

Welcome to the Holy Family Parish athletics program. This handbook is designed to provide an overview of the program and our policies and procedures.

Holy Family offers interscholastic sports opportunities for student-athletes in grades 5-8. Athletics provide an extension of the classroom educational experience and there are many learning opportunities on the court, track and field. Physical activity is an integral part of a healthy lifestyle and interscholastic sports allow children to be part of a team while competing and challenging themselves both physically and mentally. Participating on a sports team also enhances school and parish spirit and camaraderie.

I. HF Athletics Mission Statement

It is the goal and obligation of HFP to provide student-athletes with a chance to develop their physical skills and compete while also fostering core principles such as teamwork, sportsmanship, and integrity. Demonstrating respect for others, including teammates, opponents, coaches and officials, is of the utmost importance. Both winning and losing must be carried out with class and dignity. Student-athletes should be able to learn the fundamentals of their sport in a positive, fun atmosphere while also improving their skills and understanding of the game/sport.

II. HF Athletic Board

The HF Athletic Board is the governing body responsible for establishing and operating an interscholastic athletic program for the students of HFP. The Athletic Board operates under the direction of the principal.

Responsibilities of the Athletic Board

- 1) Formulating procedures to implement the Archdiocese of Milwaukee Policies and Regulations for Athletics.
- 2) Maintaining a budget and managing funds necessary to provide an ongoing interscholastic athletics program.
- 3) Making available sufficient equipment and appropriate uniforms for each sport and the participating athletes.
- 4) Holding an annual general meeting in May of each calendar year. The purpose of this meeting is to provide a forum for the Board to report to interested parents of the school on the status of the HF athletic program and allow those parents to ask questions of the Board.
- 5) Holding monthly meetings at which the business of the Board will be conducted.

Composition of the Athletic Board

The Board consists of nine members. Any parent of a school or religious education student shall be eligible for membership on the board. Parents of students not currently participating in HF athletics shall hold no more than two seats on the Board and cannot hold an officer position. A Board member whose child is or is planning to participate in athletics at the time that parent discerns to the Board will be considered a parent of a student participating in athletics for the duration of his or her term. The HF Parish pastor and school principal shall be ex-officio members of the Athletic Board and shall have veto rights over the decisions made by the Board. Nominations and discernment for the Athletic Board takes place annually in the spring. Athletic Board members serve a term of anywhere from one to three years and shall be limited to two successive terms.

Officers of the Athletic Board and their duties

- **Athletic Director:** conducts meetings and supervises functions and operations of the Athletic Board.
- **Assistant Athletic Director/Compliance Officer:** ensures that all of the activities of the Athletic program are in compliance with Archdiocese of Milwaukee Policies and Regulations for Athletics.
- **Secretary:** keeps accurate minutes of all Athletic Board meetings; organizes the annual Athletics General Meeting in May of each year; provides a copy of the game schedules and related volunteer assignments to the school office for inclusion on the athletic website; displays a hard copy in the concessions room.
- **Treasurer:** receives and disburses all funds of the athletic program.

Officers will be elected annually by the Board at the regular June meeting. Each candidate should have at least one year of Board experience in order to be eligible for the position of Athletic Director. Officers may be selected to the same position for a maximum of two consecutive years.

Committees

Standing committees and responsibilities: Each standing committee shall be comprised of a coordinator and an indeterminate number of parents of student athletes solicited by such coordinator. Coordinators will be nominated and approved annually by the Athletic Board (AB). Coordinators are not required to be AB members, but are to report to the AB at each monthly AB meeting during the pertinent sport season.

- Volleyball Committee
- Basketball committee
- Spring sports (Track and Tennis) committee
- Concession Stand Committee
- Gym supervisor committee
- Equipment coordinator (uniform organization, disbursement, collection, etc.)

- Ad Hoc committees (basketball and volleyball summer camps, Little Dribblers and Little Spikers, annual Spaghetti Dinner, basketball and volleyball tournament committees and committees to plan and oversee significant capital projects.

Sport Coordinator Responsibilities

- Develop reasonable options on team formation and make recommendations to the AB.
- Solicit and recommend coaches to the AB
- Ensure that league registration requirements for teams are met
- Attend and represent the school at league meetings
- Act as liaison between coaches and AB

III. General Archdiocese of Milw. Policies and Regulations for Athletics

Please refer to the Archdiocese website for the full text: www.archmilw.org.

IV. Student--Athlete Eligibility, Responsibilities & Code of Conduct

Eligibility

1. Holy Family Parish Religious Education students:

- a. The student athlete must be a member of a household that is registered as parish members prior to the start of the school year.
- b. The student athlete must be regularly attending religious education classes through the parish Christian formation program. Regularly attending means attending at least 80% of scheduled religious education classes.
- c. For incoming eighth grade students, unless the student athlete's family relocated to the parish area in the current calendar year, the student athlete must have successfully completed the prior year religious education program at the parish.
- d. If the student athlete participated in another local school's athletics program in the prior school year for the sport in question, that student athlete must follow the athletics transfer rules found in the Archdiocese Regulations governing athletics
- e. The student athlete must be in good academic standing his or her middle school. Good academic standing is defined as:
 - i. The student athlete's grade point average is at least 2.0 / 4.0.
 - ii. The student athlete did not receive a "U" or equivalent on two or more core subjects in the prior quarter.

- iii. The student athlete must not have served an in-school suspension. If the student athlete has served an in-school suspension, it is up to the discretion of the Parish School principal to determine the length of the athletics suspension.
- iv. It is the responsibility of the student athlete's parent to notify the Parish School principal of any ineligibility based on i - iii above.

2. Holy Family Parish School students:

- a. The student athlete must be enrolled and in good standing in the Parish School.
- b. The student athlete must be in good academic standing in the Parish School. Good academic standing is defined as:
 - i. The student athlete's grade point average is at least 2.0 / 4.0.
 - ii. The student athlete did not receive a "U" or equivalent on two or more core subjects in the prior quarter.
 - iii. The student athlete must not have served an in-school suspension. If the student athlete has served an in-school suspension, it is up to the discretion of the Parish School principal to determine the length of the athletics suspension.
- c. Students who transfer from another local school to the Parish School and who participated in athletics program at that prior school must follow the athletics transfer rules found in the Archdiocese Regulations governing athletics.

3. For all student athletes:

- a. The principal will notify the student athlete and his or her family of any ineligibility in writing at the time of the report cards/progress reports. The principal will then forward the names to the athletic director, who will forward the names to the coaches.
- b. Students who show sufficient improvement at the next grading interval will again be eligible for athletics. Students will receive an update on their status in writing. The principal reserves the right to allow for exceptions when a student in good faith demonstrates a desire to improve. Student-athletes who are placed on academic or behavioral suspension from school will not participate in practice or games until the suspension is removed by the principal.

Responsibilities

- Student-athletes are expected to demonstrate Christian conduct inside and outside of the athletic arena. Respect must be shown at all times towards teammates, coaches, parents, members of opposing teams, officials, and spectators.
- Student-athletes who are absent from school due to an illness on practice or game day will not participate in either event on that day. The decision to play over the weekend remains at the discretion of the parents.
- Student-athletes are expected to attend all practices and games, unless excused by their parent, and should notify the coach of the absence. The AB recognizes that students are involved in a variety of activities, but each student-athlete should realize that **unexcused absences may affect playing time.**

- Student-athletes are strongly encouraged to take initiative for improving and developing their skills outside of regular practice.
- Student-athletes must properly care for school-issued uniforms and equipment and should return these items promptly and in good condition at the end of the season. Failure to return uniforms will result in the student-athlete being ineligible to participate in the next sport on the calendar. **Parents will be held financially responsible for the cost of unreturned uniforms and will be charged \$75 if one or more pieces of the uniform are not returned.**

Code of Conduct

- I will work hard to improve my skills on and off the court/playing field.
- I will be a team player and I understand that we win and lose as a team.
- I understand that attendance at practice and games is expected and absences may result in a reduction of playing time.
- I will arrive on time for practice and games. If there is a conflict and I am unable to attend, I will inform the coach.
- I will respect my coach, teammates, parents, opponents, and officials.
- I will never argue with an official's decisions. I will let coaching staff handle officiating issues.
- I will refrain from the use of abusive, obscene or profane language or gestures.
- I have read and understand the Holy Family Athletic Handbook.

V. Parental Responsibilities & Code of Conduct

Responsibilities

- Parents are required to submit registration materials (all Archdiocese and HF required forms) and a medical clearance/physical exam form from their child's physician before the first practice of the season. A physical exam by a licensed physician is required every two years. A physician exam taken April 1 and thereafter is valid for the following two school years. A physical exam performed before April 1 is valid only for the remainder of that school year and the following year. Student athletes will not be permitted to participate in practice or games until these materials have been submitted.
- Parents are expected to adhere to principles of good sportsmanship and display respect towards all players, coaches, other parents and officials. There should be no coaching or refereeing from the stands.
- Volunteerism is the cornerstone of the athletic program. Parents are required to help with staffing the concession stand and gym door during the sport season in which their child is participating. A schedule will be issued before the start of each season.

Parents must trade or find someone to work for them if they are unable to work at their assigned time.

- Parents should notify the coach if their child cannot attend a practice or game.
- Parents must review the Archdiocese Rules and Regulations and the HFP athletic handbook.

Code of Conduct

- I will help my student-athlete understand the commitment required to be a responsible member of a HFPS sports team.
- I will be supportive during and after the game, win or lose.
- I will support the Player Code of Conduct.
- I will not coach from the sidelines.
- I will not initiate dialogue between myself and officials or players from the opposing team.
- I will not enter the court during a game.
- I will not use foul or abusive language or gestures or initiate confrontational physical contact with a player, coach or official.
- I have read and understood the Holy Family athletic handbook.

VI. Coaches

Responsibilities

Coaches at HF play an integral role in the development of student-athletes. Coaching a team is a large commitment and this investment of time and energy is greatly appreciated. Coaches and their teams are expected to represent HF with class and distinction and demonstrate good sportsmanship and Christian conduct at all times.

Coaches' responsibilities include:

- Knowing and following the Archdiocese of Milwaukee Policies and Regulations for Athletics, the HF Athletic Handbook, Athletic Board bylaws, Archdiocese of Milwaukee sport-specific rules and conference rules.
- Communicating with parents regarding expectations, schedules for practice and games, and other pertinent information. Coaches are also expected to address any concerns that parents may have during the course of a season.
- Holding a parent meeting at the beginning of the season.
- Teaching fundamentals of their respective sports and striving to help players reach their potential, while emphasizing the importance of teamwork and good sportsmanship.
- Following the playing time requirements.
- Being present and assuming responsibility for players during practices and games, until players leave the school grounds or game site.

- Attending a mandatory meeting with sport coordinator before a new sport season.
- Attending a sport-specific coaching clinic within one year of the inception of coaching duties.
- Completing training in Archdiocese VIRTUS “Protecting all God’s children” program within 90 days after beginning coaching duties. This is a one-time requirement.
- Completing annual blood borne pathogen training, provided at coaches’ meeting.

VII. Sports Offered

- Volleyball: August-November
- Basketball: November-March
- Tennis: April-end of school year
- Track: March-end of school year

VIII. Team Formation

All interested students will be accepted on teams. Should a sufficient number of student athletes express interest, the Athletic Board may decide to split the players into two teams. In 5th and 6th grades, the goal will be to form two equally competitive teams. In 7th and 8th grades, the Athletic Board, in conjunction with the sports coordinator, has the option of deciding to split the players into “A” and “B” teams based on talent and ability.

IX. Playing Time Guidelines

The student-athlete’s playing time will be influenced by attitude, effort, attendance, and conduct exhibited at games and practices. Student-athletes are expected to show dedication to their sport and team while practicing good sportsmanship and teamwork. Coaches have the primary discretion over playing time based on these tenets.

Note: Conference playing time rules supersede these guidelines where applicable.

Volleyball and Basketball Playing Time Guidelines

For 5th and 6th grades, playing time should be split approximately equally.

For 7th grade, it is suggested that athletes should play at least the equivalent of 25% of the game or match.

For 8th grade, playing time is left to the discretion of the coach. As with 7th grade, it is expected that coaches will give each player the opportunity to participate in each game or match.

X. Selection of coaches

Coaches must be at least 21 years of age and preferably from within the Holy Family community. Those who are interested in coaching should inform the appropriate sports coordinator, who will in turn make suggestions for coaches to the Athletic Board.

Coaches will be evaluated by players and parents at the completion of the season. Parents will be asked to complete an evaluation form providing feedback on the coach and their child's experience.

XI. Discipline Process and Conflict Resolution

Please be assured that our objective is to act as fairly and as consistently as possible in all matters. We realize that issues and misunderstandings will arise throughout the course of any season. Your constructive feedback is important to both our coaches and the Athletic Board. We strongly encourage you to go to the source of your issue prior to discussing this with individuals not directly involved. The Athletic Director and Athletic Board have been empowered by our Principal and Pastor to manage athletic programs on a day-to-day basis.

Conflict Resolution with Athletic Board and/or Members

- 1) If a conflict arises with one of the Athletic Board members, speak directly with that individual first.
- 2) If the issue needs to be brought before the entire Athletic Board, talk with the athletic director to have your issue placed on the upcoming agenda (three days advance notice is appreciated).
- 3) If the conflict is not resolved to the satisfaction of all parties, the issue is to be referred to the HFPS Principal. Decisions of the Principal are final.
- 4) If the above steps do not resolve the conflict, and the conflict involves the Archdiocese of Milwaukee's Policies and Regulations for Athletics, contact the Office for Schools, Child and Youth Ministries, Archdiocese of Milwaukee.

Conflict Resolution with Coach

Realizing that most issues can be resolved through discussion among the players, parents and coaches, all concerns should be raised promptly, but only after a 24-hour "cooling off" period. If an issue is not resolved through discussion, parents have the opportunity to address their concern as follows:

- 1) Talk to the coach when a problem arises, ideally after a 24-hour "cooling off" period.
- 2) If the conflict is not resolved after speaking with the coach, contact the appropriate sports coordinator.
- 3) If the conflict is still not resolved, the issue is to be referred to the Athletic Director.
- 4) The Athletic Director will either resolve the matter him or herself or if necessary, he or she may refer the matter to the entire Athletic Board.
- 5) If the conflict is still not resolved to the satisfaction of all parties, the issue is to be referred to the HFPS Principal. Decisions of the Principal are final.

6) If the above steps do not resolve the conflict, and the conflict involves the Archdiocese of Milwaukee's Policies and Regulations for Athletics, contact the Office for Schools, Child and Youth Ministries, Archdiocese of Milwaukee.

Disciplinary Process

Student-Athletes:

If a student-athlete does not comply with all of the rules and guidelines, the following consequences will occur:

First occurrence: The student-athlete will receive a warning citing the inappropriate behavior. The student, student's parents, and coach shall meet to discuss the behavior and expectations placed on that student.

Second occurrence: The student-athlete will be suspended for the equivalent of one game or match. The coach will give a notice to the parent/guardian and to the appropriate sport coordinator.

Third occurrence: Upon a further violation, the student-athlete will be suspended from the sport for the remainder of the season.

Parents of Student-Athlete:

If a parent of a student-athlete does not comply with all of the rules and regulations, the following consequences will occur:

First occurrence: The parent will receive a written warning from the athletic director citing the inappropriate behavior. The written notification will be kept on file.

Second occurrence: The parent, Athletic Director, and the HFPS Principal will meet to discuss the parent's actions and the expectations that Holy Family has for the behavior of its parents.

Third occurrence: If there is a further violation, the parent will be prohibited from attending all athletic events held in our facility or off site. The parent may apply to the Principal and Pastor for reinstatement of attendance privileges prior to the next school year.

While penalties may vary for each occurrence, the severity of the infraction will dictate the potential penalty, i.e. confrontational or physical contact may necessitate more severe consequences. The ultimate penalty will be determined by the Athletic Director and Principal.

"Sports are not merely the exercise of muscles, but the school of moral values and of training in courage, in perseverance, and in overcoming laziness and carelessness. There is no doubt that these values are of greatest interest for the formation of a personality which considers sports not an end in itself but as a means to total and harmonious physical, moral and social development."

- Pope John Paul II

Acknowledgement Page

I have read and shall abide by the requirements of the Holy Family Athletic Handbook – July 2015 Edition

Parent/guardian signature

Date

Student signature

Date

Student signature

Date

Student signature

Date

Please return this page to the Holy Family Parish School Office