

St. Gerald Catholic School & Parish

2010 Athletic Committee / Handbook

July 2010

INTRODUCTION

Welcome to St. Gerald Sports. This Handbook is provided by the Men's Club and the Athletic Committee of St. Gerald's and is intended to familiarize parents, athletes, and coaches with fundamental goals, regulations, and policies for St. Gerald Athletics and all of its athletic programs.

ST. GERALD ATHLETIC MISSION STATEMENT

- To provide an opportunity for the children of St. Gerald Parish to participate in organized leagues, in various sports, from recreational to competitive levels.
- To provide a Christian atmosphere emphasizing sportsmanship, teamwork, commitment, and skill development.
- To provide a safe environment in which to play.

ATHLETIC COMMITTEE

- A. The Purpose of the Athletic Committee shall be to organize, operate and manage the sports programs of St. Gerald Parish for children of members of the Parish who are:
- (i) Actively enrolled in St. Gerald School, of Ralston, Nebraska
 - (ii) Actively enrolled in the Religious Education. program sponsored by the Parish
 - (iii) Approved Parish home-schooled students.
- 1.) Determine eligibility, organize teams and establish budgets for sports programs;
 - 2.) Solicit, interview, appoint and remove coaches;
 - 3.) Provide equipment authorized by the Athletic Committee;
 - 4.) Schedule practice / game times;
 - 5.) Collect gate and concession fees;
 - 6.) Receive and respond to suggestions and complaints from sport participants, their parents or guardians, the Pastor of the parish and the School Administrator;
 - 7.) Communicate with the School, School Board, Parish Council, Religious Education Director, Men's Club and the Pastor of the parish.

The Pastor of the parish may be consulted by the Athletic Committee regarding any requested exception to the eligibility rules set forth above and his decision regarding the same shall be final and binding on the Athletic Committee.

COMPOSITION OF THE ATHLETIC COMMITTEE

- A. The St. Gerald Athletic Committee shall be comprised of the following Members:

Voting Members

- | | | |
|----|--------------------------------------|---------------------------------------|
| 1. | Facility Manager (President) | Phil Janssen |
| 2. | Concessions Manager (Vice-President) | Tom Hegarty |
| 3. | Men's Club President (Treasurer) | Chris Jacobson |
| 4. | Equipment / Uniform Manager | Casey Hoffman |
| 5. | Boys Basketball Commissioner | Doug Henley |
| 6. | Girls Basketball Commissioner | Richie Gonzalez |
| 7. | Volleyball Commissioner | Glen Ingram / Mary Jo Thompson |
| 8. | Soccer Commissioner | John Dole |
| 9. | Soccer Registrar | Joan Johnson |

Advisory Members (Appointed)

- | | | |
|----|------------------------|-------------------------|
| 1. | Secretary | Stephanie Jensen |
| 2. | Parish Council Liaison | (open) |
| 3. | School Board Liaison | Sharon Micek |

B. Term of Committee Members

1. Facility Manager is a 1 year commitment.
 - a. Annually, at the end of the School Calendar year, the Facility Manager will be evaluated for re-nomination by the members of the Men's Club. An evaluation form will be distributed to the Pastor, School Principal, and each member of the elected Athletic Committee.
 - b. The Facility Manager shall be a paid position, annually compensated by The Men's Club. Compensation amount to be determined by Men's Club.
2. Remaining Committee Members positions are voluntary and will carry 2-year terms.
3. All Committee Members may seek a new term when their respective term expires.
4. At the conclusion of each Committee member term, new candidates may be solicited, and provided an opportunity to be interviewed by Athletic Committee.
5. Majority vote of Athletic Committee will determine any open Committee Member seat.

C. Duties and Responsibilities

a. Facility Manager (President)

- i. Preside at meetings of the Athletic Committee
- ii. Communicate with League Directors (C.Y.O & P.A.L.)
- iii. Develop ideas and programs for the further development and promotion of all St. Gerald Athletics. (Clinics, camps etc.)
- iv. Coordinate and solicit written evaluation of coaches at the end of each sports' season
- v. Responsible for set-up and supervision of St. Gerald Gym during scheduled athletic competitions with the help of Sports Commissioners and Athletic Committee
- vi. Notify members of Athletic Committee of all general and special meetings
- vii. Regularly attend meetings of the Athletic Committee
- viii. Communicate with School Administrator and Religious Education Director as needed
- ix. Supply written reports to the Parish Council and School Board if required

b. Concessions Manager (Vice President)

- i. Assist the Facility Manager in overseeing Athletic Committee
- ii. Preside at meetings of the Committee in the absence of the Facility Manager.
- iii. Assist Facility Manager in set-up and supervision of St. Gerald Gym during scheduled athletic competitions with the help of Sports Commissioners and Athletic Committee
- iv. Responsible for the accounting for all gate / concession fees
- v. Make concession purchases and maintain proper inventory levels for concessions.
- vi. Regularly attend meetings of the Athletic Committee
- vii. Shall perform such other duties as may be assigned the Athletic Committee.

c. Men's Club President (Treasurer)

- i. Be the custodian of the funds of the Athletic Committee
- ii. Prepare monthly financial statement for presentation at Athletic Committee Meeting
- iii. Be the 'Keeper' of all budgets submitted by each Sports Commissioner
- iv. Approve all committee authorized financial disbursements
- v. Regularly attend meetings of the Athletic Committee
- vi. Shall perform such other duties as may be assigned the Athletic Committee.

d. Equipment / Uniform Manager

- i. Responsible for upkeep and storage of any and all equipment and / or uniforms
- ii. Ensure availability and sufficiency of equipment needed for all sports
- iii. Distribute all necessary equipment and uniforms to coaches and players with the help of Sports Commissioners
- iv. Regularly attend meetings of the Athletic Committee
- v. Shall perform such other duties as may be assigned the Athletic Committee.

e. Sports Commissioners

- i. Communicate with League Directors for respective sport (PAL, CYO, CYSL)
- ii. Attend all required league meetings and disseminate all relevant information obtained there to the appropriate coaches
- iii. Perform all required league registrations
- iv. Coordinate player registration and sign-ups with Athletic Committee
- v. Coordinate and supervise impartial evaluations / try-outs for sports teams
- vi. Assist in the distribution of all necessary equipment and uniforms
- vii. Develop an annual budget for the upcoming season and submit the same to Athletic Committee
- viii. Ensure all information for tournaments, clinics, etc. is delivered to the coaches on a timely basis
- ix. With the aid of the Athletic Committee, solicit coaching candidates, conduct interview process as needed, and make recommendations to the Athletic Committee regarding selection of coaches
 - i. Ensure that all coaches have completed Safe Environment training through the aid of the parish office.
- x. Maintain a roster of all sport participants and submit the same to the Athletic Committee
- xi. Schedule gym/practice times for specific sport
- xii. Regularly attend meetings of the Athletic Committee
- xiii. Shall perform such other duties as may be assigned the Athletic Committee.

f. Soccer Registrar

- i. Perform all required CYSL team and player registrations for Soccer (fall and spring seasons)
- ii. Regularly attend meetings of the Athletic Committee
- iii. Shall perform such other duties as may be assigned the Athletic Committee

- g. **Secretary:**
 - i. Keep minutes of the meetings of the Athletic Committee
 - ii. Maintain a file of all essential records
 - iii. Provide copies of the minutes of each meeting of the Athletic Committee to the Committee Members
 - iv. Regularly attend meetings of the Athletic Committee
 - v. Shall perform such other duties as may be assigned the Athletic Committee
- h. **Parish Council / School Board Liaison**
 - i. Contribute to Athletic Committee meeting dialogue and advise on relevant issues.
 - ii. Regularly attend meetings of the Athletic Committee
 - iii. Shall perform such other duties as may be assigned the Athletic Committee

All active Athletic Committee Members, who have children playing St. Gerald athletics, will not be required to pay sport registration fees during entire term of service to athletic committee.

ATHLETIC FUNDS and DISBURSEMENT of FUNDS

- A. All Athletic Fund disbursements shall be by agreed upon by majority vote of Athletic Committee.
- B. All purchases over \$100 must be approved by School Administrators / Parish Office.
- C. Minimum amount to be carried in Athletic Committee account shall be an amount equal to or greater to amount needed to cover registration fees for all sports for one calendar year.

MEETINGS, NOTICE, QUORUM

The rules of parliamentary procedure as contained in Robert's "Rules of Order" shall govern all meetings of the St. Gerald Athletic Committee

- A. The order of business meetings shall be as follows:
 - 1.) Roll call of Members
 - 2.) Group Prayer
 - 3.) Approval of Minutes of Previous Meeting
 - 4.) Treasurer's Report
 - 5.) Commissioner's Report
 - 6.) Unfinished Business
 - 7.) New Business
- B. Regular meetings shall be held monthly during the School year at such time and place, as the Committee President shall designate. (Meetings will not be held during the months of June and July)
 - a. Special Meetings may be called by the Committee President or by any two other Athletic Committee Members. The notice of Special meetings shall state the purpose thereof and only such business stated therein shall be transacted.
- C. A majority of the Voting Members of the Athletic Committee shall constitute a quorum for the transaction of business at any meeting of the Athletic Committee.
- D. A simple majority vote of those individuals present at a meeting and entitled to vote shall control on all questions.

USE OF ATHLETIC FACILITY AND EQUIPMENT

The use of athletic facilities and equipment for St. Gerald shall be considered in the following priority:

1. Parish sports teams sponsored by St. Gerald.
2. St. Gerald School and directly related boards, groups and events;
3. Members or groups of St. Gerald Parish;
4. Non-members or non-St Gerald School teams.*

*Individuals, groups or teams within this category must submit a verbal or written request to the Parish Office for review and consideration by the Athletic Committee for use of the athletic facility and equipment. If approved for use, such groups, individuals or teams must sign all required waivers, agreements, and provide for damage deposits and rental fees as directed by the Athletic Committee prior to using the facility. Availability is subject to change and revocation. Requests for use of facilities will be considered on a first come first served basis.

- Rental fees shall be by the hour, or any portion of an hour. The following hourly rental fee shall be required for use of the School Gym.
- Parish Gymnasium Rental Fee: \$100 per hour.

Individuals or groups approved to use the gymnasium must clean and maintain the facility. The individuals or groups must reimburse the School for any damage or loss incurred. The School or Parish shall not be liable for injuries to individuals that result from the use of facilities or equipment.

TEAMS AND STUDENT PARTICIPATION

Athletic teams are formed to supplement the academic and overall school environment for St. Gerald parish students. New students/parishioners who have enrolled and have been accepted for enrollment in the school, or newly registered parishioners are eligible to participate so long as all required criteria are met.

St. Gerald student/athletes and their families must meet all the following criteria in order to be eligible to participate on St. Gerald Parish teams:

- Student must be a full time student in good standing at St. Gerald School; or
- The student's family must be registered as parishioners at St. Gerald Parish and the student is attending religious education classes.
- The family is encouraged to actively volunteer and assist in the sports program.
- The student must meet all requirements and standards set forth by the league(s).
- The student and family must complete all required forms, waivers and documents required for participation.

(All Players and Parents are required to sign a Player/Parent Commitment Form for each registered sport)

- ◆ All Registration fees must be paid in full per the scheduled fee payment arrangement. For financial assistance, see the Commissioner of applicable sport. No family will be denied participation on ability to pay fees.
- ◆ Athletic participation is secondary to a student's education. The student should be in school for at least ½ day in order to participate in athletic events scheduled on that day. Individual cases will be reviewed by Athletic Committee for special circumstances.

All St. Gerald sport programs and teams must be approved by the Athletic Committee. Teams, players and coaches are subject to all rules, regulations, and procedures contained in this handbook.

ELIGIBILITY GUIDELINES

Students participating on St. Gerald athletic teams must be enrolled as students of St. Gerald Catholic School, currently registered as parishioners at St. Gerald Parish and attending religious education classes, or an approved parish home-schooled student.

All student athletes must meet and comply with all eligibility guidelines established by the Athletic Committee, school, league and parish. All teams, players, coaches and parents are subject to the rules, regulations and procedures set forth by the Athletic Committee.

The Athletic Committee believes that academics come first and that student athletes must place a high priority on their schoolwork. The Athletic Committee will emphasize to all coaches the importance of academics, behavior, and effort.

The Athletic Committee has established a **NO PASS – NO PLAY** policy. Students not passing all courses shall not be eligible to participate. Students that are declared ineligible may not play in any scheduled sanctioned games or practice with the parish team until such time as they are deemed eligible. Ineligible students may attend games as a spectator. Students who are suspended or expelled from school are not eligible to practice, play in games, or otherwise participate on parish teams until they have returned to school in good standing.

All individuals participating in Athletics are encouraged to have their own medical/health insurance as a condition of participation. Injured students may be required to provide a written medical release to resume practice and / or to participate in any school sanctioned athletic competition. Medical release may be provided to Coach, Athletic Committee or School administrators.

STUDENT ATHLETE COMMITMENT

The Men's Club and Athletic Committee have and continue to make a significant investment in the St. Gerald parish sports programs. An ongoing effort to improve the facility, uniforms, equipment, programs, etc. is vital to the growth of the athletic program. In addition, the concepts of commitment to team, fair play, friendship, classmates, church and school are strongly encouraged and supported as positive values. Athletics is a valued part of American society, with rapidly growing opportunities for participation, scholarships, and careers in the fields of athletics. It is important to remember that participation is a privilege and not a right.

The Athletic Committee believes that students should make a similar commitment to the St. Gerald parish athletic program. Therefore, students who enroll as members of a sports team at St. Gerald are urged to make a commitment to the St. Gerald team when playing on multiple teams or multiple sports in the same season. The commitment also reflects a measure of fairness to those students who have solely committed their participation to St. Gerald. Students who elect to play for St. Gerald as well as on another non- St. Gerald team during the same time period (i.e. select teams, city league teams, YMCA teams, tournaments, etc.) or multiple sports during the same season should make every effort to support their St. Gerald team for games and practice.

Students playing for St. Gerald should attend practices and games on a regular basis. Students who miss practices or games may have reduced playing time, regardless of their ability. This reduced playing time is at the discretion of the coach. Practices develop not only individual skills, but enhance the abilities of team and create an atmosphere of cooperation and support. Missing games may not only adversely affect the outcome of games, but erodes spirit and attitude of team. In addition, leagues may have rules which remove teams from future competition for forfeits due to not enough players.

St. Gerald coaches should monitor the attendance and attitude of players at practices and games. The player's attitude, behavior, and commitment to team also may affect playing time. Players who miss St. Gerald games due to games or practices with other teams may incur reduced playing time. The Athletic Committee will monitor coaches to ensure that these rules are being followed.

Catholic Sports Leagues are clear that they will not reschedule games due to conflicts with games of other non-Catholic sports leagues or teams.

DIVISION OF TEAMS & SELECTION OF COACHES AND LEAGUES

It is the responsibility of the Sports Commissioners, and Athletic Committee to formally develop and distribute ample notice to all students, parents, and coaches regarding registration for all sports teams at St. Gerald Parish. The goal should be to involve and encourage as many St. Gerald Parish students and parents as possible to participate in the teams and athletic programs at St. Gerald.

The division of teams and players will rest with the Athletic Committee and Sports Commissioners of each sport. Players may be required to attend tryout practices to be evaluated. The sport commissioner shall be present at all tryouts to supervise how the evaluation process takes place. Objective, qualified persons can and may be solicited in the aid of all try-outs. Commissioners must then meet with any solicited evaluators to divide teams based on guidelines set forth by Athletic Committee. The division must be presented to the Athletic Committee for approval. Once the Athletic Committee has approved the division of teams, players and coaches, this information may then be provided to the student, coaches, and parents. The sport commissioner, with assistance from the Athletic Committee, shall establish a formal listing of criteria to be utilized for the division of players and teams. No parishioner, or 5 day school student, who meets all eligibility and registration criteria, will be denied the opportunity to participate on a school team (i.e. there will be no cutting of players). The Athletic Committee retains the final authority to resolve disputes on the division of teams, players, and coaches.

Grades K, 1, 2, 3, 4, & 5	Equally divided teams---No A or B teams
Grades 6, 7 & 8	Teams are divided into A and B teams

Assignment of players will strongly utilize the results of player evaluations, objective evaluations by coaches and/or evaluators, need for multiple coaches on teams, player positions and skills necessary for the success of both teams, and the judgment of the Athletic Committee.

Coaches will apply and shall be recruited by the respective sport commissioner and the Athletic Committee. All coaches must apply each year and the coaching position is not guaranteed. Coaches shall be assigned to teams based upon their ability, interest, and time available to commit to the team. Coaches shall be required to sign a statement of interest and waiver form prior to approval by the Athletic Committee. Coaches must also abide by any and all directives set forth by the Parish, Athletic Committee, and Archdiocese. Parents of players will automatically be assigned to coach their children's team unless they specifically request otherwise. If at all possible, siblings will be assigned to the same team if they fall within league/school age or grade parameters. If necessary to complete teams, students may play "up" one grade level if approved by the Athletic Committee, and respective league. Students who are asked to play up may decline the opportunity. Students must be identified to be physically, athletically, and emotionally ready to play at a higher athletic level in order to be considered to play at a higher grade level. Individuals may be approved to play up if they are physically, athletically, and emotionally able to handle the move. If however, team size of the higher graded team does not allow for the move, the move up may not be granted.

The Athletic Committee shall annually review and evaluate the competitive sports leagues which are available for St. Gerald Parish teams to participate. Parish teams shall be assigned to leagues based upon the recommendation of the sport commissioner and the Athletic Committee. The addition of new sports or expansion of seasons shall be explored and considered on a regular basis.

COMPETITIVE AND RECREATIONAL TEAMS

Teams comprised of players from the 5th Grade and below will play in recreational leagues in which the talent is split equally.

Grades 6th and above may play in either competitive or recreational leagues with players being split up into an "A" and "B" team. Generally speaking, the respective league shall define AAA, AA, A as competitive, and B as recreational.

The Athletic Committee believes it is important to treat and view competitive and recreational teams as equally important. Both levels provide our youth with opportunities to play sports at a level best suited to their current abilities.

The following guidelines will be considered:

- All teams shall be given adequate practice time, equipment and uniforms. Teams in grades 6th through 8th may get more practice time due to the competitive and intense nature of those ages.
- All teams will be provided with similar tournament opportunities, coaching clinics, and training equipment.
- Competitive and recreational team size will be relatively equal. Determination on whether an "extra" player will be assigned to the competitive or the recreational team will be determined by the Athletic Committee.
- Players shall be allowed to participate on St. Gerald teams if openings exist and they register after the season. Placement on team will be determined by level of ability and team needs. Late Registration Fees may apply.

PLAYING TIME

The goal of St. Gerald Athletics is to provide students with an opportunity to learn various sports, improve conditioning and skills, and compete at a high level in a Catholic based environment. Quality playing time is important for all students; however the policy on determining playing time is varied based upon sport, grade level, ability, effort and attitude-as well as each coaches individual judgment. Coaches are encouraged to ensure that all students have an equal opportunity to compete. Playing time will be affected if players miss practices or games, are late for practices, lack effort in games or practices, fail to listen carefully to coaches, or are disruptive or disrespectful to opponents, the team, or the game. Players can earn additional playing time by demonstrating excellent effort in games and practices, attend practices and games consistently, and contribute as positive members of the team. Coaches must also factor the skill level and ability of athlete. Coaches must consider whether placing a player into certain position could potentially injure or harm that player, or whether that player has a reasonable chance to be successful in certain positions and situations.

St. Gerald requires all players to make a commitment to their St. Gerald team and all coaches to make a good faith effort for playing time. Playing Time requirements will be dictated by established PAL, CYO and CYSL league rules.

GAME / TOURNAMENT SCHEDULE

All teams may have a restriction on the number of games and tournaments in which they can play. Although the Athletic Committee believes that St. Gerald teams should play a schedule which will allow the players to improve their skills, and provide a wide variety of competition, limits must be in effect to avoid from detracting from primary goals of education, family, friendship and fun. (Respective Sports Commissioner shall review and approve all games and tournaments played)

Each team shall participate in its respective league tournament at no additional charge. In addition to the league tournament, teams may enter into other approved tournaments, but at the team's own expense. The Parish will not pay for any Tournament other than the league tournament. Teams wishing to participate in a tournament MUST submit information on the tournament (name of tournament, sponsor, dates, times, entry fees, locations, etc.) to the respective Sports Commissioner prior to entering the School team in the tournament. (Limits may be set on total number of tournaments played)

Under no circumstance may a Parish team enter into a tournament without gaining the advanced approval of the respective Sports Commissioner.

SPORTSMANSHIP

Sportsmanship is a vital component of athletics. St. Gerald strongly believes that its players, coaches, and fans should always conduct themselves in the highest of standards with an emphasis on good sportsmanship. Coaches should focus on teaching the players the virtues of sportsmanship and should set exemplary examples of good sportsmanship during practices, as well as before, during, and after games. The concepts of a Catholic-based, Christian environment should be stressed. Coaches should encourage team prayer before and after games.

The Athletic Committee has the right to suspend or remove coaches, players or parents for inappropriate behavior or activities. Players who violate the high standards of good sportsmanship shall be removed from the game. Coaches who violate the high standards of good sportsmanship shall not be allowed to coach until such time as deemed reasonable by the Athletic Committee. Players shall be strongly encouraged to demonstrate the highest qualities of good sportsmanship and shall NOT be allowed to berate, taunt, act condescendingly, use inappropriate language or gestures, etc. towards opponents, officials, coaches or teammates. The Athletic Committee also encourages parents to display appropriate behavior during sporting events and practices. If annual sportsmanship training is provided, at least one parent must attend the provided training.

It is the responsibility of the coaches to monitor the conduct and sportsmanship of the St. Gerald fans and parents. Any parent or fan who exhibits poor sportsmanship (i.e. berating players, coaches, referees, opponent, inappropriate language or gestures, etc.) shall be asked to refrain from such behavior. If the individual(s) continue with the inappropriate behavior after the warning, they shall be asked to leave the gym/field. The coach may remove his/her team from the court/field until such time as fan behavior has improved or the offending party(s) has left. Coaches may also remove the athlete from the game if the inappropriate behavior continues. An athlete may receive reduced playing time in upcoming games if the Athletic Committee mandates. Coaches will continually stress and reinforce the positive values of teamwork, strong academics, effort, good sportsmanship, and quality behavior.

The Athletic Committee shall review all complaints and notices of players, coaches and/or fan behavior which is reported or brought to their attention. The Athletic Committee will then decide on appropriate action if so warranted.

TEAM PRAYER

Teams shall recite an appropriate prayer prior to ALL league and tournament competitions.

Suggested Example of Prayer:

Team: "Dear Lord, give me strength of heart, mind, and body to do my very best for you, my team, and myself. Keep everyone safe and let my Catholic faith shine forth in all my words and actions. Amen"

Coach or Prayer Leader: "SAINT GERALD"

Team: "PRAY FOR US!!"

RESOLUTION POLICY FOR PLAYER / PARENT OF PLAYER

In the event of any question / problem with any Player participating in a St. Gerald sponsored athletic team, Player or Parents of Player will follow the outlined protocol for resolution:

- a. Player or Parent of Player will communicate and consult with Coach for resolution
- b. If resolution is not found – Player or Parent of Player will communicate and consult with Commissioner of particular sport for Resolution
- c. If resolution is still not found - Player or Parent of Player will communicate and consult with Athletic Committee President. Athletic Committee President will bring particular issue to next Athletic Committee Meeting for review.
- d. Athletic Committee may, if necessary, allow Player and/or Parent of Player to speak on their behalf regarding the issue at the next scheduled Athletic Committee Meeting.
- e. A Special Meeting may be called in the event that the resolution is time sensitive.

COACHING CERTIFICATION & SELECTION OF COACHES

The Athletic Committee greatly values the support and involvement of its volunteer coaches. Without the active participation of volunteer coaches, the program could not exist.

The Athletic Committee will make an increased commitment to provide coaches with enhanced opportunities to expand their coaching background by providing on site training, workshops, training videos, and educational programs. The goal is to enhance the level of our players' skill and fun by providing involvement from coaches who have completed coursework outlined by St. Gerald's.

Anyone who coaches, or is responsible for a child or children in an unsupervised setting (when no trained/background-checked person is present), needs to be certified by the Archdiocese of Omaha as having completed Safe Environment Training and having a background check completed prior to coaching at St. Gerald. The St. Gerald Athletic Committee will be responsible for making sure that all coaches are certified or are scheduled to attend the appropriate training sessions prior to the start of the season.

The Athletic Committee reserves the right to amend or modify these guidelines as deemed appropriate.