

# St. Joseph School



## Trojans

### 2009-10 St. Joseph Athletic Board

**Dave Brightmore – President**

**Brian Phad – Treasurer**

**Donna Weis– Athletic Director**

**Mike Rasmussen– Athletic Director**

**Mike Pollard– Concession Manager**

**Patti Lee– Tournament Director**

**Chad Lacy – Equipment Manager**

**Robert Minikel - Member at Large**

# **St. Joseph Athletic Association Parent and Student Handbook**

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# **St. Joseph Athletic Mission Statement**

The St. Joseph Athletic Association is committed to developing an athletic program that promotes the Catholic faith through organized athletic activities. We will provide every student, regardless of his or her abilities, an opportunity to participate and we will strive to instill in our athletes and their parents the ideals of teamwork, sportsmanship, and Christian leadership through athletic competition.

# **St. Joseph Athletic Board Directory**

**Dave Brightmore – President**

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**Robert Minikel-Member at Large**

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# St. Joseph SJS Athletic Association Constitution

## Adopted April 1997

### Amended 2001, 2003, 2005, 2007, 2008, 2009

**Preamble:** This financially self-supporting, not-for-profit organization, shall work together with the Pastor, School Principal and the School Board, in order to complement the educational and Christian mission of the school. Distribution of funds is done so with the approval of the administration.

**Name:** St. Joseph Athletic Association

**Philosophy:** St. Joseph Athletic Association exists to provide a program of competitive athletic activities for the students of St. Joseph School that will instill in them the ideas of good sportsmanship, honesty, self-discipline, self-confidence, school spirit, physical fitness, and an opportunity to exercise Christian values and develop good moral character. While developing competition and school spirit, the program is intended to be an outgrowth of physical education and to promote physical growth.

**Elected Officers:** The officers will consist of the following with the duties assigned:

**President:** Prepare the agenda, preside at all meetings, and have general control at all meetings, as well as general control of all business. The duties will also include appointments of special committee chairpersons, prepare the annual calendar, appoint officers to fill the vacated positions, and maintain communications with the School Principal. The president shall have voting privileges. President elect shall have a minimum one (1) year SJS Athletic Board experience. This position is maximum two years with one year as advisory following the term.

**Vice-President:** Perform the duties of the president in his/her absence. Schedules concession, clock and score keepers for home games and tournaments. In addition, he or she shall maintain a current copy of the constitution and guidelines. The Vice-President shall have voting privileges. This position is maximum three years.

**Secretary/Fund Raising Chairperson:** This position will include coordinating the dates, times and distribution of pictures and/or fundraising material to each athlete that participates at SJS. Due to the fact that this position requires more than one fundraising activity, under the direction of the SJS Athletic Board additional fundraising co-chairs may be appointed for each activity. {See Appointed Positions} The Secretary assists with the planning of the Athletic Banquet and verifies the correct rosters. The secretary/fund-raising chair shall have voting privileges. This position is a two year term and the following year as advisory.

**Treasurer:** Deposits all funds belonging to the Board. Keep records of all income and expenditures, prepare a preliminary annual budget for approval prior to the end of the fiscal year, and further reviewed by the School Board. Pay all debts incurred by the SJS Athletic Association. Prepare a monthly Treasurer's Report outlining income and expenses for the past month. Prepare fundraising report to pastor and principal after each event. Prepare cash boxes for the door and concessions at all home game and tournament activities. The Treasurer shall have voting privileges. This position is a three year term.

**Athletic Director:** Attends the all conference meetings with SSCC. Schedules practices monthly for each team as requested by the coaches. Coordinates with the coaches and players that will be selected for the eighth grade level for All Star night. Works with the President on awards night activities including the program. Assists the President with the "Spring Registration" and uniform sizing. He or she will establish dates for home games and handles any scheduling conflicts with school activities other than sports. This responsibility also includes forwarding copies of all game schedules to the athletes, the coaches, the School Principal and the rectory. The Athletic Director shall have voting privileges. This position is a three year term. If more than one Athletic Director is available, we will have one Athletic Director per season

**Equipment Manager:** Maintains an inventory of all equipment and uniforms. Correspondence regarding equipment distribution, its proper use, and returns, is sent by the person holding this position. Inventory distribution of equipment and uniforms are paramount in this position. The Equipment Manager shall have voting privileges. This position has a maximum term of three years.

**Concession Manager:** Coordinates all scheduling, stocking and maintenance of the concession area. This position has a maximum term of three years and has voting privileges.

**Tournament Director:** Coordinates all duties associated with the St. Joseph's hosted Volleyball and Basketball Tournaments. This includes but not limited to: team solicitation, scheduling and program books. If staffing permits, there will be additional Tournament Directors for each season.

**Clinic Coordinator:** Coordinates all third and fourth grade clinics with parents, coaches, and SJS Athletic Board.

**Member at Large:** Assists with all aspects of the Athletic Program as directed by the Athletic Board including and not limited to board coverage, tournament assistance, equipment, and uniform disbursement. This position does not have voting privileges.

**Appointed Positions:** The SJS Athletic Board will appoint the following positions: Coaches, Assistant Coaches, Book and Clock, Concession, Door Workers and Committee Chairpersons. Interim committees may be appointed by the SJS Athletic Board. Coaches and Assistant Coaches will be required to submit an Application/Request to coach a sport at a specific grade level. After the Application/Request is received, the application will be reviewed by the Board for consideration. The appointees and supervisory positions may not have privileges.

**Board Members:** Current officers actively recruit and solicit for board membership throughout the year. All positions will follow designated term limits. Invitation for a board position occurs in early spring. When possible, the newly appointed officers will be welcomed at the Awards Night ceremony.

**Appointment of New Positions:** Applicants for the upcoming school year's positions will be solicited prior to and/or accepted throughout the year. Candidate qualifications and past experience, etc., will be reviewed by the Board, and noted. The SJS Athletic Board will announce the new appointments. If more candidates apply than positions available, an election will be held to fill the positions.

**Athletic Meetings:** Athletic meetings will be held at least six (6) times each year, at a minimum. Additional meetings will be held if the need arises. Meeting dates will be posted in the school newsletter. Anyone who wishes to discuss a topic should present their ideas in writing two (2) weeks in advance so it can be included in the agenda to the school principal or SJS Athletic Board President. The meetings will be opened to all interested parties. Minutes of the athletic meetings shall be provided to the School Board. Mandatory meetings for coaches and parents of athletes will be held at each season. All parents and coaches are requested to be present at these meetings to be able to practice or play. Meeting dates and times will be communicated through the Athletic Board.

**Membership:** Membership includes any parent of a child enrolled at St. Joseph School whose child participates in an athletic activity and all coaches. The Pastor and School Principal shall be ex-officio members.

**Financial Statement:** A yearly financial statement will be made available by the Treasurer at the end of the fiscal year, i.e. June 30th, and it will be shared with members of the School Board.

**Fiscal Year:** Will commence on July 1st through June 30th.

**Amendments:** An Amendment may be presented and debated at any meeting, provided the issue is on the agenda. The Amendment cannot be voted on until the following meeting. By affirmative vote of at least two-thirds ( $\frac{2}{3}$ ) of the SJS Athletic Board members in attendance, the Amendment will be ratified and presented to the School Board. After vote by the School Board the Amendment shall become effective immediately upon acceptance. An amendment may be presented and debated at the April SJS Athletic Board Meeting provided the issue is on the agenda.

**Board Guidelines:** Coaches, parents, and athletes will be provided with a copy of the Board Guidelines as they apply to their participation in the athletic program. This will serve as their handbook for the athletic programs. Prior to the start of the season, each of the foregoing will receive their copy.

**Clinics for 3<sup>rd</sup> and 4<sup>th</sup> Grade:** The Saint Joseph Athletic program offers clinic sessions to grades 3 and 4 for Volleyball, Basketball, and Flag Football. Each clinic session teaches young athletes the basic concepts in a fun relaxed format. Teamwork and sportsmanship are emphasized. Clinics will be held in the school gym (time and dates to be determined by coach). Each clinic will have approximately 6-8 hrs of instruction divided in to 4 or 5 sessions.

**Coaching Requirements:** In accordance with the Application and Information Request, coaches will be appointed to fill vacant positions. Each head coach for every grade level may have up to three (3) assistant coaches to aid in coaching or substitute in the event of their unforeseen absence at practices or games. If an application is not received, a prospective coach **may not** be considered for the vacancy. Under no circumstances will any "Head Coach" position be filled by anyone less than twenty-one (21) years of age. Students under the minimum age requirement will be allowed to "assist" in coaching only. **It is mandatory that there will be two (2) supervisory adults (who are approved PGC volunteers) at all practices and games, either or both of them may be a coach.** Applications for coaching are available from any SJS Athletic Board Member. The First Assistant Coach must be at least twenty-one (21) years of age. The Second Assistant Coach must be at least eighteen (18) years of age. All assistant coaches must have completed Protecting God's Children Program and completed a background screening.

**Coaching Prerequisite:** No previous coaching experience is required.

**Coaching Terms:** A coach will be allowed to coach for consecutive years beginning with 4<sup>th</sup> grade clinic through 8<sup>th</sup> grade if he/she so chooses, or until such time as they resign from the position. A coach's position can be terminated by the SJS Athletic Board when in its opinion, the coach is not abiding by the Constitution, or the Guidelines set forth in the Constitution. If it becomes necessary to combine two teams to one team and the previous coaches can not mutually agree to share the responsibility, the final decision on the head coach will be determined by the SJS Athletic Board.

**Coaches Meetings:** Coaches meetings will be held at least once a year per sport. This does not include Awards Night.

**Diocesan Certification Forms:** The Diocese of Joliet requires that all volunteers complete a "Background Information/Statement of Certification and Authorization" and participate in the Protecting God's Children Training Program. This applies to coaches, assistant coaches and all other volunteers associated with activities that involve the students of St. Joseph School. The forms are available from the school office. Failure to comply with this requirement will disallow any involvement in sports activities.

**Athletic Registration & Sports Physicals:** All required medical information, insurance, and sports physicals must be submitted to the SJS Athletic Board before any athlete is allowed to participate in practice or games. The sports physical forms are valid for one year from date of the physical. The sports physicals are now state law in Illinois.

**Athletic Registration Fees:** An annual membership fee will be assessed to all participants. These fees will be used to pay the costs of equipment, uniforms, gym rentals, tournament fees and other sports related expenses. The fees will be collected at the time of registration and are not refundable, unless extenuating circumstances apply. The refund will be at the discretion of the SJS Athletic Board. Late fees will apply to registration forms returned after deadline. The late fee is \$50. In addition to the annual membership fee, there will be a separate Maintenance fee. The maintenance fee is per child/sport to work concessions and/or the uniform fee. A separate check will be required at the time of registration, which shall be post-dated. Once the required hours worked have been fulfilled and the uniform is returned in proper condition, the fee will be returned at the end of the April. At the discretion of the SJS Athletic Board, this fee will be deposited if the concession stand requirement has not been met or the uniforms have not been returned in proper condition.

**Athletic Equipment:** The SJS Athletic Board will provide the required equipment for each individual sport. The following is the minimum for each designated sport.

**Girls and Boys Volleyball** – Volleyballs (Volleylites for 3<sup>rd</sup> and 4<sup>th</sup> grade clinic, 5<sup>th</sup> and 6<sup>th</sup> grade girls only), equipment bags, medical kits, and a new scorebook (issued each season)

**Boys' Flag Football** – Regulation football, equipment bags, medical kits, and a new scorebook (issued each season)

**Girls and Boys Basketball** – Regulation Girls' Basketballs (28.5"), Regulation Boys' Basketballs (29"), equipment bags, medical kits, and a new scorebook (issued each season)

**Clinics** - All 3<sup>rd</sup> and 4<sup>th</sup> grades will be supplied with the same as the above with the exception of a scorebook.

**"Home Game" Equipment:** The SJS Athletic Board will provide "Home Game" Regulation size balls, Official Scorebooks, Possession Arrows (for basketball), and Ice Packs for all Home Games. The "Home Game" equipment will be kept at the Activity Center's kitchen storage unit and surrendered to the SJS Athletic Board at the conclusion of the evening's activities. This equipment is to be used exclusively for conference games and games played at the St. Joseph Activity Center only.

**Uniforms:** The SJS Athletic Board will provide uniforms for all participants in sports activities, excluding clinics. This includes Flag Football, Volleyball and Basketball. The SJS Athletic Board will provide the following sports apparel for each designated sport:

**Volleyball – Girls and Boys** - Shirt and shorts

**Flag Football- Boys-** Shirt and shorts

**Basketball – Girls and Boys** – Shirt and shorts

**Co-Ed Volleyball- Girls and Boys** – Shirt and shorts

**Additional Sports-related equipment are the responsibility of each athlete.** Flag Football requires mouth guards and individual protection wear that is the responsibility of each athlete. “Socks that are worn with the St. Joseph Athletics uniforms may be solid white or white with stripe of SJS colors of blue. T-shirts worn under the uniforms must be a solid white. No tank tops or long sleeve shirts are permitted for Volleyball and Basketball. Flag Football players may wear long sleeves.”

**Uniform Distribution:** Uniforms will be distributed by the Equipment Manager. The uniforms will be checked for the best fit and condition. An inventory sheet indicating the student's name, short size, shirt size, along with the corresponding number that appears on the shirt, will be recorded on the date of issuance. The date of distribution will be determined by the Equipment Manager. Washing and Care instructions will be issued with the uniform under separate cover. All uniforms will be returned to the Athletic Board on Uniform Turn-In Day after the season ends. Uniforms that have not been returned in proper condition or those not returned to the Athletic Board will forfeit the return of the maintenance check.

**Uniform Care:** It is the responsibility of each athlete for the care of his/her uniform. If the uniform is damaged during the season or prior to the return date, the Equipment Manager will evaluate the condition and recommend to the Board what action needs to be taken. If the uniform is lost or destroyed, the athlete will be billed for the replacement cost of the garment(s). The Equipment Manager will advise the SJS Athletic Board and the School Principal of the students who do not comply. The Equipment Manager shall present recommendations annually.

**Coaches Uniforms:** The SJS Athletic Board will provide one (1) Team Shirt embroidered with St. Joseph School, and the respective sport to each coach. This will serve as their “Uniform” and should be worn at all Athletic Activities that involve their team(s), for example, Games and Picture Day.

**Fundraising:** The SJS Athletic Board will sponsor a Charitymania fundraising program. Each athlete is required to sell five (5) tickets or agree to donate \$100 if they choose not to participate. The donation of \$100 must be received before the season begins. All funds must be returned to the school by designated timelines established by the SJS Athletic Board.

**Team Photos:** The SJS Athletic Board will provide for a professional photographer to take team and individual pictures. This excludes clinics. The photo session will be scheduled during the season and after school hours. All athletes, coaches, and assistant coaches should be in attendance at their scheduled time. Athletes and coaches must be in uniform for the photo session.

**Team Rosters:** Each prospective athlete will be required to complete the St. Joseph Athletic Registration Form. When the SJS Athletic Board determines that there are enough athletes for a team, the roster will be forwarded to the respective coach for that sport. This will become a part of the coaches' information folder. When it is determined that there are enough athletes for two (2) teams, two equal teams will be determined by the appropriate coaches and SJS Athletic Board. Once the teams are divided, the rosters will not be changed. Only under extenuating circumstances will the Board consider a change in the roster. To request a change by either the coach or parent, the following procedure must be adhered to:

1. A written request from the parents, or coach, of the athlete must be submitted explaining the reason for the change.
2. The coach will then contact the Board for review of the request.
3. The Board will discuss with the coach and the parents the reason for the change.
4. If the Board determines there is a need for a change, it will be allowed, and documented.

Under no circumstances will athletes be allowed to make a change to another team or join a team without prior consent of the SJS Athletic Board.

**Athlete Prerequisite:** Athletes must be in good academic standing (no failing marks on interim reports or report card grades) and be physically capable to play. The physical form is necessary to make that assessment.

**Late Registration:** Registration dates will be established each school year. All prospective athletic families are expected to comply with these dates. Late registration may not be considered for Instructional (5<sup>th</sup> and 6<sup>th</sup>) and Competitive (7<sup>th</sup> and 8<sup>th</sup>) levels after the teams have been established with the conference league. As determined by the number of applications, this rule may not, in all cases, apply to Clinic. A \$50.00 late fee per sport will be assessed if an athlete does not register or pay balance within the established dates. Transfer students will have the opportunity to register for athletic activity upon acceptance to St. Joseph School and verification of eligibility.

**Borrowing Players:** Borrowing of players will be allowed when prior approval is issued by the players' head coach. The head coach of the borrowing team must be contacted before contacting the athlete. The coach must present a valid reason for borrowing, such as illness or probation. The borrowing will be on an “as needed” basis. Borrowing will not be permitted when the sole intent is to “stack the deck” against the opposing team. Additionally, within 24 hours the Athletic Director must be notified of the borrowing of players.

**Player Eligibility:** If an athlete attends school on a game day, and meets the academic or behavioral requirements set by the School Principal, he/she is eligible to participate in the event. If they are absent from school or on academic or behavioral suspension on game day, they are not eligible to participate or attend. All students must meet physical requirements to play.

**Opportunity to Play:** Every athlete that attends a game can expect to play. Coaches will make every effort to have equal play time on the 5<sup>th</sup> and 6<sup>th</sup> grade instructional levels. Coaches must play all athletes that attend a game no less than 25% of game without exception. (Tournaments included) Those students on academic or disciplinary probation or those who fail to comply with the Student Guidelines will not be allowed to play. Parents are encouraged to have the athletes attend all practices, since it is the intent of the practice to prepare for play. Missing multiple practices could involve limits in play time if it has first been approved through the SJS Athletic Board and parents have been notified in advance of the limited play time. Attendance and behavior concerns will be documented.

**Athletic Activity Limits:** Students are restricted to a maximum of four (4) nights of athletic activities per week, the week beginning Sunday and ending on Saturday.

**Handbooks:** The SJS Athletic Board will provide to head coaches, parents and athletes the SJS Athletic Handbook.

- **Coaches' will be provided with** player rosters, medical forms, Coaching Guidelines, Maps (when available), Conference Rules, important phone numbers and other pertinent information.
- **Parents' will be provided with** the Student and Parent Guidelines, maps to away games (when available), phone numbers, practice and game schedules and other pertinent information.

**Game Schedules:** The SJS Athletic Board will provide game schedules for all home and away SSCC games and/or tournaments for the respective sport. Changes in the schedules, if any, will be sent out prior to the date of the change.

**Practice Schedules:** Coaches will prepare practice schedules for the respective sport each week. All notices will be sent home after the approval of the administration. In all cases, a one (1) day notice, at a minimum, will be given for a scheduled practice. All coaches are instructed that a practice cannot be called on the day of the practice.

**Awards Night:** The SJS Athletic Board will set aside an evening in late spring to honor our athletes and award them their trophies.

**Trophies and Awards:** The SJS Athletic Board will provide Trophies and Awards to the athletes for their participation throughout the athletic seasons. Each athlete will receive a trophy for the respective sport(s) he/she participated in during the school year. *Clinic participants shall receive recognition for their participation at a separate date or last clinic session. Special Awards will be given to the retiring coaches and others reaching specific milestones.*

**Tournaments:** St. Joseph School shall participate when invitations are extended by various local schools. It is at the discretion of the coach and board whether or not the tournament interferes with a regularly scheduled conference game or practice. *In addition, St. Joseph School shall host tournaments for volleyball and basketball at the Activity Center.* The number of tournaments in which we shall participate will be determined by the SJS Athletic Board. The limitation of activities is dictated by the number of evenings in one week our athletes can participate in extracurricular activity, per the Diocesan Guidelines.

- For grades with two teams in one sport, girls or boys, we will enter a Blue and Gold team, if possible.
- If the tournament does not allow two teams, we will offer the first tournament to one coach and the next tournament to the other coach.
- *When we host a tournament, if the St. Joseph Blue Division and Gold Division teams become eligible to play for a 1<sup>st</sup> Place trophy in the pairings, on the same grade level, no game will be played, and two 1<sup>st</sup> Place trophies will be awarded.*

No coach may enter a tournament without the permission of the SJS Athletic Board President and/or the School Principal.

No tournaments will be scheduled during the weekend of Oktoberfest. A team may not enter another tournament during the same time when St. Joseph is hosting their tournaments. Exceptions to this policy may be made with the approval of the Athletic Board and school principal. The short time frame of the volleyball season may necessitate an exception.

**Mascots:** Mascots will not be allowed.

**Appendix A**  
**Guidelines for SJS Athletic Board Members, Coaches, Parents, and Student Athletes**  
**St. Joseph Athletic Association**  
**Board Guidelines**

1. The Board will be responsible for the oversight of the Coaches', Parents' and Students' Guidelines and agreements.
2. Committees will be established by the Board, to handle activities other than coaching (i.e., Equipment Manager, Fund Raising Chairperson(s), etc.).
3. The Board will determine if there are enough athletes for a team. The determination will be based on the previous records of probation, suspension, and attendance, and a minimum requirement of 7 players for basketball and 8 for volleyball. If grade level teams are unable to meet those requirements, a combined team may be made and the team will play at the higher level. The SJS Athletic Board reserves the right to adjust these target levels on a year to year basis.
4. For sports where fourteen (14) or more students are registered for Basketball and sixteen (16) are registered for Volleyball in one (1) grade for one (1) team, the following Board procedure will be supervised by the SJS Athletic Board:
  - At the conclusion of a basketball or volleyball clinic session (girls or boys), each of the Head coaches will submit, in writing, an evaluation of the players to the SJS Athletic Board.
  - The respective Head coaches will meet with the SJS Athletic Board to divide the players into two (2) equal teams. Each Head coach will choose a guard, center, and so on, for basketball, until the entire list of players has been divided. One (1) assistant coach only may be present.
  - At the 5<sup>th</sup> and 6<sup>th</sup> grade Instructional Level, each coach will be assigned one (1) team. Both teams will play in the South Suburban Catholic Conference in the same division. Determination of team placement will be a board level decision or flip of the coin, if the cooperating coaches are unable to come to an agreement.
  - The SJS Athletic Board will encourage the coaches to overlap practices and scrimmage each other.
  - The two teams will not play against each other in conference or tournament play.
  - At the end of the 6<sup>th</sup> grade season, the SJS Athletic Board will evaluate if two (2) teams will be needed for the 7<sup>th</sup> and 8<sup>th</sup> grade years. The Board will consider the number of athletes registered to play on the Competitive level. Also to be considered will be the previous records of each athlete for probation, suspension, and attendance.
  - The possible choices for these competitive teams shall be:
    - One (1) team;
    - Re-evaluate the players and possibly divide by athletic ability into two (2) equal teams;
    - Allow the teams to remain on the same teams as 5<sup>th</sup> and 6<sup>th</sup> grade level. Division of Volleyball rosters (girls or boys) shall be supervised and divided in a similar manner as outlined in Guideline #3.
    - The SJS Athletic Board and coaches shall decide which choice will be viable for that particular group of registered athletes, when the roster situation dictates a division.
5. The Board will allow each Head coach, on every grade level, to have up to three (3) assistant coaches, only after the division of the roster as stated in Guideline #2.
6. Borrowing will be allowed as stated within the St. Joseph Athletic Association Constitution.
7. Attendance by the SJS Athletic Director (or in his/her absence a designated board member will attend) is mandatory at all conference meetings where attendance is required.
8. The SJS Athletic Board will determine the coaches that will be recognized at the Awards Night ceremony. Each retiring coach, as determined by the Board, will receive a Recognition Award.
9. The SJS Athletic Board will review all roster change issues in accordance with the St. Joseph Athletic Association Constitution.
10. The SJS Athletic Board will oversee all fund raising activities as they apply to athletics.
11. The SJS Athletic Board will oversee the activities involving team photos.
12. The SJS Athletic Board reserves the right to take disciplinary actions for any athlete who is excessively non-compliant with scheduled team meetings or demonstrates these unacceptable behaviors. The SJS Athletic Board will work with coaches and parents to take appropriate actions (including loss of playing time).
13. The Athletic Board President will receive notification by verbal and written report of any injury/accident. Accident reports returned to the Athletic Board President will be forward to school principal.

# St. Joseph Athletic Association

## Coaches' Guidelines

1. Set a good example by exhibiting the highest level of conduct.
2. Be positive with your criticism of the children. Nothing hurts a child more than being embarrassed in front of his/her peers.
3. Treat the officials, visiting coaches, athletes, and fans with respect and dignity.
4. Hold regularly scheduled practices on a weekly basis. Under no circumstances can a practice session be called on the day of the session.
5. Arrive first at the practice or game facility and be the last to leave. Never leave a child unattended after an activity. We use the Activity Center on a daily basis and expect to come in daily to a well-maintained place. Be sure the Activity Center is returned to the well-maintained condition that is expected. Before leaving the building, be sure all lights are off and the doors are locked. All shared equipment must be returned to the locked location and put away.
6. Adult supervision (minimum of 2) is required at all practices and games. **If two adults (ages 21 or older who have been approved PGC volunteers) are not able to attend the practice, the practice must be cancelled.**
7. Students are not allowed more than four (4) nights of athletic activities in one (1) week.
8. Report all injuries to the SJS Athletic Board President and return a completed accident report form within twenty-four (24) hours of the occurrence of an injury/accident.
9. Every child participating in the St. Joseph Athletic Programs must be afforded an opportunity to play no less than 25% of the game without exception. This policy includes all conference games, non-conference games, and tournaments. In Volleyball matches, this would include, but is not limited to 50% of one game or 10 points. (combination of both teams or individual) In Basketball games, this would include, but is not limited to one quarter. Refer to "Opportunity to Play" under the constitution. Recognizing that the 5<sup>th</sup> and 6<sup>th</sup> grade levels are instructional, all coaches will seek to attain **equal participation and play time** for all athletes.
10. Every coach will make his/her best effort to play all athletes in all conference, tournament, and independent games, with the exception of academic, disciplinary probation, or failure to comply with the Student Guidelines.
11. Insure that all ineligible athletes do not attend or participate at any game or practice.
12. Borrowing of players from other teams will be permitted only as outlined in the SJS Athletic Association Constitution. The Athletic Director must be notified immediately and no later than 24 hours.
13. Team spirit, team work, sportsmanship, Christian competition, pride and fair play should be the emphasis over winning.
14. Conduct a well-disciplined program that encourages all athletes, regardless of ability.
15. Let your athletes know that they are expected to give 100% and have the highest level of conduct at all times.
16. For any athlete who is excessively non-compliant with scheduled team meetings or demonstrates unacceptable behaviors must be reported to the SJS Athletic Board and appropriate actions (including loss of playing time) will be taken.
17. Coaches must inform the SJS Athletic Board President within 24 hours when any athlete neglects the Student Guidelines or receives any type of technical foul from the officials at a game.
18. In the event of any roster change, notify the Athletic Director immediately. (No less than 24 hours)
19. Check the athletes' medical forms and be aware of any medical problems or limitations of your players.
20. **No alcoholic beverages may be consumed before or during any practices or games.**
21. A coach's use of obscenities or verbal abuse is unacceptable under any circumstances.
22. Watch the School Newsletter for scheduled SJS Athletic Board meetings.

23. Attend coaches meetings when scheduled by the SJS Athletic Board.
24. Athletes must be in the 5<sup>th</sup> grade or above to participate in instructional and competitive leagues.
25. Players may play at their grade level or one (1) level above, not below.
26. **Be sure you have a Registration Form for all of your athletes.** No one may participate without registration form, proof of insurance, sports physical, and medical forms. **Medical and insurance forms must be available at every practice, game or team meeting.**
27. Be sure to review the current rules of South Suburban Catholic Conference (SSCC) with your players and make sure they understand them.
28. Head coaches are responsible for the conduct of their assistants. Coaches will be looked upon to provide an example and instill conduct that is becoming of St. Joseph School representative to all parents, players, and spectators.
29. Conduct considered to be out of the ordinary, by the referee at the event, can result in the Head Coach being ejected from the game and possibly the playing facility. All technicals and inappropriate conduct from a coach or assistant coach must be reported to the SJS Athletic Board President within 24 hours of the occurrence.
30. Coaches will hold a mandatory meeting with the parent(s) of the athletes after the scheduled Mandatory Parent Meeting hosted by the SJS Athletic Board. At this meeting, coaches will discuss their own strategies/philosophies they may have specific to their coaching methods, hold a question/answer session, as well as define team goals and expectations of parents and athletes.
31. All coaches must sign and abide by the coaches agreement and code of conduct pledge.
32. All communications to parents and athletes (including practice schedules, game schedules, e-mails, or memos) must be approved through the school office *before* the athletes and families receive communications.
33. Coaches must have attended Protecting God's Children Program and complete background screening before attending any practices or games.
34. Coaches are responsible to collect and return all inventory, equipment, accountability form, and uniforms to the equipment manager within 2 weeks of the end of the season. The coaches are responsible to return the Athletic Accountability Forms to the Athletic Director within 2 weeks of the end of the season.
35. Coaches will sign the key holder policy and return key on designated date to the school office or SJS Athletic Board member. No keys shall be returned through school mail or students.
36. At all team practices and games, coaches will be required to take attendance and document any athlete who does not follow student guidelines.

# St. Joseph Athletic Association

## Parent Guidelines

1. Encourage your child to maintain their faith and academics as top priorities.
2. Set a good Christian example by treating officials, coaches, athletes and fans with dignity and respect.
3. Never discipline your child for making mistakes or losing. “Winning is not the only sign of a successful athletic program.”
4. Notify the SJS Athletic Board, in writing, of any medical problems or physical limitations that your child may have. (Forms will be provided at Registration.) Provide a physician release to play for any athlete that is returning to play after illness or injury of all restrictions to be able to play and participate at practice.
5. Assure that your child follows all student athlete guidelines. Any athlete who is excessively non-compliant with scheduled team meetings or demonstrates unacceptable behaviors will be reported to the SJS Athletic Board and appropriate actions (including loss of playing time) will be taken.
6. Be on time for all practices and games. Plan to arrive at least **5 minutes** prior to the start of a game and **30 minutes** before a game. All athletes should be picked up promptly at the end of practice.
7. If your child is unable to attend a practice or a game, contact your coach.
8. Game schedules are issued at the start of each season. Changes are sent out as soon as they occur.
9. Support your child’s coaches. The coaches dedicate many long hours to make our program a success.
10. If you have a concern with a coach, discuss it with him/her first. If your concerns have not been addressed, you may address the SJS Board President. If your concerns are not addressed by the SJS Board President, you may address the school principal.
11. SJS Athletic Board meetings are held monthly. You are always welcome to attend. If you have an issue that you feel would improve the program, notify the SJS Board President two weeks in advance of the board meeting so that the issue can be placed on the meeting agenda. You will be notified when the issue is scheduled for discussion.
12. You are responsible for the upkeep of the team uniforms. If any are lost or damaged or not returned at the end of the season, you will be billed for the cost of replacement or repair. Please pay close attention to the washing instructions. Refer to the uniform guidelines sent home with athletes.
13. Supporting athletic programs comes through your attendance at the games and tournaments.
14. All parents of athletes are required to work the door and concessions at home games and tournaments. If you are unable to meet your obligation, you must find an adult substitute or pay maintenance fee of \$150.00 per sport/per child. (Maximum fee is \$300.00 per family.)
15. You must have completed a Registration Form and Sports Physical in order for your child to participate in the athletic programs. This includes practices and games. Be sure to provide the required completed Emergency/Medical forms. Any medical concerns that your athlete may have throughout the year must be brought to the attention of the coaches and school office.
16. Parent(s) are required to attend the scheduled SJS Athletic Board Parent Meeting to review the SJS Athletic Program. After the SJS Athletic Board Presentation, parents will be expected to attend the individual team meetings immediately following. At these meetings, the expectations, discipline and team goals will be defined.
17. All parents must read, sign and abide by the parental agreement and pledge of conduct.

# St. Joseph Athletic Association

## Student Athlete Guidelines

1. **“Show the utmost respect for your coaches, teachers and parents.”**
2. Ineligible students may not attend practices or suit-up for any games for a period of two (2) weeks. At that point behavior and effort will be reviewed.
3. Notify your coach if you cannot attend a practice or game(s).
4. Attend practices **10 minutes** before start time and games **30 minutes** early on a regular basis. Please be on time. All athletes should be picked up promptly at the end of practice.
5. Act in a Christian manner at all times.
6. Follow both the conference rules and the rules set by your coach.
7. Displays of anger, poor sportsmanship, improper language, or disrespect will result in immediate removal from practice or game activities.
8. Accept the decisions made by your coaches and the referees. Do not be a complainer.
9. Do not argue or criticize other teammates.
10. Refrain from unnecessary conversations with game spectators and parents.
11. When your team is not participating, sit down, act properly, and stay in the designated areas or watch the game in progress.
12. Respect the property of others.
13. Your uniform should always be “neat and clean.” No exceptions.
14. Be happy and healthy. Eat, rest, and exercise properly.
15. Do not chew gum or eat candy at practices or games.
16. Water bottles should contain water only.
17. Do not wear earrings, jewelry, makeup, barrettes, tattoos, or colored hair sprays or glitter to any games or practices. This is a SSCC Rule.
18. Maintain the required effort, academic achievement, and behavior in school.
19. Any Athlete who is excessively non-compliant with scheduled team meetings or demonstrates unacceptable behaviors will be reported to the SJS Athletic Board and appropriate actions (including loss of playing time) will be taken.
20. All students must sign and abide by the participation agreement and code of conduct.

# Appendix B

## St. Joseph Athletic Association Agreements & Pledges

### Coaches Agreement and Code of Conduct Pledge

Coaching is a privilege that is accompanied by certain responsibilities and duties that must be understood. Conduct of the coach is an example to the children as well as a direct reflection on the school and the parish. All coaches and adult team personnel agree to:

1. Act in a Christian manner at all school and team gatherings.
2. Strive to always make every sports activity serve as life experience training for the children involved and instruct in a positive manner.
3. Ensure that two approved PGC volunteer adults (including a coach) are present at every practice and game.
4. Abide by a doctor's decision in matters of a player's health and never play a student with an injury.
5. Accept decisions of the officials as fair and called to the best of their ability.
6. Refrain from criticizing an opposing team, its players, coaches, officials, or fans by word of mouth or gesture.
7. Report all technicals and inappropriate conduct of students, coaches, and parents to the SJS Athletic Board President within 24 hours of the occurrence.
8. Refrain from using profanity, any physical or mental abuse toward players, parents, fans, coaches, officials, etc. Refrain from the use of alcoholic beverages prior to or during games.
9. Refrain from "running up" a score against an opponent.
10. Support the policies, rules, and philosophies of the SJS Athletic Board and St. Joseph School.
11. Never directly or indirectly discourage any student from participating in the program. Follow guidelines for participation and play time for athletes.

Further, it is understood that the head coach is responsible for the actions of the assistant coaches and players from the time they arrive at the game until the time the team departs. Coaches will be looked upon to provide an example and instill conduct that is becoming of a St. Joseph School representative to all parents, players, and spectators. It is also understood that coaches are responsible for attending certain meetings from time to time, and that violations of any of the above rules will result in review by the SJS Athletic Board with appropriate action being taken, even removal from coaching position.

I have read and understand the above rules, agree to abide by them, and pledge to support the St. Joseph SJS Athletic policies and philosophies.

**Name:** \_\_\_\_\_ (Please print)

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# St. Joseph Athletic Association Parental Agreement

Recognizing that parents are the primary educators of our children, we agree to educate and hold our children accountable for the guidelines from the St. Joseph Athletic Association. We pledge our full support of the St. Joseph School and Athletic Association. We agree to always conduct ourselves in a Christian manner at all school and team gatherings. Recognizing that we represent the St. Joseph School and Parish by our example, we will set a Christian example by treating officials, coaches, athletes, and fans with dignity and respect. When our actions at the games or in dealing with athletic matters do not model Christian behavior, we understand that appropriate steps will be taken.

## Participation and Pledge

We understand that the violation of the parental guidelines as defined in the St. Joseph Athletic Handbook will result in further actions. We acknowledge that we have read and understand the policies, agree to abide by them, and pledge to support the St. Joseph Athletic Association and School policies and philosophies.

Name: \_\_\_\_\_ (Parent/Guardian please print)  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ (Parent/Guardian please print)  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# **St. Joseph Athletic Association Student Participation Agreement**

Participation in the St. Joseph Athletic Program is a privilege rather than a right. As a student of St. Joseph School, you must always represent yourself in appropriate conduct becoming of a Catholic School. You will be responsible to act in a Christian manner by treating officials, coaches, other athletes, team members, and fans with respect and dignity. As a participant in the Athletic program, you are required to read, understand, and abide by the guidelines set forth in the St. Joseph Athletic Association Handbook. Failure to follow these guidelines will result in disciplinary actions.

## **Participation Agreement and Pledge**

I, \_\_\_\_\_, acknowledge that I have read and understand the guidelines and policies in the St. Joseph Athletic Handbook. I have spent some time reflecting and comprehending my responsibilities in the areas related to my expected conduct, uniform care, good sportsmanship, and grades. I also understand that my first responsibilities are to God, my family, and my academic studies. I will fulfill these responsibilities and perform to the best of my ability. I pledge to represent St. Joseph School with conduct that is becoming of our Catholic School and in agreement with our school's philosophy and policies.

**Name:** \_\_\_\_\_ **(Student Athlete please print)**

**Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Name:** \_\_\_\_\_ **(Parent/Guardian please print)**

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Appendix C

### **South Suburban Catholic Conference (SSCC)**

**The mission of the SSCC is to work toward the following goals, through the mutual cooperation of its affiliated schools:**

- To promote among our youth the ideals of fair play and sportsmanship in an atmosphere of Christian fellowship, by means of supervised athletic competition
- To provide opportunities for the improvement of the physical fitness of our student/athletes, in keeping with the Christian ideal that our bodies are a gift from God the Father, subject to our stewardship
- To promote a spirit of cooperation among the student/athletes, coaches, volunteers, and staff of the member schools that will transcend the sporting arena to serve as a positive influence in other endeavors
- To provide positive Church-related experiences for our youths and volunteers, so that they may continue to develop and explore their own faith, and so that they may serve as a model for other Catholics as they do the same.

St. Joseph Athletic Association is a member of the South Suburban Catholic Conference (SSCC). The following schools (that include both Diocese of Joliet Schools and Archdiocese of Chicago Schools as noted) may participate in Basketball, Co-ed Volleyball, Flag Football, and Girls' Volleyball conference seasons. The SJS Athletic Basketball and Volleyball teams may play games at any of the following locations. For more information about the conference and maps to these schools may be found at the SSCC website at [www.leaguelineup.com/SoSubCathConf](http://www.leaguelineup.com/SoSubCathConf).

### **SSCC School Directory**

#### **Cathedral of St. Raymond (DOJ)**

608 N Raynor  
Joliet, IL 60435

\*\*\*The actual gym entrance is on the East side of the church off of the large parking lot in the back. There is no entrance from Raynor. Fans would be best entering the parking lot from Mason Street. (First street north of the church). The entry doors are the set farthest south in the back.

#### **St. Alphonsus / St. Patrick in Lemont (Archdiocese of Chicago School)**

20W145 Davey Rd  
Lemont IL 60439

\*\*\*Gym entrance and parking are at REAR of SCHOOL building (west side) Be careful of deer in the area!

#### **St. Andrew the Apostle in Romeoville (DOJ)**

\*\*\*All games are held at St. Charles Pastoral Center on Rt. 53 and Airport in Romeoville  
**School Phone Number:** (815) 886-5953

#### **St. Cyril & Methodious (Archdiocese of Chicago School)**

607 Sobieski St.  
Lemont, IL 60439

**Holy Family School in Shorewood (DOJ)**

600 Brook Forest Ave (Rt. 59)  
Shorewood, IL 60604

**St. Dennis (DOJ)**

1201 S Washington Street  
Lockport, Il 60441

**St. Joseph Joliet (DOJ)**

\*\*\*All Basketball games are played @ St. Joe's Park in Joliet which is located @ the corner of Theodore and Raynor Street

**St. Joseph Manhattan (DOJ)**

275 W North Street  
Manhattan, Il 60442

**St. Jude Joliet (DOJ)**

2204 McDonough Street  
Joliet, Il 60435

**St. Jude New Lenox (DOJ)**

241 Second Avenue  
New Lenox, IL 60451

\*\*\*Drive up 3rd St. & go around south side of school to parking lot on the west side

**St. Mary Immaculate Plainfield (DOJ)**

15629 S. route 59  
Plainfield, IL 60544

**St. Mary Nativity Joliet (DOJ)**

702 N Broadway Street  
Joliet, IL 60435

The gym is located south of the church

**St. Mary Mokena**

11409 W 195<sup>th</sup> Street  
Mokena, IL 60448

**St. Patrick Joliet (DOJ)**

100 Willow Avenue  
Joliet, Il 60435

\*You may park on the street or behind the school in the parking lot

**St. Paul the Apostle (DOJ)**

130 Woodland Avenue  
Joliet, Il 60435

\*\*\* If you have any question about location of games and tournaments, please contact your coach for more information.

## Appendix D

### SJS Uniform Policy

Instruction and details for the responsibility of the care of the uniforms.

### Washing and Drying Instructions

- Wash in cool water with mild detergent and dry flat
- No Bleach
- No Dryer.....dry flat only!
- No dry cleaning
- Pre-treat all stains before washing

### Uniform Responsibility and Preparation

- All athletes must follow the washing guidelines and exercise great care to keep the uniform in the best condition.
- All athletes are responsible to bring both uniforms (**BLUE AND WHITE**) to games. Coaches may instruct team of color uniform to wear prior to game but all athletes must have *both* **BLUE AND WHITE** uniforms at every game.
- Since SJS Athletes may need to wear the **WHITE** uniform, all athletes must dress with white undergarments for EVERY game.
- Athletes may **not** wear colored t-shirts under jerseys or tank tops.
- Only white t-shirts may be worn.
- Athletes must wear the socks that are solid white or white with stripe of SJS colors of navy blue and gold. All socks must cover the anklebone by two inches. Footies are not allowed.

**All SJS athletes will be expected to follow uniform policy. Uniforms that are returned at the end of the season that have not received proper care and washing will have a replacement fee of \$150 per uniform. Uniforms may not be distributed until the signed form has been returned to school office. Failure to return the uniform policy agreement may exclude athlete from the ability to practice and play.**

**Please return the contract signed to your coach at the next practice.  
Thank you in advance for your cooperation.**

## **SJS Uniform Policy Agreement**

### **Please sign contract and return to school office**

- We have read and agree to abide by the instruction and details for the responsibility and proper care of the uniforms.
- We agree to follow stated uniform policy regarding socks, t-shirts and undergarments.
- We agree that at the end of the season if issued uniform has not received proper care and washing, we will pay a replacement fee of \$150 per uniform which will be deducted from our maintenance fee.

Athletes Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name: \_\_\_\_\_ (please print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix E**  
**2009-10 Conference Basketball Schedule**  
**Please refer to the Conference Website at**  
**[www.leaguelineup.com/SoSubCathConf](http://www.leaguelineup.com/SoSubCathConf)**