



Athletic Handbook

ST. FRANCIS SCHOOL

Version 2015

Athletic Mission Statement

- To immerse each athlete in Catholic values and the live the mission of St. Francis School.
- To enhance academic, social, and spiritual development while keeping athletics in proper perspective.
- To provide opportunities to exemplify an attitude of participation, good sportsmanship, self-discipline, and respect for rules and authority.
- To promote social and physical fitness, health habits, and safety in each athlete.
- To teach athletes how to deal with success and adversity in a Christian manner.

Philosophy

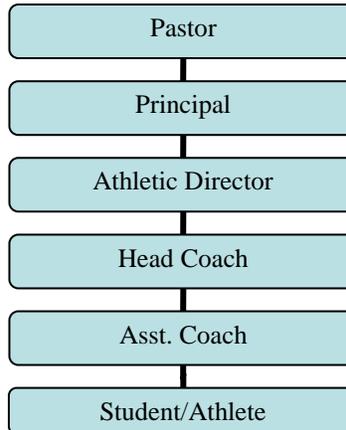
Athletics provide a controlled environment in which effective role models can help mold students into responsible Christians. The mission of the athletic program, therefore, requires a staff that emphasizes spiritual and emotional growth as a primary goal and competition and winning as a secondary one. To this end, it is the responsibility of the school administration and the athletic staff to fully understand and study the values we desire to instill in the student athletes.

In the Declaration on Christian Education derived from Vatican II, it clearly states that parents are "the first school of social virtues which every society needs." Consequently, we believe that while it is the responsibility of the administration and the athletic staff to be a Christian witness to student athletes, it is ultimately the parents that must instill and maintain the ideals to which the SFS athletic program seeks to promote. Therefore, we call upon all parents to model a Christian attitude at all athletic events.

We believe a student's physical well-being cannot be compromised in order to provide a well-balanced athletic program. Any sport, taken in the proper perspective, can fulfill the mission statement of the SFS athletic program. Large discrepancies can be found in the physical abilities and size of pre-teen and teenage students. Therefore, it is prudent to provide sports that offer the greatest degree of spiritual and emotional growth while simultaneously limiting the chances of physical injury to the student athlete. This being said, part of the athletic program's mission is to ultimately provide a variety of sports which will accommodate a large number of students regardless of athletic ability or gender.

St. Francis School has established a reputation for providing students with every opportunity for academic success and spiritual growth. As an extension of the classroom, the athletic program's ultimate goal is to enhance these areas. The athletic program's success will not be gauged by the number of wins and losses, but by the number of lessons learned, hearts touched, and opportunities granted to student athletes.

Athletic Department Structure



Athletic Department

The Athletic Department will be headed by the Athletic Director. This person, in turn, reports directly to the Principal. The school Principal and Pastor have final authority regarding any athletic program decisions. All decisions and questions regarding any aspect of the athletic program must go through the Athletic Director and be approved by the school Principal. The organizational chart is a step-by-step process bringing together the primary individuals for discussion purposes. Each level is in place to facilitate in the process of conflict resolution. Parents are also asked to respect the organizational chart regarding problem resolution.

St. Francis Athletic Department is a member of the Acadiana Basketball League, Acadiana Volleyball League, and Acadiana Baseball/Softball League. It is governed by the rules and regulations set forth by the Leagues and its members. Soccer rules and regulations are enforced by the Crowley Recreation Department.

Sports

It is the intention of the athletic department to provide a wide-range of sports for both genders. The number of programs and the pace of growth will be determined by student needs and interests, participation, economics, logistics and staffing concerns.

Athletic Teams

Soccer, Volleyball, Cheerleading, Basketball, Baseball, and Softball are available at St. Francis School. Football and Track are offered to our students through Iota Middle School. St. Francis School will combine grades to form teams based on the number of students that participate in the selected sport. Priority will be given to the highest grade level that shows an interest in a sport. This priority will also include League Tournaments and Finals.

Athletic Fees and Funding

Funding Entities

The SFS athletic program is self-sufficient. Recurring funding will come from the following sources: athletic events, athletic fees, concession sales, ticket sales, and fundraisers. Funding, with the approval of the administration, may also come from school funds. All athletic funds and expenditures are administered as approved by the Principal and Pastor.

Athletic Fees

Each athlete is required to pay a fee in order to participate in athletics. These funds will be used to pay for referees, league fees and other necessities. Athletic fees will be \$15.00 for the first sport played and \$10.00 for each additional sport, unless changes are made by the respective league.

Student Eligibility

Students in grades 4 through 8 are eligible to participate in sports at St. Francis. Soccer is open to all age groups through the Crowley Recreation Department.

In order to participate in any sport, every student athlete must have on file:

1. The **student's signature** on the Athletic Honor Code.
2. **All parent/guardian and student athlete's signatures** on the Athletic Handbook Contract stating the parent/guardians agrees to and will abide by all rules, regulations, policies and consequences set forth in the SFS Athletic Handbook.
3. **Proof of Acquired Health Coverage** (See registration form)
4. Payment of the athletic fee.

Academic Standards

All student athletes must maintain a 1.5 grade point average for the quarter(s) in which they are participating in sports. Probationary status will be reviewed at progress report time and again at the end of each quarter.

1. With one (1) F on the **Progress Report:** no games for one (1) week, but the student can go to practice and sit on the sidelines for games (out of uniform). Teacher must have minimum of four major grades.
2. With two (2) F's on the **Progress Report:** No games and no practice for two (2) weeks. The student cannot sit with the team at games. Teacher must have minimum of four major grades.
3. With one (1) F on the **Report Card:** two (2) week suspension from participation in sporting activities. No games or practice. The student will have to show the principal that the grades have improved by the end of the three (3) week period. (If they have not improved, the suspension shall be extended by the principal.)
4. With two (2) F's on the **Report Card:** Three (3) week suspension from participation in sporting activities. (If they have not improved, the suspension shall be extended by the principal.)

5. In the course of each three (3) week period, any student with an overall **conduct grade average below a "C" or a discipline referral** will not participate in the next league game or sports activity.
6. Any student suspended from school (either in school or out of school) will not participate in sports until reinstated by principal. A student that is suspended will not practice or play during the suspension time. If there is no game during that time, he/she will be required to miss the next scheduled game.
7. The Principal and/or Pastor may suspend an athlete from a sporting event for breaking school rules or athletic rules.

Conduct Standards

Playing sports is a privilege, not a right. All student athletes must adhere to the Student-Athlete Honor Code at any practice or athletic event. Any student-athlete whose privileges are revoked for on campus disciplinary problems may not participate in athletics for the time frame set forth in the handbook. Privileges may be revoked for excessive major infractions – please refer to the Parent/Student Handbook.

When an athlete needs to be released from a sport, there must be a meeting with the athlete, parent and principal prior to the release. If a student leaves a sport prior to the end of the season, their eligibility to participate in future sports for that school year shall be determined by the Athletic Director, Principal, and Pastor.

Coaches may set rules and standards of conduct within the parameters of the school code of conduct. Any major discipline problems at athletic events or practices should be referred to the Principal. The administration reserves the right to suspend or remove athletic privileges from any student-athlete for infractions deemed not in keeping with the athletic mission statement.

Attendance Standards

No student may participate in an athletic contest or practice if they missed three or more hours of school on the same day the contest or practice is held.

Policies for Coaches and Students

Coaching Conduct and Etiquette

In order to truly fulfill the mission of the athletic program, coaches must be of strong moral character. Coaches must:

- Be a Christian role-model at all times (on and off the court/field/track).
- Respect and dignify each athlete as an individual.
- Promote the conditions that encourage each athlete to achieve his or her full potential.
- Help mold each athlete into a responsible Christian and Catholic when applicable.
- Promote the safety of each athlete.
- Be familiar with the Parent/Student Handbook and the Athletic Handbook.

Coaches may not:

- Become physical with any athlete.
- Address athletes in a derogatory manner.
- Use profanity or vulgar language.
- Demean athletes.
- **Use any form of tobacco or alcohol while in the presence of student/athletes.**

It is recognized and appreciated that most, if not all coaches, are volunteers. However, every coach/volunteer/employee represents St. Francis School and the Catholic Church and must conduct his/her program in accordance with the teachings of both. Volunteers must follow the policies set forth by St. Francis School and the Catholic Church.

Meetings

All coaches are required to attend the following meetings as needed:

1. School meeting at beginning of year for parents of athletes and coaches.
2. Safe Environment training with background checks (Initial and/or recertification).
3. Fingerprinting at the Diocese of Lafayette is mandatory for all coaches.
4. Each coach must host a Coach/Parent/Athlete meeting at the beginning of each sporting season.

Tryouts

It is the feelings of St. Francis School, the Church, and the administration that young student athletes are not put in a position of being “cut” from any athletic team due to ‘tryouts’. However, it is recognized that tryouts may become necessary under certain “special” conditions. In this case, tryouts may take place if deemed necessary by the Athletic Director. No coach may have tryouts without first getting permission from the Athletic Director, Principal, and Pastor.

In the event tryouts are necessary, the following protocol will be followed by coaches:

1. Gain permission for tryouts from Athletic Director, the Principal, and the Pastor.
2. Set length of time for tryouts and clearly communicate procedures to parents and students.
3. Announce tryouts at least two weeks prior to the event.
4. Call each individual trying out for a team to inform the student if they made the team.
This must be done via a private telephone call or a private meeting.

Under no circumstances may athletic tryout results be posted through any type of written or electronic media..

Games/Practices

Any team event must be approved by the Athletic Director including games, practices, scrimmages and any other formal gathering. Practices should be scheduled in advance with the

Athletic Director. All games listed in the season must be played to completion, including the league tournaments if the team participates. A team will not forfeit a game, regular season or league tournament, for any reason without the permission of the Athletic Director and Principal. A team's decision not to participate in a league tournament must be approved by the Athletic Director and the Principal as well.

No practices, games, scrimmages or events may take place on Sunday per diocesan policy. In addition, no such events will be held on recognized Church holidays (including Holy Thursday through Easter Sunday), nor will any such events be held on the day of Thanksgiving.

All practices for which SFS has the necessary facilities will be held on campus. No students will be allowed to remain on campus past 8:30 p.m. for practices. **All practices will be no longer than 2 hours.** Practice session may be closed to spectators at the discretion of the coaches. These sessions are the equivalent of a teacher's classroom where instruction takes place. Interference to coaching and an athlete's concentration and focus will not be tolerated.

No athletes are to be on campus without a coach. If a student is caught on campus without a coach, the administration reserves the right to suspend the athlete from practices and/or games. (If it is the fault of the student.)

Unless involved in a tournament, efforts will be made not to have more than two scheduled games per week.

Student athletes are allowed to play on ONLY ONE team per sport. For example, no student will be allowed to play on a 7th grade basketball team AND a 6th grade basketball team. The student will play on the team which corresponds with his or her grade level, if available. If there is no team available in a student's corresponding grade level, the student may play a grade level higher, in accordance with the rules set forth by the Acadiana League.

Athletes are to arrive no earlier than 1 hour before game time, at which time, warm up will begin. Coaches may request additional time. The request must be approved by the Athletic Director and Principal.

All coaches and athletes should dress modestly for practice, similar to the P.E. uniform. School issued uniforms must be worn at games. Student athletes are not allowed to wear make-up, jewelry, etc. during practice or at games.

Any athlete should not go two (2) consecutive games without playing. Coaches have the discretion on playing time. It is understood that every student athlete may not get the same amount of playing time. However, every coach will strive to make playing time as equal as possible. Coaches will substitute as often as possible, especially when it is obvious that the game is won or lost.

Injuries/Accidents

All injuries due to accidents should be reported on the school accident form if it occurred on campus or during the time frame of a regularly scheduled athletic event. Coaches are responsible

for filling out these forms and turning them in to the Principal immediately. If an injury or medical condition occurs that appears extremely serious or life-threatening, the attending coach should call for an ambulance and inform the A.D. and principal as soon as possible.

Injuries that occur over time or in the normal course of practice or a game (i.e. pulled muscles) do not need to be reported. If in doubt, the coach should fill out a form.

Travel

Travel is restricted to areas an hour away or less during school nights unless necessary to fulfill a league game. When traveling to games, athletes must ride with parents or a chaperone approved by the parent. **All drivers must attend Safe Environment training.**

Coaching Responsibilities

All coaches will be required to be well-versed in the philosophy and mission statement of the program. All coaches and assistants must be Safe Environment certified with a background check and fingerprinted at the diocese prior to the beginning of their respective seasons. Good sportsmanship and positive Catholic values should be modeled and taught by the coaches. Carefully follow all guidelines in the Athletic Handbook. A copy of the coach's athletic rules will be given to the Athletic Director and each team member at the opening of each season. A copy of these rules will be kept on file in the office.

Supervision of Students

Coaches are responsible for the supervision of student-athletes during games, tournaments and practice. **Coaches must keep all athletes with them and must stay with students before and after athletic events and practices until every student has arrived or been picked up.** All coaches must have a written set of policies and rules. These should be approved by the Athletic Director and Principal, then distributed to the student-athletes. A copy of these rules and policies will be kept on file in the office. Firm, consistent, positive discipline is important within all programs. Students should be treated with dignity and respect.

Locker Room & Facilities

Coaches should have a system in place to monitor locker room activity. Student-athletes should be given a short time limit to prepare for practice or games. At the end of the time limit, the coach should make a quick check of the locker room. Facilities should be clean, well maintained and a source of pride.

Games and Practice

Coaches are responsible for monitoring athletes as soon as they arrive for games or practice, even if practices are immediately after school. Coaches should arrive before students and not leave until every student has left. Coaches should ensure proper dress code is enforced at all times.

Tournaments

Coaches should monitor athletes at all times during tournaments, especially when not participating in a game. Students must report to the coach if they leave the tournament.

Facility Lock-up

Coaches using the gymnasium will be issued a key. It is the responsibility of the coach to be sure lights are turned off, heaters/AC units turned off and facilities locked up after games and practice. Keys must be turned in at the end of the season.

Ordering and Purchasing Equipment

All ordering and purchasing will be handled by the Athletic Director and Principal.

Any clothing using the SFS name or mascot, such as t-shirts, must be approved by Principal and Pastor.

Pick-up and Turn-In of Equipment

The Athletic Director is responsible for keeping an inventory of athletic equipment. Uniforms purchased by the athletic department should be issued at the beginning of the season and picked up no later than two school days after the last game of the season. An inventory of all other athletic equipment purchased by the athletic department should be made at the beginning of the season and again at the end of the season. This inventory should be turned in to the Athletic Director no later than two days after the last athletic event of the season.

Parent/Guardian Honor Code

Children listen to and exhibit behaviors similar to their primary care takers. If every effort is made on the part of the coaches and parents to be Christian role models to the children in their care, then these children will learn the great gift God has provided them and use these gifts to not only become a better athlete, but a better Christian.

I therefore agree that:

1. I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
2. I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every game, practice or other sporting event.

3. I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting; refusing to shake hands; or using profane language or gestures.
4. I will not encourage any behaviors or practices that would endanger the health and well-being of the athletes.
5. I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
6. I will demand that my child treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.
7. I will emphasize to my child that doing one's best is more important than winning, so that my child will never feel defeated by the outcome of a game or his/her performance.
8. I will respect the officials and their authority during games and will never question, discuss, or confront coaches at the game. If necessary, I will take time to speak with coaches at an agreed upon time and place.
9. I agree to follow the chain of command when I feel that there are problems:
 - 1) Coach, 2) Athletic Director, 3) Principal, 4) Pastor.
10. I will work my assigned shift that appears on the work schedule. If I can not work, I will get a replacement to work in my place.

Student and Parent/Guardian Athletic Contract

By signing this form, I agree to familiarize myself and my child(ren) participating in SFS athletics with the rules and policies set forth in this handbook. I have read and accept the Parent/Guardian Honor Code. My Child/Children and I have read and discussed these policies. We agree to abide by these same rules and policies.

Parents or Guardians Names: _____

Student/Athlete Name: _____ Grade _____

Signature of Parent/Guardian: _____

Student-Athlete Honor Code

1. I will live the Gospel message in all my actions as an athlete.
2. I will be an ambassador of St. Francis School and represent the school with Christian charity, dignity and honor.
3. I will respect my coaches and teammates by following all the regulations and guidelines of SFS and my team.
4. I will be a source of encouragement for my teammates.
5. The team's goals and success should always come before my individual interests.
6. I will display good sportsmanship towards referees, coaches, teammates and opponents at all times.
7. I will respect the authority of the referees and the coaches to handle all situations.
8. I understand that school rules apply to sporting events and extracurricular activities.
9. I will treat the St. Francis facility, equipment and uniform with care and respect.
10. I will represent St. Francis School at all times with dignity and live by the mission of both the school and the athletic department.

Student Signature

Grade

Date

St. Francis Athletic Program

Registration Form for _____

Name of Student: _____ School Year: _____

Birth Date: _____ Age: _____ Gender: _____

Parent's Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Home Phone: _____

Cell Phone: _____ Work Phone: _____

(These telephone numbers are extremely important in case of an accident)

Medical Information: _____

Please explain any medical condition which would affect your child's ability to participate in the selected sports.

Person to notify in case of emergency _____ Telephone _____

If the school purchases the uniform, it is your responsibility to return it at the end of the season. If you do not return the uniform, you will be asked to cover the cost of a new uniform. For some sports the players may be asked to purchase all or part of the uniform. Whatever you purchase is yours to keep. The sports fee that is collected per sport does not cover the cost of the uniform.

I, parent of _____ give approval for participation in the St. Francis Athletic Program. I hereby grant permission to managing personnel, coaches, or other league representatives to authorize and obtain medical care from any licensed physician, hospital, or medical clinic should the athlete become ill or injured while participating in team activities with St. Francis School if either parent or legal guardian is not available to grant authorization for emergency treatment. I assume all risks and hazards incidental to such participation.

I do by waive, release, absolve and agree to hold harmless St. Francis School, the coaches, league representatives, sponsors, supervisors, participants and persons transporting the athletes to and from activities. I agree to return any uniforms or equipment issued to my son/daughter at the end of the season, and further agree to pay for any equipment or uniform lost or not returned.

Parent's Signature _____ Date: _____

Health Insurance: (Students **must have health insurance** to be eligible for sports. Student insurance programs are available. Inquire with school secretary.)

Name of Insurance Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Policy Number: _____ Group Number: _____

*Attach photocopy of insurance card

There will be a \$15 fee for the first sport your child participates in and a \$10 fee for each additional sport, unless changes are made by the respective league.

Did the athlete participate in other sports this year? _____

If so, which sport _____

1st sport fee \$15.00

Additional sport fee \$10.00

Total Enclosed _____ Check # _____ or Cash