

# **St. Brendan School Athletic Handbook**

## **Objective**

The purpose of the Athletic Handbook is to give students and parents information on our athletic program. This handbook covers information applicable to all sports at St. Brendan School. It is our goal that athletics be a positive growth experience for our student athletes, parents, and coaches.

## **Mission Statement**

Our mission is to nourish the human spirit – mind, body, and soul – through Jesus Christ.

## **Athletic Goals and Philosophy**

Corinthians 9:24-25

“do you not know that the runners in the stadium all run in the race, but only one wins the prize? Run so as to win. Every athlete exercises discipline in every way. They do it to win a perishable crown, but we an imperishable one.”

At St. Brendan School we recognize that the imperishable crown offered by Jesus Christ far exceeds any of the perishable crowns or trophies offered by this world. In our athletic endeavors, though we strive to win in the sense of having the best score, we recognize that the real winning has to do with how we play each game. The real value of Catholic school athletics is realized only if it fosters the discipline of Christian living.

Through athletics, we will strive to help our students accomplish the following goals in their quest of Christian living.

1. Give thanks and appreciation to God in all that they do.
2. Work to develop known talents and to discover the unknown talents, which God had bestowed upon each of us.
3. Prepare for a life of Christian service and Christian living through the unique lessons learned in school athletics.
4. Develop an exposure to and appreciation of physical activity and healthy lifestyle choices that will lead to lifetime involvement in maintenance of the physical being that God has provided.

Participation on a team at St. Brendan School is a privilege. With this privilege comes responsibility in the areas of preparation, attitude, sportsmanship, and academics. It is the firm opinion of St. Brendan School that these responsibilities exist both in and out of school, both in athletics and non-athletic settings. We recognize the need for God’s strength and guidance in meeting these responsibilities.

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## **Introduction**

Participation in athletic events is a part of the educational process offered at St. Brendan for its students. Our intention in offering athletics is to allow student participants to grow in skills and in dealing with many lessons that competition can teach. Winning, losing, teamwork, sacrifice, perseverance, fairness, and competitiveness are among the lessons available within the program. Participation in athletics is a privilege. The school staff works very hard to provide as much opportunity as possible for students to participate. This in turn increases the need for coaches, uniforms, equipment, etc. This booklet is prepared so that the student participant and the parents will better understand the guidelines and procedures of the athletic program and how to effectively communicate with the coaches and others involved. We desire that the programs are a positive experience for everyone involved. We also ask that you show your appreciation to the coaches, staff, and volunteers that work diligently to make the athletic programs at St. Brendan School a success. Without this sometimes great effort, our ability to present an athletic program with the high level of participation and success that we have achieved might not be possible. Please keep our students, volunteers, and staff in your continued prayers.

## **Student/ Parent Athlete Code**

### **Role of Parent:**

- The role of the parent is to support the player and team. Parents must respect the authority of the coaches in making decisions regarding the team.
- Communication with coaches is welcome but must be done at the appropriate time and in the appropriate manner. See handling concerns, pg 7.
- An important aspect of the parent's role is to model good sportsmanship. Parents and other family members should cheer or yell to support the team. They must not ridicule the official, coaches, or players.
- Practice is open to parents. Parents attending practice will not interfere with the coaching of the team.
- Parents are responsible for transporting students to and from games.
- Students must be picked up from practice on time.
- Parents are required to volunteer with various duties such as concessions, clean up, etc.

### **Role of the Player:**

- Players must respect and cooperate with coaches and other team members.
- Players must attend practice unless the coach has excused them.
- Students involved in the St. Brendan School sports program must be ambassadors of the Catholic school and conduct themselves accordingly. Students are to show good citizenship at school, home, and in the community. Inappropriate language or gestures on the part of a St. Brendan student representing the school will not be tolerated.
- Students involved in the St. Brendan sports program will maintain passing grades at mid-term and quarterly reporting times. Any student receiving an F at either reporting time will be placed on 10 days probation and will be excluded from games and practice until all grades are at the passing level.
- Students must be in attendance at school for the full school day in order to participate. The principal and coach must approve excused absences for medical appointments or family emergency.

## **Athletic Offerings**

Currently at St. Brendan School the following sports are being offered:

- 5<sup>th</sup> and 6<sup>th</sup> grade basketball
- 7<sup>th</sup> and 8<sup>th</sup> grade cheerleading
- 7<sup>th</sup> and 8<sup>th</sup> grade basketball
- 7<sup>th</sup> and 8<sup>th</sup> grade cross country – Co-op through Mexico Middle School
- 7<sup>th</sup> and 8<sup>th</sup> grade football (boys only) – Co-op through Mexico Middle School
- 7<sup>th</sup> and 8<sup>th</sup> grade volleyball (girls only) – Co-op through Mexico Middle School
- 7<sup>th</sup> and 8<sup>th</sup> grade wrestling – Co-op through Mexico Middle School
- 7<sup>th</sup> and 8<sup>th</sup> grade track – Co-op through Mexico Middle School

It is the desire of the school and athletic committee to continue to evaluate the sport programs being offered and consider opportunities to add additional programs when possible. However, like most activities at a private school it is contingent of parent support and involvement. If you feel that a new sport should be considered, please contact the athletic director to discuss your ideas.

### Co-op Program

If a student participates in a sport at the Mexico Middle School they must follow the guidelines set forth by their coach(es). It is the parent's responsibility to make arrangements for transportation to/from practices and appropriately notify St. Brendan School of days they must leave early for games. Most of the time arrangements to pick up the students at St. Brendan by the bus will already be arranged.

## **Athletic Eligibility**

### Academic Eligibility

Students involved in the St. Brendan sports program will maintain passing grades at mid-term and quarterly reporting times. Any student receiving an F at either reporting time will be placed on 10 school days of probation and required to attend homework room for those days. At the conclusion of the 10 days the student must ask their teachers to refigure their grades. They must then ask the principal to print out a new progress report. If they have no F's then their probation is over. Otherwise they will continue to be excluded from games and practice until all grades are at the passing level. Students who are ineligible may not attend practice, games, or meetings. Students may only attend events as a spectator.

### Athletic Participation when Absent

Attendance – any student must be in attendance the entire school day to be eligible for activities, practice, or contests that day or evening unless otherwise determined by the Coach and Principal. Failure of the student to properly pre-arrange an absence may result in the student not being permitted to participate. Athletes should always check with school administration on questions of absence/participation.

At no time will it be a practice to sleep in on the day of a contest, nor will it be acceptable to miss the day or sleep in after a contest. It will be up to the coaches and attendance office to monitor these situations and to be certain that the school philosophy is being followed. Players who are ill should put their physical health first and not attempt participating. It is up to the discretion of the coaching staff to determine whether it is in the best interest of the student's health to participate in a contest or practice.

## **Physical Examinations and Student Health and Emergency Contact Forms**

All participants of St. Brendan School athletic teams **MUST** have a physical examination on file at the school office **BEFORE** they are permitted to engage in practice or games. Physical examinations are good for 1 year (date to date) and are valid for all school sports.

Coaches will request each student along with their parent to complete a Student Health and Emergency Contact Form for each sport prior to the first practice. This form allows the coach to be informed of any medical concerns and provides them with contact information in case of an emergency. The coach will make a copy of these forms for each assistant coach.

**Students needing an inhaler or other emergency medication such as an epi-pen, must bring the medication to practice and/or games before being allowed to participate.**

### **School Issued Equipment/Uniforms**

St. Brendan School is able to provide a wide variety of equipment for use by its athletes. The athlete is responsible for keeping the uniform in good order and having it clean and in good condition within two weeks following the last game or event. If not returned, the parent of the athlete will be billed in accordance with current replacement costs.

### **Playing Time**

Playing time is, without a doubt, the most debated and, at times, most painful aspect of an athletic program. All playing time is subject to satisfactory academic and disciplinary standards. Please familiarize yourself with the following playing time guidelines.

- Amount of playing time will vary year to year depending upon the sport and the size of the squad.
- Every effort is made to allow all participants playing time during competition.
- Student attitude, during games or at practice, can at times have a bearing on playing time. Further, a student's unwillingness to cooperate, to follow direction, to hustle, etc. also might jeopardize their share of playing time.

### **Practices**

Parents will keep in mind that much of the benefit derived from being in a team sport involves the practice setting. This is where skills are taught and strategies learned. While playing time may not exactly measure up to one's expectations, you are encouraged to remember the entire team experience not only in game situations

Students will keep in mind that practices are important in several respects:

- They offer opportunities to learn and develop new skills

- The practice time provides time for a coach to teach specific skills and strategies to the team.
- The practice setting offers time to cultivate a team spirit and display a positive attitude toward the sport, your coach, and your teammates.
- Practices help ensure physical readiness for competition.

Guidelines for practice:

- A practice schedule will be provided, in print, at the beginning of each sporting season.
- Student participating in sports must have appropriate shoes, clothing, and equipment determined by the coach.
- Students must notify the coach if they are going to miss practice. The coach of each sport will determine and inform participants of their policy for reporting at the beginning of the season.

### **Dress on Game Days**

Players and cheerleaders may have a non-uniform day on the day of the event. Dress must be “dressy” meaning no jeans or slogan type t-shirts will be allowed. If the event is scheduled for Saturday, students will have a regular uniform day on Friday preceding the event.

### **Cancellation Policy**

Any cancellation or postponements due to weather will be announced on KXEO radio station. The coach or the school will not call individual parents. Weather condition can be good in one place and very poor in another so it will be important to listen to KXEP if there is threat of bad weather in the area.

### **Transportation**

Each parent is responsible to make arrangements for their child to be transported to/from practices, home and away games, and all other sports activities. As a consideration of the coaches it is important that children be picked up promptly and arrive when designated by the coach.

**IMPORTANT POLICY:** If a student-athlete is still waiting for a ride 1 hour after end of practice or a game and there are no other options available, the coach reserves the right to call a cab. The coach will then get into the cab with the student and ride home with him or her. The coach will then ride back to school in the cab. The parents of the student-athlete will be billed for the cost of the cab ride. Under NO circumstance will a coach alone give an athlete a ride home or anywhere.

## **Sports Banquet**

Each spring the student athletes will be honored in an all-sports banquet. It is the responsibility of the athletic director to make the arrangements and order awards for the students. To be eligible for an award the athlete must have attended at least 90% of all pre-set practices and stayed academically eligible during 80% of the season (coaches and athletic director will use their own discretion in cases of injured players).

## **Process for Handling Concerns**

Athletic involvement is highly emotional and very time consuming. Sometimes conflicts arise between students, coaches, and occasionally parents. However, the students' interest is best served when each participant understands the position of the other. This understanding can only be accomplished by open and honest communication. When conflicts or issues arise, it is important that they be addressed immediately and as directly as possible with the coach so that it can be resolved promptly. The Director of Athletics may be contacted as a second step if satisfactory resolution is not reached through direct contact with the coach. As a final step, the Principal may be contacted. In order for the contact to be as productive as possible, times that athletes or parents should avoid are:

- Either immediately prior or following a contest.
- During an active practice session. Before or after practice is acceptable if handled discreetly.
- During a time when other student-athletes are present or when it would be readily apparent to others that the discussion is taking place.
- A time when it is clear that there is not sufficient time to allow for a complete discussion.

For the sake of clarification, let it be known that the "concerns" being referred to include situation such as playing time, coaching strategies, referee/umpire decisions, etc. Stopping by to let the coach know that their child is ill is obviously a necessary contact. Wishing the coach good luck, or that the coach is in their prayers before a game is obviously appreciated. Please understand that the type of communication makes a difference in the appropriateness of the contact.

In situations where parents disagree with or have concerns about a coach's manner of coaching a game, there is a required 24 hour cooling off period before parents should make phone contact with the coach.

## **Student and Parent Commitment Form**

I have read the Athletic Handbook and agree to follow its directives and models to the best of my ability. I also agree to do my part to make the athletic participation a positive experience for all (athletes, coaches, officials, fans), and to model my behavior consistent with Christian living. As a parent I will help in modeling Christian behavior by being respectful to officials, players, coaches, fans, and help to show not only my own children, but all involved in sports at St. Brendan School that this behavior does make a difference!

\_\_\_\_\_  
(Student Name)

\_\_\_\_\_  
(Student Participant's signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Parent or Guardian's signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Parent or Guardian's signature)

\_\_\_\_\_  
Date

**Name:** \_\_\_\_\_  
(Last Name) (First Name)

**Student Health/ Emergency Contact Form**

Parent/Guardian/Other Contact Numbers:

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Cell # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Home # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Work # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Cell # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Home # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Work # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Cell # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Home # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Work # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Please list any medical condition that the coaches need to know about (i.e. asthma, allergies, bronchitis):

\_\_\_\_\_

If an inhaler is needed, please list instructions and type:

\_\_\_\_\_

Any other information the coaches need to know (i.e. custody):

\_\_\_\_\_

**Students needing an inhaler or other emergency medication such as an epi-pen, must bring**

\_\_\_\_\_  
(Parent or Guardian's signature)

\_\_\_\_\_  
Date

# **Summary of St. Brendan Sports Policy**

## **General Principles**

- While in practice or in games all team participants are to wear practice or game shirts in the gym.
- At least two (2) adults must be present in the gym throughout the entire practice.
- The last adult out of the gym will be responsible to turn off all lights and set the alarm.
- Damage, accidental or otherwise, to any part of the building, or any fixture of the building, by players, parents, guests, etc. must be reported within 24 hours to the athletic director and the principal by the coach(es) and adult on duty at the time. This includes both during practice times and/or game times.
- Purposeful and reckless damage caused by a student, player, or coach will require disciplinary action, including the possibility of suspension from playing or managing, as well as dutiful monetary compensation to the parish.
- Practice schedules must be set up with the athletic director, principal, and all coaches no later than two (2) weeks before the start of the first seventh-eighth grade practice session. Change of practice must be cleared with the athletic director and the principal. There are to be no practices scheduled for after 9pm
- Students must maintain passing grades.
- Playing time: Each participant should get the opportunity to play in games; the amount of playing time will be determined by the coach.

## **Seventh and Eighth Grade Basketball**

- The season shall begin no earlier than the second week in October.
- The season shall last no longer than the second week of January.
- The maximum number of games per season is 12 games with two tournaments.
- There shall be no more than 2 games scheduled during the week. Tournaments are an exception to this rule.
- Only students enrolled in St. Brendan School may participate in games.
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## **Fifth and Sixth Grade Basketball**

- The season shall begin no earlier than the first day of Christmas break.
- There should only be two or three practices per week.
- Total practice time is not to exceed 180 minutes per week, 90 minutes for two practices or 60 minutes for three.
- The number of games per season is six games with four tournaments or eight games with three tournaments.
- Only students of St. Brendan School in the fifth and sixth grade may participate in games. Only St. Brendan students in the fifth grade and above may participate in practice.

## The Coaches Code of Ethics

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student-athlete should be treated as though he or she was the coaches' own, and his or her welfare should be uppermost at all times. Accordingly, the following guidelines should be adhered to:

- **The coach** shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student-athlete and , thus, shall never place the value of winning above the value of instilling the highest ideals of character.
- **The coach** shall uphold the honor and dignity of the profession. In all personal contact with student-athletes, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
- **The coach** shall take an active role in the prevention of drug, alcohol, and tobacco abuse. **The coach** shall avoid the use of alcohol and tobacco products when in contact with players.
- **The coach** shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
- **The coach** shall master the contest rules and shall teach them to his or her team members. **The coach** shall not seek an advantage by circumvention of the spirit or letter of the rules.
- **The coach** shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.
- **The coach** shall respect and support contest officials. **The coach** shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.
- **Before and after contests**, coaches for the competing teams should meet and exchange cordial greetings to set the correct tone for the event.
- **A coach** shall not exert pressure on faculty members to give student-athletes special consideration. **A coach** shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.

If the code of conduct is not adhered to by the coach, the following course of action will be taken:

- First offense – Discussion with Athletic Director and School Principal
- Second offense – Meeting with the Athletic Director, School Principal and School Board Representative.
- Third offense – Released as coach.

## **Athletic Director Responsibilities**

The athletic director is responsible for handling or assigning out the following duties:

- Assist in the selection of coaches for the various sports. Have coaches approved by the principal and school board.
- Schedule and complete contracts for games.
- Complete and submit MSHSAA forms.
- Arrange volunteers for basketball games, including front gate, score keeper, timer/clock.
- Contract officials for games.
- Select a coordinator for 5<sup>th</sup> and 6<sup>th</sup> grade basketball.
- Coordinate the athletic banquet.
- Coordinate with the school office that physical forms and emergency cards are current and available.
- Coordinate game day set-up of gym.
- Make sure someone is available to meet officials when they arrive, show them to their dressing room, escort them at half-time and conclusion of the game, and pay them.

## **Concessions Coordinator Responsibilities**

- Maintain supplies, arranging volunteers, set-up of kitchen before games.

## **5<sup>th</sup> and 6<sup>th</sup> Grade Basketball Coordinator Responsibilities**

- Schedule games and tournaments.
- Assist in submitting registration, roster and fees for tournaments.
- Organize the St. Brendan Tournament.