours per practice.

Fifth & Sixth Grades – Normally, the Fifth & Sixth grades will practice no more than two (2) times a week. Allotted practice times for each fifth and sixth grade team will not exceed 1 ½ hours per practice. Practices may be held at St. Andrew church in Holts Summit as well as St. Peter Catholic School and Selinger Center.

##### CHEERLEADING

### Team Selection

Open to all interested athletes, boys and girls, in the 7th and 8th grade.

The Cheerleading Team consists of a varsity squad and additional squads determined by the number of participating athletes. Tryouts are held to determine squad placement only, not for the purpose of eliminating interested athletes. Tryouts are held in the spring for the following school year.

Participants earn their positions based upon performance during the tryout. A selection committee may consist of the A. D., individuals selected by the Athletic Committee, coaches, and a faculty member appointed by the principal. Immediate family members of athletes being evaluated will not be allowed to participate on the selection committee.Each participant is evaluated using the St. Peter Catholic School Athletic Committee evaluation form. All members of this committee shall have an equal voice when evaluating players.

### Participation

A minimum of four (4) cheerleaders must be available to cheer.

Team members must show written proof of completing a mandatory safety camp or provide written evidence of safety training prior to performing any tumbling or formation routines. Lack of written proof does not exclude the athlete from performing routine cheers and chants.

### Practice Time

Each team will have time allocated up to two times a week.

##### CROSS-COUNTRY/TRACK PROGRAM GUIDELINES

### Team Selection

7th & 8th Grade – Open to all 7th and 8th grade boys and girls.

5th & 6th Grade – Open to all 5th and 6th grade boys and girls.

### Meet participation

Participation is based upon effort and attendance at practice. All athletes are placed in events at the coach’s discretion.

If the student athlete has two (2) consecutive unexcused absences, he/she is not to participate in the next meet.

### Practice Time

The team will have time allocated up to two times a week.

##### LITTLE OLYMPICS PROGRAM GUIDELINES

The Little Olympic program shall be a school-organized function, part of the school curriculum and supported by the Athletic Committee.

The guidelines that follow are based upon YMCA rules, policies established by the St. Peter Catholic School Advisory Board, and administered by the St. Peter Catholic Athletic Committee.

## Team Selection

Open to all 4th and 5th grade boys and girls.

### Meet Participation

Participation is based upon effort and attendance at practice. All athletes will be placed in events at the coach’s discretion.

### Practice Time

All practices will occur during athletes’ physical education class at St. Peter Catholic School.

##### VOLLEYBALL

Open to girls in grades 5-8.

Varsity – Refer to guidelines for basketball. Normally, there will be one (1) varsity team. Varsity tryouts will be open to only 8th grade students currently enrolled at St. Peter Catholic School. Normally, the varsity team will consist of no more than ten (10) and no less than seven (7) players.

Junior Varsity –Refer to guidelines for basketball. The number of teams allocated to the 7th or 8th grade JV will be determined by the number of participants. Normally, no JV team will have more than ten (10) players or less than seven (7) players.

Due to a classes particular circumstances, the Athletic Committee may approve that a group of students participate at a more challenging level.

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Fifth and Sixth Grade – Both 5th and 6th grade will be instructional in nature. Coaches are directed to teach proper fundamentals, so our student athletes will have the proper skills to perform at more competitive levels. Any 5th or 6th grade student currently enrolled at St. Peter Catholic School may participate in volleyball at their respective grade level.

Teams will be chosen evenly, with strong and developing players on each team, based upon each player’s performance at a tryout. A selection committee may consist of the A. D., individuals selected by the Athletic Committee, Coaches, and a faculty member appointed by the principal. Each participant is evaluated using the St. Peter Catholic School Athletic Committee evaluation form. All members of this committee will have an equal voice when evaluating players.

### Playing Time

Refer to basketball guidelines.

### Practice Time

Varsity and Junior Varsity – Normally, the varsity and junior varsity teams will practice no more than two (2) times a week. Allotted practice times for each varsity and junior varsity team will not exceed 2 hours per practice.

Fifth & Sixth Grades – Normally, the Fifth & Sixth grades will practice no more than two (2) times a week. Allotted practice times for each fifth and sixth grade team will not exceed 1 ½ hours per practice. Practices may be held at St. Andrew church in Holts Summit as well as St. Peter Catholic School and Selinger Center.

**ATHLETIC COMMITTEE**

**FUNCTION / JOB DESCRIPTION / EXPECTATIONS**

###### Basic Function

The function of the Athletic Committee is to support the A.D., principal and School Advisory Board in the promotion of sports programs offered by St. Peter Catholic School.

###### Description of Duties

Raise funds necessary for the purchase of equipment and uniforms for the various sports programs, and secure the funding for the A. D. salary, payable to the parish on September 1st of each year. The principal and athletic director will manage these funds.

Help the A.D.:

a) Secure scorekeepers, referees, ticket-sellers, and concession stand help for games held in the school gym.

b) Make all the necessary arrangements for the school’s responsibilities in any tournament.

c) Produce program and financial report to School Advisory Board at the November,February, & April. The principal shall maintain the check book in cooperation with the A.D.

d) Organize and evaluate the athletic program to be consistent with the St. Peter Catholic School Advisory Board Athletic Mission Statement.

Advise on (to the A.D. and principal) policy pertaining to any job description, function, and program guidelines directly related to St. Peter Catholic School athletics. Recommendations will be submitted to the St. Peter Catholic School Advisory Board.

Assist in interviewing any prospective applicants for the position of A. D. (s) at the request of the principal and School Advisory Board. Recommendations will be submitted to the Principal.

Informally, review the A. D.’s job performance yearly.

Expectations of St. Peter Catholic School athletic participants and supporters:

All parents, coaches and student athletes are to conduct themselves responsibly with respect toward officials, other teams, and players.

As part of a total Catholic education program, all athletic endeavors should foster Catholic values.

To enhance positive Christian attitudes, the following are encouraged:

1. Cooperation
2. Good sportsmanship
3. Building self-esteem in others
4. Healthy competition
5. Good citizenship through teamwork

The Athletic Committee will facilitate all of the above. The Athletic Committee shall consist of the A. D. and a maximum of ten members from the St. Peter or St. Andrew parish and or school families. Additional members may consist of someone appointed by the St. Peter Catholic School Advisory Board and possibly a faculty member appointed by the principal. Decisions are made with input from parents, and students whenever possible.

**ATHLETIC COMMITTEE**

**SELECTION PROCESS & TERM LIMITATIONS**

### Management

The affairs of the athletic committee shall be directed by the A. D. and principal. The committee shall maintain no more than twelve (12) members. In voting situations, the goal is consensus not majority rule, and each member shall be entitled to one (1) vote. The A. D. and principal shall also vote.

### Terms

Each committee member shall be selected by the principal and A. D. to serve a term of three (3) years. Any committee member may succeed himself/herself indefinitely, upon approval of the principal and A. D.

### Vacancies

Vacancies shall be filled by the principal, and A. D.

### Removal

The principal and A. D. may remove a committee member for just cause. If a committee member is absent from three consecutive regular meetings he principal and A. D. may remove that committee member.

### Notification of Openings

Notification of any openings on the Athletic Committee shall be placed in both St. Peter and St. Andrew church bulletins, and relayed by the schools’ family packet to all parents.

**ATHLETIC DIRECTOR**

**FUNCTION / JOB DESCRIPTION**

Basic Function

Supervise and promote, as directed by the principal and School Advisory Board of St. Peter Catholic School, the sports programs offered by St. Peter Catholic School.

Description of Duties

1. Communicate the St. Peter Catholic School Advisory Board Athletic Committee Mission Statement to all coaches, parents and student athletes, prior to the start of each season. (At school registration)
2. Inform the Principal of athletic events, information, etc.
3. Conduct meetings throughout the year advising the students and parents of the various sports programs available. (In the July packet)
4. Promote the various sports programs at St. Peter. Recruit students to participate in each sport offered. (Communicate through the principal)
5. Along with the Athletic Committee, secure the necessary coaches to coach the sports program far in advance of each season. Direct all forms of communication through the principal.
6. Conduct a background check on all coaches through the Department of Social Services Youth Services, and ensure that all coaches participate in the ‘Virtus’ Program as directed through the principal.
7. Provide training for all coaches via a clinic for all sports offered at St. Peter, prior to the start of each season.
8. Counsel or dismiss any coach found non-compliant of the mission statement, or any rules set forth by the Athletic Committee.
9. Relay all information to the various coaches, and athletic committee members regarding the sports program. (Including student eligibility)
10. Maintain the gym calendar during the school year for practices and scheduling of games and distribute to coaches, the P.E. teacher, and the principal in a timely manner.
11. Distribute and collect all equipment and uniforms, through the P.E. teacher, and keep an up-to-date inventory.
12. Coordinate the team picture photo sessions.
13. Attend all league meetings pertaining to St. Peter Catholic School.
14. Conduct monthly scheduled meetings of the Athletic Committee.
15. Other duties as required.

16. Use the St. Peter web site to post all information, schedules, etc.

Compensation

The school, funded by the Athletic Committee, shall pay the A. D.’s salary.

**ATHLETIC DIRECTOR**

**SELECTION PROCESS & TERM LIMITATIONS**

### Term

The term of the A. D. shall coincide with the letter of employment subject to the rules, regulations, and policies of the Diocese of Jefferson City.

The current term of the A. D. shall be one (1) year.

**Vacancies**

The resignation of the A. D. shall be in writing and be presented to the principal. An individual who is selected by principal and school Advisory Board shall fill the vacancy.

### Removal

The principal and School Advisory Board may remove the A. D. for just cause.

### Notification of Openings

Notification of any openings of the A. D. shall be placed in both St. Peter and St. Andrew church bulletins, and relayed by means of the school family packet to all parents.

COACH SELECTION

The A. D. is responsible for the recruitment of all head coaches with the help of the Athletic Committee and principal.

Any interested individual may apply for the position of head coach, but must be approved by the Coach Selection Committee. This selection committee will consist of the A. D., selected members of the St. Peter Catholic School Athletic Committee, and the principal.

All applicants for head coach position will be at least 18 years of age, and a high school graduate, or equivalent.

Assistant coaches will be determined after team selection. The Coach Selection Committee must approve all assistant coaches, with approval of the principal.

All coaches must agree and sign the coach’s code of ethics, and participate in the Jefferson City Diocese ‘Virtus’ program prior to coaching any team at St. Peter Catholic School.

COACHES DISMISSAL

Any coach found to be non-compliant of the mission statement, or any rules set forth by the St. Peter Athletic Committee after duly noted warning will be dismissed from his/her coaching duties.

COACHES CODE OF ETHICS

Each coach will sign the following code of ethics after being selected, and prior to the start of the season.

1. I will place the emotional and physical well being of my players ahead of any personal desire to win.
2. I will treat each player as an individual, remembering the differences in emotional and physical development for the same age group.
3. I will provide a safe play situation for my players.
4. I will review and practice the necessary first aid principles needed to treat injuries.
5. I will organize practices that are fun and challenging for all my players.
6. I will lead, by example, in demonstrating fair play and sportsmanship.
7. I will be knowledgeable in the rules of the sport and will teach the rules to my players.
8. I will abide by the rules of the game, and the policies of the league and school.
9. I will remember that I am a youth coach, and that the game is for children and not adults.
10. I will show respect toward the officials.
11. I will not raise my voice at players unless it is to get his/her attention on the floor.
12. I will NEVER belittle a child for not being able to accomplish a skill that he/she is learning.
13. I will approach a fellow coach at any level to advise on comments heard from parents that will help promote the athletic program.
14. I will not take offense, but will appreciate comments from coaching peers who are trying to better the athletic program.
15. I will not accept negative comments from parents made to me in public, but will remain courteous; and will report the parent to the athletic director.
16. I have attended VIRTUS training.
17. I will authorize St. Peter Catholic School to conduct my background check.

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Coach Signature Date