

THE CATHOLIC COMMUNITY OF ST. CHRISTOPHER

Athletic Handbook 2014 – 2015

This handbook contains information regarding the rules, policies, and information of the St. Christopher Parish Athletic Program. This handbook is updated annually and is provided to each participating family prior to the start of the sports season.

Dear Parents,

Welcome to the Athletic Program at St. Christopher.

The Athletic Department is happy that you and your child have chosen to take advantage of our athletic program. We know it can be an enjoyable and meaningful experience for you and your child. The athletic program is dependent on adult volunteers, so it is our desire that **YOU** will be supportive and dedicated to our program's continued growth. Cooperation among all those involved is very important to its success. Thanks to the coaches, and parents who devote their time and energy to make the athletic program at St. Christopher Parish possible.

The majority of our scheduled events are coordinated through the Catholic Youth Organization (CYO). We look forward to another exciting and rewarding year with your family's athletic involvement at St. Christopher.

Parents and student athletes are required to read this Athletic Handbook.

Sincerely,
Fred Fath
Athletic Coordinator

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MISSION AND APPLICABILITY

The purpose of the St. Christopher Athletic program is to provide supervised competitive recreation for boys and girls in a Christian environment thereby promoting their spiritual, emotional, and physical development. A goal of the St. Christopher Athletic program is to allow participation of all interested boys and girls to meet the needs of the parish community. The athletic program promotes leadership, teamwork, a positive attitude, discipline, academic achievement, and commitment in a Christian environment.

The program is open to all parishioners and their families. We have parish sponsored CYO teams for boys and girls in grades 4 through 12. Football is offered for 3rd grade boys, and spring kickball is offered for 3rd grade girls. The following teams are currently sponsored: girls' kickball, basketball, and volleyball, boys' basketball and volleyball, co-ed cross-country, co-ed track and field, co-ed soccer, and co-ed chess. Boys who are interested in participating in football and wrestling, which we do not offer, may contact St. Michael's parish (*317-926-0516*) to apply for participation.

ST. CHRISTOPHER ATHLETIC PROGRAM

The following sports programs are provided for St. Christopher students depending on availability of student athletes, coaches, and facilities.

*Participation with St. Michael include 3rd grade for football and wrestling.

**3rd grade girls – Spring only

Program	1st, 2nd, 3rd grades	4th grade	5 th grade	6 th grade	Start	End
Boys						
Football*					September	October
Wrestling*					February	March
Volleyball					January	March
Basketball		x	x	x	November	February
Girls						
Basketball		x	x	x	October	November
Volleyball		x	x	x	January	March
Cheerleading		x	x	x	TBD	TBD
Kickball		x	x	x	August	September
Kickball**	x	x	x	x	April	May
Co-Ed						
Soccer		x	x	x	April	June
Track		x	x	x	April	May
Cross-Country		x	x	x	April	May
Chess	x	x	x	x	TBD	TBD

ATHLETIC BOARD

The following people will administrator the 2014-2015 programs:

Athletic Coordinator:	Fred Fath
Athletic Director:	Nancy Trusnik
Athletic Director Cadet/High School:	Tom Steiner
Parish Activity Center Director:	John Kistner

Athletic Board and Athletic Directors Responsibilities

- Define and administer athletic program policies and rules.
- Insure that all student athlete participation fees and physical examination forms are collected by the respective coaches.
- Select, assign, and train coaches.
- Coordinate practice and schedule with the Parish Activity Center Director approval.
- Communicate athletic program information with school administration.
- Manage athletic program finances.
- Monitor compliance that all coaches have passed a background check every three years.
- Require that all new coaches complete the on-line "Safe and Sacred" program prior to assuming coaching responsibilities.
- Resolve all grievances which have been submitted in writing.
- Encourage coaches to participate in pre-season and holiday tournaments.
- Schedule pre-season tournaments in basketball and volleyball for the PAC.
- Enter teams and coaches profiles on-line to CYO Office.
- Invite all CCD and St. Christopher students to participate in the activities offered.
- Revise Athletic Handbook annually as required.

COACHES

All coaches must be registered members of St. Christopher Parish or the spouse of a registered member of St. Christopher Parish. The Archdiocese of Indianapolis will administer mandatory screening of all new volunteers. All coaches will be re-approved annually by the Athletic Coordinator. The head coach upon approval of the appropriate Athletic Director can select assistant coaches. The Athletic Directors will determine all coaches for their sports and which team (A, B, or C) they will coach. **All coaches must complete the on-line "Safe and Sacred" program prior to assuming coaching responsibilities.** The course is available in English & Spanish 24 hours a day, 7 days a week at www.safeandsacred-archindy.org.

Coaches Responsibilities:

- Teach Christian values and sportsmanship through example at games and events sponsored by St. Christopher Catholic Parish. **Inappropriate language and berating the officials, opposing coaches, student athletes, and other adults will not be tolerated.**

- All physical forms, participation fees, and rosters must be collected and turned in to the Athletic Director prior to playing the first game of the season for that sport. One coach from each team must also attend the mandatory CYO coaches' meeting.
- Be responsible for entering their teams in tournaments (holiday and pre-season tournaments). These tournaments fill up fast, so each head coach should send in the entry form with the fee as soon as possible. Coaches will be reimbursed for the fees they submit.
- Teach the importance of being good sports and playing fair at all times.
- Insure that all students who are in the St. Christopher School aftercare program have a signed permission slip on file allowing them to be released from the program to attend practices and games.
- Include prayer at all practices and games.
- Follow the CYO rules for their sport.
- Be responsible for the actions of their student athletes at all practices and games.
- **Suspend student athletes from participation in games or practices due to excessive absence and for discipline or behavioral problems.**
- Provide a safe environment for all student athletes at practices and games. This includes having a first aid kit available at all times.
- After the last game, collect **clean** uniforms, and turn-in to Athletic Director.
- Be responsible for all equipment (e.g., balls) and uniforms while in use. Coaches will ensure all uniforms are clean prior to returning the uniforms and equipment to the Athletic Director after the last game of the season.
- Provide game results and highlights to be included in the St. Christopher Catholic School newsletter.
- Winning coaches are also required to report game scores online to the CYO.
- Abide by the policies and rules of the Athletic Handbook.
- Equipment, while in use, is the responsibility of the head coach. Each coach is to account for his/her team's balls, first aid kit, and miscellaneous equipment after each practice and game. Equipment is not to be used for personal reasons.
- Help clean gymnasium if they are playing in the last game of the day. This includes emptying trash, sweeping floors, and putting away the chairs, nets and other equipment.

Philosophy: *We pride ourselves on selecting coaches who are good role models for our youth first, and with proven experience in coaching/playing the sport second. Since the purpose of the athletic program is to promote the spiritual and emotional development of the student athlete, our coaches are required to teach Christian values and sportsmanship as a priority. For their own spiritual development, we also expect our coaches to attend Mass and receive the Eucharist. We appreciate all the volunteer help we get and strive to find a coaching position for all interested adults.*

PARENTS

Parents of Student Athletes Will:

- Teach Christian values and sportsmanship through example at games and events sponsored by St. Christopher Catholic Parish. **Inappropriate language and berating the officials, opposing coaches, student athletes, and other adults will not be tolerated.**
- Treat coaches and all student athletes with respect.
- Provide **on-time** transportation to and from practices and games. Parents are asked to attend ONLY the last 10 minutes of a practice session. All other children accompanying a parent must be under the direct supervision of that parent at all times.
- Staff admission gate at home athletic events as requested.
- Work as scorekeepers (clock and scorebook) as requested.
- Staff concession stand at home athletic events as requested by the PAC director. Children under 12 years of age are not allowed to work admissions and concessions.
- Provide clean-up of Parish Activity Center at the conclusion of each day's last scheduled event.
- Take good care of uniforms by following washing instructions. No alterations are to be made to the uniforms.
- Register online with CYO at the beginning of each year. A physical must be completed with an effective date of May 1 or after for each year. Turn in physical forms and participation fee for each respective sport to the coach. Abide by the policies and rules of the Athletic Handbook.
- Attend Sunday Eucharist with their children.

STUDENT ATHLETE ELIGIBILITY REQUIREMENTS*

*Consult the Indianapolis Archdiocese CYO Web Site for the latest eligibility information:
www.cyoarchindy.org

The St. Christopher Athletic program follows the CYO rules for eligibility. All parish boys and girls will be invited to participate, and any student athlete that meets one or more of the following requirements will be allowed to participate.

"4th, 5th & 6th " Age Group

Age and grade: 4th, 5th, and 6th grade students who have not reached the age of 13 before January 1 of the school year in which they are competing.

Parish and school affiliation: All full-time students of St. Christopher School and all registered members of St. Christopher parish.

"Cadet" Age Group

Age and grade: 7th and 8th grade students who have not reached the age of 15 before September 1 of the school year in which they are competing.

Parish and school affiliation: All registered members of St. Christopher parish.

High School Age Group

Age and grade: Freshmen, sophomores, juniors, and seniors in high school who have not reached the age of 19 before August 15 of the school year in which they are participating, which includes the following summer. A potential participant who is not presently attending regular high school is also eligible to participate during the school year and including the following summer as long as this person falls within the age rule outlined above and the class with which the student athlete completed grade school has not graduated from high school.

Parish and school affiliation: All registered members of St. Christopher parish. Registration in the parish must have occurred at least one year prior to the start of a sport season. If it is determined that parish registration has not taken place in order for a student to become eligible to play sports at that parish, the student may be declared ineligible. Non-Catholic students registered at a Catholic High School and living within the boundaries of St. Christopher Parish at the beginning of the school year may also be eligible.

RESPONSIBILITIES AND EXPECTATIONS OF STUDENT ATHLETES

Attendance at Sunday Eucharist

Regular participation in Sunday Eucharist is required for participation in the St. Christopher Athletic Program.

School Absenteeism

Any student athlete absent from school for more than three hours during a school day, unless approved by the principal, is ineligible to participate in practice or in a game that day. The student athlete must inform his/her coach that he/she is ineligible to practice or play in the game.

Student Athletes Will:

- Conduct themselves at all times during school hours, practices, games, and events sponsored by St. Christopher Catholic Parish in a Christian manner that represents the values of St. Christopher Catholic Parish. Non-Christian behavior and inappropriate language will not be tolerated.
- Treat their coaches with respect.
- Commit to their team by **attending all practices and games** (attendance is mandatory), and by giving their best effort. At the discretion of the coach, **student athletes who miss a practice, game, or for discipline or behavioral problems may not be allowed to participate in the next game.**
- Support the teams of other grades by attending games.
- Take good care of uniforms and equipment. Uniforms are not to be worn outside of St. Christopher Catholic Parish events. **Uniforms are to be returned to the coach immediately after the last game of the season.**
- Help clean gymnasium if they are playing in the last game of the day. This includes emptying trash, sweeping floors, and putting away the chairs, nets and other equipment.

Conflicts in Extracurricular Activities

An individual student who attempts to participate in several extracurricular activities at the same time will, undoubtedly, be in a position of conflict of obligations. The Athletic Board recognizes that each

student should have the opportunity for a broad range of extracurricular experiences, and, to this end, an attempt will be made to schedule events in a manner that minimizes conflicts between athletic events and St. Christopher School sponsored activities. Students have a responsibility to do everything they can to avoid continuous conflicts. This includes being cautious about participating in **TOO MANY** activities where conflicts are bound to happen and immediately notifying coaches when a conflict does arise.

Disciplinary Procedures

Any student athlete engaging in unacceptable behavior will be subject to the following:

First offense Suspension from practices/games for a period of one week

Second offense Suspension from practices/games for a period of three weeks

Further offenses Suspension from the Athletic program for a period of time to be determined jointly by the Pastor, school principal, and Athletic Board.

Note: Any student not in good standing according to school and classroom behavior policies will be ineligible. Students whose grades are not satisfactory due to lack of effort as determined by consultation between the parent(s) and classroom teacher will be ineligible. The school principal will communicate the designated time frame to the coach. Any athlete receiving a technical foul or who is ejected from a game is in violation and will be subject to suspensions as described.

Grievance Procedures

Anyone who has a problem with decisions of any coach or the disciplinary action imposed upon a student athlete must submit a written grievance to the Athletic Director. The grievance will be evaluated by the Athletic Board and a timely resolution of the matter will be communicated in writing.

ATHLETIC PROGRAM REGISTRATION FEES AND EXPENSES

CYO Athletic Registration

The CYO office uses an online registration procedure to more efficiently administer the sports offered under the CYO program. The CYO website home page is www.cyoarchindy.org. The links are titled "Coach Registration" and "Register Child". You may click on these new links to review the process of participant and coach registration.

All participants and coaches are required to register for all CYO athletic programs through the CYO website once each school year to be eligible for participation. Coaches and participants who do not register through the CYO website cannot be added to a team as a coach or to a roster as a participant. Each parent or legal guardian must register a child for CYO sports by completing a simple online form. We will assist the parent in registering their child if the parent does not have access to a personal computer. Coaches must use the simple online form to register.

After a parent or legal guardian has registered a child to participate through the CYO website they will also be required to download and print a physician's examination form from the site. This physical form, once completed, will then be turned into the parish athletic director and will be maintained at Saint Christopher.

These features enables the CYO office to send mass email messages and attachments to all participants and coaches and simplify the process for athletic directors to add and delete players and coaches to and from rosters and teams.

An inquiry will be sent to all eligible students in our school and CCD either at the end of the prior school year or a few weeks prior to the team registration deadlines. Parents are asked to indicate if their child will participate in a specific sport so the Athletic Board can plan for the upcoming sports season.

Individual Athletic Program Fees

The majority of athletic team activities offered by St. Christopher Parish are coordinated through the Catholic Youth Organization "CYO" of the Indianapolis Archdiocese. The CYO is responsible to assign teams to appropriate divisions within each sport, develop the schedule of games, select sites, assign officials, collect team coaches and athletes information, assemble game results and update standings during the season. Each parish is assessed a participation fee for each team within a particular sport regardless of the number of players on each team. The only exceptions are for chess, track and cross country teams where the fee is based on the number of participating individuals.

St. Christopher is responsible for the expense of distributing equipment and game uniforms. The parish may also organize team activities outside of the CYO program, i.e. pre-season and/or holiday tournaments. We are also working with other schools to develop additional basketball opportunities for 3rd, 4th, 5th, and 6th grade boys separate from the regular CYO season.

The following is the fee schedule for each sport for the 2014-2015 school year:

1. High School Boys and Girls Basketball	\$60 per individual
2. Chess League	\$20 per individual
3. Grade School Cross Country	\$50 per individual
4. Kickball (2 seasons)	\$50 per individual for each season
5. Soccer	\$50 per individual
6. Track and Cross Country	\$50 per individual
7. Grade School Boys Basketball	\$60 per individual
8. Grade School Girls Basketball	\$60 per individual
9. Grade School Girls Volleyball	\$60 per individual
10. Grade School Boys Volleyball	\$60 per individual

THESE FEES MUST BE PAID PRIOR TO FIRST GAME OF THE SEASON AND GIVEN TO THE COACH OF THE RESPECTIVE TEAM. Checks should be payable to St. Christopher. The student will **not** be allowed to participate until this fee is paid. Signed physical examination form should accompany this fee (unless the physical was turned in for a prior sport).

Philosophy: *The Athletic program is considered one of the many ministries that St. Christopher offers its parishioners. The program is funded by a budget that is submitted to the Finance Commission.*

CYO Spectator Admission Fees

Admission fees for indoor events are \$2.00 per person for the 2014-2015 year. The fee for senior citizens age 65 and older is \$1.00. Children age 6 and under are free. Family rates are \$5.00

TEAM STRUCTURES

Number of Teams: Teams will be structured so that each team will be competitive within its division while allowing for maximum individual playing time during games. All eligible players will be placed on a team. The number of teams will be determined considering the skill level and the number of players participating at each grade level. When more than one 4th grade team (boys and girls) has been entered, these teams will be divided equally by their skill level. An evaluation period for all players is required and all head coaches determining the rosters of each team must reach a consensus. Some exceptions for parental convenience may be considered (i.e., both sons and/or daughters on the same team).

Philosophy: *We want our teams to be competitive within the CYO structure and guidelines, while entering an appropriate number of teams to allow the coaching staff to provide adequate instruction and discipline. Increasing the number of teams allows for more playing time and more one-on-one instruction for the student athletes.*

PARENT'S MEETING

Coaches will hold a meeting for the parents of all student athletes at the first practice to communicate their expectations and other important information about the athletic program. Coaches are responsible for informing the parents about the meeting prior to the first practice. The parents' meeting will cover: introduction of coaches; distribution and review of the Athletic Handbook, including parents' responsibilities as well as coaches' policies and expectations; and distribution of team rosters, practice schedules, and uniform laundering instructions.

EQUIPMENT

Our program provides uniforms, balls, first aid kit, and other necessary equipment for each team. Parents must provide personal items such as shoes, safety goggles, mouth guards, etc.

The purchase, maintenance, and storage of all equipment (uniforms, balls, scorebooks, etc.) are the responsibility of the Athletic Director. All requests for new uniforms and equipment will be forwarded to the Athletic Director. Upon approval of the Athletic Director, the Athletic Coordinator will make final authorization for purchase.

All equipment must be returned to the Athletic Director after the last game of the season. All uniforms are to be cleaned (cold water wash -- no mixing of colors) and folded prior to their return to the Athletic Director.

The St. Christopher nickname is "Cardinals". All requests for new uniforms **must** have the prior approval of the Pastor and the Athletic Coordinator. Uniform colors are Columbia Blue, Red, and White.

Game Uniforms

The Athletic Director will distribute basketball and volleyball uniforms, keep records of uniform distribution and collect a \$25.00 check or cash retainer fee. The retainer fee will be returned to parents when uniform is returned within two weeks after the last game.

Philosophy: *We must continue to take good care of our uniforms and equipment to reduce the cost of our Athletic program. Uniforms should last at least 5 - 10 years before we purchase replacements. Indoor balls, such as basketballs and volleyballs, are not to be used outdoors or bounced against the walls of the PAC.*

Uniform Laundering Instructions

The following laundering instructions are to be used so that uniforms will last for many years:

- Wash uniform separately on a delicate cycle in cold water with mild detergent. Do not use fabric softener. Do not machine wash items that have zippers or Velcro.
- Allow uniform to drip dry. Do not put uniform in a dryer.
- Do not iron the uniform, as this will permanently damage it.
- No alterations are to be made to the uniforms.
- Coaches are responsible to handle repair of uniforms if necessary.

Coaches will pass out uniforms at the start of each season. Coaches will ensure that uniforms are regularly cleaned (cold water wash only, drip dry -- no mixing of colors).

POSTPONEMENTS AND CANCELLATIONS

All athletic games and practices will be canceled any time that the St. Christopher Catholic School and/or parish is closed (or dismissed early) for any reason, including inclement weather. Parents should contact the coach if they are unsure about the status of a game or practice.