

# Saint John School

Academics



Competition

Sportsmanship

## Athletic Association

114 E Third St, Waunakee, WI 53597

608-849-5325

608-849-5342 (fax)

*sponsors of*

### Saint John School Student Athletics

#### ***HANDBOOK FOR :*** **Student Athletes, Parents and Coaches**

**Providing sports programs for Girls and Boys at  
Saint John School, Waunakee Wisconsin**

**Basketball – Softball –Volleyball**

Revised 2004

This Handbook has been prepared for the benefit of the athlete, the parents and coaches in an effort to make interscholastic athletics a more contributing and worthwhile part of the overall school program. It is our desire that everyone knows and understands the philosophy, objectives, standards and requirements set forth by St. John's School and the St. John's Athletic Association.

### Philosophy:

St. John's athletics is considered an integral part of the school program of education which provides experiences that will help develop Christian boys and girls physically, mentally and emotionally. The element of competition and winning, though it exists, is controlled to the point that it does not determine the nature of the program and is kept in the "readiness" level of secondary youth. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the Christian principles of good sportsmanship prevail at all times to enhance the educational value of contests.

We believe that participation in athletics, both as a player and as a student spectator, is an integral part of the student's educational experiences. Such participation is a privilege that carries with it responsibilities to the school, to the team, to the student body, to the community, and to the student himself or herself. In their play and their conduct he/she is representing skills, and emotional patterns that he/she possesses, thereby making themselves a better Christian person and citizen.

### Objectives:

The specific objectives of the sports program include:

1. To help promote the goals and purpose of the school.
2. To have knowledge of the values those sports has for the individual and society.
3. To gain an understanding of the rules of the game essential to playing and to being a knowledgeable fan.
4. To increase the ability to think both as an individual and as a member of a group.
5. To improve motor skills.
6. To see the need for better health and physical fitness.
7. To create a desire to succeed, to excel and to show good school spirit.
8. To show respect for the rights of others and for authority.
9. To learn high ideals of fairness in all human relationships.
10. To learn to make proper decisions under pressure.
11. To apply moral and ethical standards.
12. To be socially competent and realize the value of rules.

## Sports Policy

All children that participate for the first time in the sports program shall be required to have a Physical Examination before they will be allowed to participate on that team. The cards must be signed after May 1 of the playing year. Second year in the program the child does not need to have another physical but must have a yellow Alternate Year Athletic Permit Card signed by the parents/guardian.

Each year a Parent Permission Form for Athletic Participation is required to be signed by a parent/guardian before a student may participate on the team.

It is the responsibility of the team member's parents to provide transportation to and from all practices and games. Anyone who may be driving any child other than their own to any sporting event or other school sponsored activity MUST complete the Diocesan Volunteer Drive information sheet. Developed and approved by the Madison Diocese Board of Education and Diocesan attorneys, this form is designed to protect children (a criminal background check is part of the follow-up on this form) as well as the drivers, the individual schools and the Diocese from liability related incidents.

At St. John School, these forms will be considered confidential and kept in the school office in a locked file. Only the administrator runs background checks and reviews forms for appropriate insurance coverage.

Sign-up sheets for sports teams will be posted in each classroom prior to the commencement of a sport's season. They will remain in the rooms for a minimum of three (3) days and their posting will be announced in the school newsletter. Please, sign up only if you plan on committing to the sport and plan on attending all practices and all games. The number of teams that will represent St. John's School in each sport will be determined by the number of students that sign up. Students can sign up for a team until the time Rosters are turned into the League. The only exceptions to this are for Academic, Medical or transfer type situations. Help us field competitive teams and show your commitment to the school, your classmates and your team.

Basketball/Volleyball: The St. John's Athletic Association requires that there be a minimum of 7 players signed up to field a team in a specific grade level. Should there be less than 7 participants signed up, student/athletes from differing grades will be combined to form teams. In this case, the team will need to play in the league of the highest grade level participant. For instance, if we have 2 - 6th grade students' sign up to play and 12 - 5th grade students sign up, we will split the 6th grade students onto separate teams and split the 5th grade students onto those same 2 teams to form 2 teams of 7 players. Both teams would play in the 6th grade league. If teams are combined, the decision on which players will be on each team will be at the discretion of the coaches. Every effort will be made to have 2 equal teams rather than an "A" team and "B" team.

If more than 14 student athletes in the same grade sign up to participate, teams may be split into 2 teams. If there is a desire to split teams with less than 14 total players, the Athletic Association must give approval. Specifics on how the teams will be split will be addressed later in this handbook.

Softball: The St. John's Athletic Association requires that there be a minimum of 10 players signed up to field a team in a specific grade level. Should there be less than 10 participants signed up, student/athletes from differing grades will be combined to form teams. In this case, the team will need to play in the league of the highest grade level participant.

There will be a MANDATORY meeting for parents that will have a son or daughter participating in Athletics. It is strongly encouraged that at least 1 parent attend this meeting. We will hold this meeting prior to the beginning of the Volleyball, Basketball and Softball seasons.

### Splitting of Teams

If teams are split, the division of players will take place after 1 or 2 days of drills. These drills will be conducted and the coaches of the teams will evaluate all players participating. A draft will be held. First, each of the coaches children are assigned to the teams their parent(s) is coaching. Then a coin flip will determine the coach to pick 1st. The order of drafting follows:

	<u>Coach A</u>	<u>Coach B</u>
Choice:	1	2 and 3
	4 and 5	6 and 7
	8 and 9	10 and 11
	12 and 13	14 and 15

Continue until all players are placed on a team. Team names will be Green and White. Teams will be re-drafted every year. They will not remain the same for 2 years. Obviously, the drafting procedure is a confidential process that will be attended by the coaches of the teams participating and the Athletic Director. Confidentiality is very important for the coaches as the athletes should never be informed of where they were drafted overall. Failure to keep this process confidential will result in the coach being asked to remove himself/herself from the St. John's Athletic Program.

### Athletic Banquet

At the end of the basketball season, there will be an awards banquet for all the athletes from all 3 sports. At the 5th grade level, participation medals are given to all athletes. At the 6th grade level, participation trophies are given to each athlete. If a St. John's School team wins a League or Tournament Championship, the Athletic Association will purchase and present a "TEAM" trophy that will be permanently displayed in one of our trophy cases. Individual League or Tournament

Championship trophies will not be purchased by the Athletic Association or awarded at the season ending banquet.

**Smoking, Drinking and Drugs:**

Any smoking, drinking of alcoholic beverages or use of any drug (other than a doctor's prescription) is prohibited. Any offense will mean an immediate dismissal from the team. This code is in force throughout the year - even during seasons in which the athlete may not be competing. If an offense occurs during the off-season, the student-athlete will be suspended from the next sports season he/she would compete in.

**Grades:**

**The academic policy for student/athletes is as follows:**

Students must maintain a "C" average in all subjects to participate in the athletic program. If a student's average falls below a "C", he/she will be put on academic probation. Probation means that a student may participate in practices, but not in games, until a "C" average is re-established. EXTRA CREDIT WORK WILL NOT BE GIVEN TO RAISE GRADES. This policy will be monitored by the teachers and St. John's School administration every 2 weeks during the season. The appropriate notification will be sent to parents, coaches, and the principal. See forms in the back of this manual.

This will be enforced by the school administration.

**Discipline:**

Students are expected to handle themselves in a respectable manner at all times (before, during and after practice/games) since they are representing St. John's School. If a student has received disciplinary action for a school related incident, this will carry over to sports activities.

The Athletic Department regards the participation in sports as a privilege and wants to stress to the athlete the importance of academic achievement.

If a student has been given detention for inappropriate behavior; the detention must be served prior to the next practice.

In the case of suspension from school, students may not participate in organized sports until such time as they are reinstated in school. Continued problems may lead to removal from the team or being banned from the program.

If a student is absent from school (un-excused illness) he/she may not participate in practice or a game on that day.

**WE ASK THE PARENTS' COOPERATION IN THESE MATTERS.**

## Parents of St. John's Student/Athletes

All parents/guardians of student-athletes at St. John's School are asked to participate in the athletic programs of St. John's. We are not able to run a successful program without your help and support. Come to our games, volunteer to work when the games are at St. John's, volunteer to drive to away games and be a part of this program in which our 5th & 6th grade students participate.

### Volunteer Policy:

We ask that each participating family assist the Athletic Department with volunteer time. If we continue to have your participation we will be able to continue these fine programs.

**IMPORTANT:** Every adult volunteer or employee who works with the children of St. John School or Parish is required to attend a session of "Protecting God's Children." This program is sponsored by the Madison Diocese and provides guidance in recognizing child sexual abuse and in creating a safe environment for all children.

### Opportunities for volunteer time include:

5th and 6th Grade Girls Volleyball - Coaching, Concessions and Supervision  
5<sup>th</sup> and 6<sup>th</sup> Grade Boys Volleyball - Coaching, Concessions and Supervision  
5th and 6th Grade Girls and Boys Basketball - Coaching, Concessions and Supervision  
5th and 6th Grade Girls Softball - Coaching

### The St. John's Athletic Association will provide:

Facilities - Gym  
Equipment - Uniforms, balls, nets, etc.  
Liaison between St. John's, the Principal's Association (MAPA) and the Diocesan Advisory Board (MAISL).  
Coaches (volunteers, parents, alumni, friends & others).  
Fundraising from concession sales to facilitate sponsorship of sports teams.

### What we request of participating families:

Provide transportation for your child.  
Respect for coaches, teammates, officials, opponents (fans and players).  
Honor all School, Athletic Association and league policies.  
Provide child(ren) with proper diet and rest so that they can compete safely.  
Return all uniforms and equipment in good condition at the end of a sport season.  
Volunteer your time.

### Practice Policy:

The St. John's Athletic Association strongly discourages St. John' student/athletes and their parents from participating in both our athletic program and another sport at the same time. Examples of this may be Tri-County Basketball, Hockey, Swimming, or Indoor Soccer. While it is not impossible to do both, there inevitably will be conflicts with practices and games. If a student/athlete and his/her parents choose to participate in both and a conflict arises, we ask that St. John's practices and games be chosen over another. All absences will be considered un-excused unless proper notification has been provided to the coach, and at the coach's discretion the absence is authorized.

It is assumed that all students will attend their team's practice sessions. If your child is unable to attend a practice and/or game please inform your coach. Any child absent from school due to illness may not practice on that day nor may they play in a game scheduled for that day. Try to inform the coach as far in advance as possible if your child is to miss a game since this may alter the positions played by those in attendance. Un-excused absences may lead to disciplinary actions such as limited play in the next game, and continued absences may lead to a player's removal from the roster for a game or the balance of the season.

### After School/Pick-up Policy:

It is a standing rule that no students are allowed to stay after school if practice is not immediately after school. Parents are responsible to see that their child(ren) has/have a place to go at this time. Children are not allowed back to school until 5 minutes before a scheduled practice. The exception to this rule is as follows:

Before practice, only students that have no where else to be, or no ride back to school for practice may stay after school with a parent volunteer to supervise. The students that stay after must follow these rules:

- The only area the students can occupy is the front hall or cafeteria.
- This should be a quiet homework time.
- Students may go outside, as a group, with the supervisor after homework is completed.
- No student may be in the gym until 5 minutes before practice and the coach is present.
- The students must be with the parent supervisor at all times.
- The parent supervisor must be obeyed at all times.
- Students who wish to stay after school must submit a note to their teacher from their parents. This note needs to include the name of the parent supervisor.

This privilege was given to aid parents and their children. If the above rules are not followed, the Athletic Association has the right to discontinue this policy.

Students must be picked up within 10 minutes after the scheduled practice ends.

It is not the responsibility of St. John's School and/or the St. John's Athletic Association to provide child-care.

Please make sure that your child(ren) are picked up on time or other arrangements have been made (such as going home with a friend). The coaches will be staying until all students are picked up and will enforce these policies. Your cooperation will be greatly appreciated.

#### Uniform Procedures:

Uniforms will be handed out at a practice prior to the first game of the sport. We expect uniforms to be returned at the end of the season. Failure to return a uniform will result in a request of \$50.00.

Students are required to wear the uniforms issued by St. John's Association and must return them at year end. **Uniforms issued to athletes should ONLY be worn for St. John's School Athletic contests.** They are not to be worn for any other reason.

#### Care of the Uniforms:

DO NOT wash in hot water.

DO NOT dry on high temperature (prefer line dry).

Some of the uniforms will snag so please be careful.

If a seam needs repair, please repair or put a note on the uniform when it is returned so that it can be repaired before it is used again.

**Return uniforms promptly following the last game of the season.**

**When returning a uniform it should be washed and placed in a plastic bag with the students name and grade.**

#### Questions:

If you have any questions regarding the St. John's Athletic Program, you may forward them to the Athletic Director. If the answer is not immediately known, other Athletic Association members will be asked to provide input and a decision will be reached. The Athletic Director will forward the answer to whoever asked it. If the answer is not satisfactory to the parent, they may submit it in writing, through our principal, to the entire Athletic Association for review. Please realize that an Association Review may take a couple days. Also remember that, as mentioned previously, parents should honor all School, Athletic Association and league policies.



## Coaches of St. John's Athletic Teams

St. John's School and the St. John's Athletic Association would like to thank you for the giving of your time and talents to help in the instruction and growth of our students participating in athletics.

We would ask that you familiarize yourself with the contents of this handbook. It will give you insight as to what is expected of the students, parents and coaches of St. John's School. You will also find enclosed the Diocesan By-Laws which all of the schools in the league must follow.

### We request that you the coach:

- Instruct the players in the skills and rules of the game.
- Teach sportsmanship and teamwork.
- Honor all Diocesan, League, School and Athletic Association rules.
- Be prompt for games and practices.
- Stay until the last child has been taken home.
- Lead by example.

You are not expected to be a taxi service for the students and your duties do not include becoming an alternative child-care program.

### If a need for a Team Manager exists:

You need to explain to both the Manager and his/her parents that the Manager's responsibilities are the same as players in terms of attending practices and games. He/She must attend all practices and games unless there is sufficient reason to miss. Manager responsibilities may include getting balls prepared for practice, helping keep the coach on schedule if asked, collecting practice vests and balls after practices, keeping statistics, filling water bottles during games, etc.

### What you can expect from the student athlete:

- To be on time for practice and games.
- To give an acceptable level of effort and participation at all practices and games.
- To be respectful.

### Playing Time:

Diocesan rules require that each student/athlete play a minimum of 1/4 of each game. At St. John's, attendance at practice is very important because of our relatively small numbers. Therefore, if student/athletes are at all practices, they should play and meet the Diocesan rule. We encourage equal amounts (1/2) of game time for each student/athlete at the 5th grade level and at least 1/4 at the 6th grade level.

Discipline:

Coaches should be respected at all times. If you as a coach have a problem and feel the need to have a player sit out practice and/or games, please inform the school principal of the incident. (Refer to page 5 of this handbook for more on discipline.)

Equipment:

St. John's will provide each team with uniforms, equipment and first-aid kits. If you have specific needs, please contact the Athletic Director. Volleyball players are to provide their own kneepads.

Schedule Changes:

Prior to schedules being determined, our school will submit school related No Play dates to the League. School related events are the only acceptable reason for not being able to play on a certain date. However, immediately upon receipt of your league schedule check to see if you have any personal conflicts with game dates. Any and all schedule changes must be made through our principal and approved by both of the principals of the schools involved and then given to the appropriate League Commissioner for consideration. There is also considerable cost involved in making a change. These costs will not be paid by the Athletic Association. We highly recommend that changes to schedules NOT be made. We have not made a schedule change since Athletics was re-introduced to St. John's in 1995. Absolutely no changes can be made without the principal's approval.

League concerns and/or game protests:

If you have a concern about a league or game situation please contact the Athletic Director or the principal. These people will then contact the Principal's Association (MAPA), League Commissioners or the MAISL Advisory Board.

## St. John's Athletics

### Information for Parents Objectives of the St. John's Athletic Program

- I. To encourage and promote fun and maximum participation for all players.
- II. To teach the values of teamwork and good sportsmanship.
- III. To teach basic sports fundamentals and safe techniques.

## **THE PARENTS CODE OF ETHICS PLEDGE**

I hereby pledge to provide a positive attitude and be responsible for my participation in St. John's Athletics by following this Parents Code of Ethics

~I will encourage good sportsmanship by demonstrating positive support for all players, coaches and officials at every game, practice, and other St. John's sporting event.

~I will place the emotional and physical well-being of my child ahead of any personal desire to win.

~I will insist that my child play in a safe and healthy environment

~I will provide support for coaches and officials working with my child to provide a positive, enjoyable experience for all.

~I will demand a drug, alcohol and tobacco-free sports environment for my child and agree to assist by refraining from their use at all St. John's sporting events.

~I will remember that the game is for children and not for adults.

~I will do my very best to make St. John's sports fun for my child.

~I will ask my child to treat other players, coaches, fans, and officials with respect regardless of race, sex, creed or ability.

~I will promise to help my child enjoy the St. John's sports experience within my personal constraints by assisting with coaching, being a respectful fan, providing transportation or whatever I am capable of doing.

## St. John's Athletics

### Information for Players Objectives of the St. John's Athletic Program

- I. To encourage and promote fun and maximum participation for all players.
- II. To teach the values of teamwork and good sportsmanship.
- III. To teach basic sports fundamentals and safe techniques.

## **THE PLAYERS CODE OF ETHICS PLEDGE**

I hereby pledge to provide a positive attitude and be responsible for my participation in St. John's Athletics by following this Code of Ethics

~I will encourage good sportsmanship from fellow players, coaches, officials and parents at every game and practice.

~I will attend every practice and game that is reasonably possible and notify my coach if I cannot.

~I will expect to receive a fair and equal amount of playing time.

~I will do my very best to listen and learn from my coaches.

~I will treat my coaches with respect regardless of race, sex, creed or abilities and I will expect to be treated accordingly.

~I deserve to have fun during my sports experience and will alert parents or coaches if it stops being FUN.

~I deserve to play in an alcohol, tobacco and drug free environment and expect adults and other students to respect that wish.

~I will not do drugs, alcohol or smoke.

~I will encourage my parents to be involved with my team in some capacity because it's important to me.

~I will do my very best in school

~I will remember that sports are an opportunity to learn and have fun.

# Athletic Guidelines

## Policy and Regulation

### Article I – General Guidelines

- A. All athletic contests are to be played under WIAA guidelines and the National Rule and Case books. MAISL variations and/or exceptions to these rules will be given to each school and coach at the coach's meeting prior to the start of each sport season.
- B. Player Eligibility
  - 1. Grades – Grade policies are at the discretion of each school but it is the understanding of the MAISL Executive Board that minimum grade standards will be maintained by each participating school/parish.
  - 2. Disciplinary Procedures – No student under school disciplinary procedures shall be allowed to participate in MAISL activities without the written approval of the school principal and/or parish pastor.
  - 3. A player may move up or down on a roster only once without MAISL Board approval. A student may not play down a grade level, example: an 8<sup>th</sup> grade student can not play on the 7<sup>th</sup> grade team, a 7<sup>th</sup> grade student placed on the 8<sup>th</sup> grade team due to demographics may play one (1) game with the 7<sup>th</sup> grade team without Board approval.
- C. No student may participate in two (2) teams of the same grade level if a school/parish has more than one (1) team entered with a MAISL league. A minimum of two (2) weeks must separate the end of a sport season before the start of practice for the next sport season. Start and completion dates will be set by the Commissioners with the approval of the MAISL Executive Board.
- D. Any other items not directly addressed or covered by these bylaws will be left up to the MAISL Board subject to review and MAPA approval.
  - 1. Mapa must consult with all participating schools/parishes in the MAISL league when approving MAISL generated policy or when requesting MAISL approval of MAPA generated policy.

### Article II – Touch Football, Volleyball and Softball

- A. The season is to consist of one (1) round, with a post season tournament after the regular season. Additional rounds may be played if determined prior to the start of the sport season and with the approval of the MAISL Board.
  - 1. Softball will not have a league sponsored tournament.
- B. The champion will be determined by the best win-loss record and there will be no play-offs in the event of ties.

## Article III – Basketball

- A. The number of game swill be in accordance with Diocesan guidelines (16). “A team is allowed four activities per week including games, practices, and scrimmages of which no more than two (2) may be practices”. A week is defined as a calendar (Sunday – Saturday) week.
- B. Tournaments – A team may participate in no more than three (3) tournaments during the MAISL season. This rule includes the season ending league tournament.
- C. All teams may participate in non-conference games but must fulfill their weekly league obligations first. League games or tournament activities will not be rescheduled for a team to participate in contests outside of the MAISL leagues. Non-conference games count as an activity as outlined in Article III-A.
- D. Champions will be determined by the best win-loss record. In the event of ties, co-champions will be named.
- E. No team with a lead of fifteen (15) or more points may press. A bench technical will be assessed after one (1) warning if this rule is not followed.
- F. Rough play, foul language and abuse of the officials will not be tolerated. A player and/or coach ejected for a second time during a sport season will be under review by the MAISL Board for expulsion from the league for the balance of the season.

## Article IV – Awards

Trophies for the boy's and girl's champions are to be of equal size and cost.  
MAISL Awards Policy:

League Champion – Permanent trophy awarded to parish/school

Tournament Champion – Traveling plaque to be awarded at completion of tournament play.

### Tourney Individual Awards

1st Place Gold Medal w/Blue Ribbon

2nd Place Silver Medal w/Red Ribbon

3rd Place Bronze Medal w/White Ribbon

4th Consolation Bronze Medal w/Green Ribbon

Additional appropriate policy and regulation to be added to this document. This is to be used as a companion instrument to the MAISL Bylaws.

## Interscholastic Athletics

Athletics should enhance and complement the parish educational program. Athletics are student activities which provide experiences to help boys and girls develop a Christian attitude toward cooperation and competition as well as to develop physically, mentally and emotionally. The element of competition and winning, though it exists, should always be secondary to striving to create a Christian environment which is exemplified by the instructor. Principles of Christian sportsmanship prevail at all times to enhance the educational values of contests.

Participation in athletics, both as a player and a student spectator is an integral part of the student's educational experience. Participation is a privilege that carries with it responsibilities to the parish, to the school, to the team, to the student body, to the community, and to the student himself/herself. In play and conduct, he/she is representing skills and emotional patterns that he/she possesses, thereby making him/her a better Christian and citizen.

Each Parish Education Commission shall establish policy for all organized Parish sports activities. The school principal has jurisdiction over all interscholastic athletic programs. If there is no school the Parish Education Commission delegates implementation of the program.

## REGULATION

DBA 6420

Athletics are student activities which provide experiences to help boys and girls develop a Christian attitude toward cooperation and competition as well as to provide opportunities to develop physically, mentally and emotionally. Because of the involvement of students and the high participation of parents, it is important that athletic programs be run in a manner that is reflective of the health and maturity of the students involved as well as the image of the school that is presented to parents and the public.

A. The principal (designated individual in the case of non-school parish, teams) is to be informed beforehand of all parts of the program including scheduled athletic events with other schools/teams. A schedule signed by the principal (designated individual) must be on file in each school (parish) office before a team can compete. No additions to the schedule should be made except for rescheduling cancelled games.

B. Coaches are to be recommended to the principal (designated individual) and Parish Education Commission/School Board for their approval before the Coaches begin participating in the school athletic program.

C. Fund raising programs and other programs in support of athletics by parents and other interested persons must be approved in advance by the Parish Education Commission/School Board.

D. Since interscholastic athletic programs involve transportation of students, a signed parental permission slip and indemnification agreement for each student and a signed volunteer driver information sheet for each vehicle used must be submitted according to diocesan policy and regulations for field trips. A signed parental permission slip and indemnification agreement and/or a signed volunteer driver information sheet are valid for the specific sport schedule that is on file.

E. All students enrolled in the Parish school or regularly attending the Parish Religious Education Program may participate according to local policy. (St. John's policy states that only St. John's Parish School children will participate on the School Team.)

F. Eligibility to compete will be determined by the player's academic performance, effort and conduct in school. Such determination will be made by the Principal (designated individual) with input from the player's teachers. The coach should be kept informed.

G. There is to be neither practice nor competition without proper adult supervision.



H. There is to be no practice or competition during the hours school is in session, or on days when school is closed due to inclement weather.

I. Travel to games must be kept to a reasonable distance especially on days preceding a school day. Therefore, games after supper are discouraged prior to school days. The player's education-and health must be safeguarded by the coach.

J. A physical examination shall be required for interscholastic sports every two years. Insurance should be provided by the parents.

K. A game is defined as competitive play between two teams of the same or different schools (parishes) during which time and score are kept. Scrimmage is defined as play during which no time or score is kept and coaches may interrupt to give coaching advice. A team is allowed 16 games per season. Scrimmages are not limited. The 16 games limit does not include tournaments. A team may participate in three tournaments each year.

L. After a team has played its first regularly scheduled game, a team is allowed four activities per week including games, practices and scrimmages. No more than two of these activities may be practices. A tournament is defined as one activity. A week is a calendar week.

M. All team members that participate in scheduled practices should play in each game. A goal to be worked toward is that every player win play a minimum of one-fourth of the total game. Coaches should not let "winning" influence their discretion in determining actual playing time.

N. All star competition is not allowed in grades K - 8 activities.

O. An individual player may not participate in two school sponsored sports simultaneously (e.g., soccer and volleyball). Players should not play in two levels of the same sport (e.g., on both the "A" and "B" teams) or be switched to other teams for tournament play. NOTE, Some schools may be so small that they cannot field a team and so players must play on both the junior varsity and varsity levels ("A" and "B" teams). Consideration of the student should limit the actual amount of time the student participates. The League (if any) should have specific guidelines to be followed.

## INSTRUCTION

DBA 6450

### Field Trips and Outings

Class visits to places of cultural or educational significance give enrichment to the lessons of the classroom. To insure the desired outcomes of such trips, teachers should prepare the pupils for the place that is to be visited and the things that are to be seen. A discussion should be held regarding the purpose(s) and goal(s) of the trip. An advance trip by the teacher is suggested.

The written consent of parents must be obtained for every child participating in a field trip or outing including parish/school/religious education program planned extracurricular activities.

No student may participate unless a signed parental permission slip and indemnification agreement for the specific event is on file with the School Principal, Parish Director(s) of Religious Education and/or Parish Coordinator(s) of Religious Education who must authorize all field trips and outings.

Whenever possible bus transportation should be provided. The use of private cars is discouraged. When private vehicles are used, a signed volunteer driver information sheet must be submitted to the School Principal, Parish Director(s) of Religious Education and/or Parish Coordinator(s) of Religious Education for each vehicle used.

Each driver and/or chaperon should be given a copy of the approved itinerary including the route(s) to be followed and a summary of their responsibilities. For trips other than interscholastic athletics, supervision of one (1) adult per ten (10) or fewer students is required. Where the risk to the children is greater due to the age/maturity of the student or the nature of the field trip, the adult/student ratio should be increased.

## REGULATION

DBA 6430

Where applicable, Diocesan policy and regulations, such as athletics, field trips, and fund-raising, are to be followed. Due to the variety of extracurricular activities, not all of the following regulations may apply to a specific activity. For the purposes of this policy and regulations, anything not officially recognized by the school or religious education program for sponsorship is not an extra-curricular activity and the school or religious education program has no responsibility for it.

1. An administrator, teacher or designated adult should be present for all school sponsored activities.
2. An administrator, catechist or designated adult should be present for all Religious Education sponsored activities.
3. There must always be an identified, designated adult present with the authority and responsibility to make decisions regarding the activity. Some examples of these decisions, by way of illustration and not limitation, are: to cancel due to inclement weather, to determine if emergency services are needed and to contact the appropriate service(s), to discipline students according to established guidelines.
4. Rules of conduct for students should be established and promulgated. All students and parents should be made aware of these rules prior to the activity. These rules are in addition to the usual school/program rules and reflect the uniqueness of the activity (for example, a rule requiring all students to check in at a specific point at a certain time while on a field trip). Rules should also specify under what conditions students may leave and/or return to the activity.
5. Since extra-curricular activities may involve transportation of students, a signed parental permission slip and indemnification agreement for each student and assigned volunteer driver information sheet for each vehicle used must be submitted according to diocesan policy and regulations for field trips.
6. Any school/religious education program policy(ies) on alcohol and/or other drugs applies to extra-curricular activities as well as regular programs. Since the chaperons are serving as role models as well as supervisors, schools and/or religious education programs are encouraged to apply these policies to the chaperons as well.
7. Parish and/or school organizations (e.g., Home and School) sponsoring activities involving school/religious education program students are to follow parish policies and regulations as well as diocesan policies and regulations.

The following letters (#1-5)  
will be used for communication about the  
academic probation of a student athlete:

-----

Date \_\_\_\_\_

Dear Parents,

This is a letter of warning to notify you that your child, \_\_\_\_\_,  
may be placed on academic probation if daily work and/or test grades do not improve  
in the following subject areas:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you have any questions, please refer to the academic policy for student athletes  
found in the St. John School - Student Athletics Handbook.

Sincerely,

Date \_\_\_\_\_

Dear Parents,

This letter is to inform you that your child, \_\_\_\_\_, is now on academic probation as a student athlete. According to the St. John's School Student Athletics Handbook:

"A student must maintain a "C" average to participate in the athletic program. If a student's average falls below a "C" they will be put on academic probation. Probation means that the student may participate in practice, but may not play in any games, until a "C" average is reestablished. Extra credit work will not be given to improve grades.

"The Athletic Department regards the participation in sports as a privilege and wants to stress to the athlete the importance of academic achievement."

Your child has earned the following grade(s) below a "C".

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You will be notified when your child has improved his/her grades.

A copy of this letter will be given to Mrs. Grawe.

Sincerely,

.....

I have read the above letter and am aware of my child's academic probation status.

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

Dear Coach,

This letter is to inform you that the following student(s) are on academic probation:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

You will be notified when there has been an improvement in grades.

Sincerely,

-----

Date \_\_\_\_\_

Dear Coach,

This letter is to inform you that the following student(s) have improved their grades and are no longer on academic probation:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sincerely,

Date \_\_\_\_\_

Dear Parents,

This letter is to inform you about the academic probation status of your child,

\_\_\_\_\_.

\_\_\_\_\_ Your child has increased his/her grade average to at least a "C."

-----

\_\_\_\_\_ Your child has not increased his/her grade average to at least a "C."

Daily work and/or test grades need to improve in the following subject areas in order to remove your child from academic probation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sincerely,

Parents, I found this while doing some reading and thought it was great.

### Ten Commandments of Sports for Parents

by Jim Simpson, Sports Psychologist

1. Make sure the child knows that - win or lose, scared or heroic, - you love him/her, appreciate his/her efforts and are not disappointed in him/her.
2. Try to be completely honest about your child's athletic capability, his/her competitive attitude, his/her sportsmanship and his/her actual skill level.
3. Be helpful...but don't coach on the way to the rink, track, court or on the way back or at breakfast.
4. Teach him/her to enjoy the thrill of competition. Don't say "winning doesn't count," because it does.
5. Try not to relive your athletic life through your child in a way that creates pressure.
6. Don't compete with the coach. Remember, in many cases, the coach is the hero to his/her athletes, a person who can do no wrong.
7. Don't compare the skill, courage, or attitudes of your child with that of other members of the squad.
8. Get to know the coach so you can be sure that his/her philosophy, attitudes, ethics and knowledge are such that you are happy to expose your child to him/her.
9. Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reactions when they bring home tales of woe or heroics.
10. Make a point of understanding courage and the fact that it is relative. A child must know: Courage is not absence of fear, but rather, doing something in spite of fear.