

## **ST. MARY PARISH ATHLETIC ASSOCIATION** **PROGRAM HANDBOOK**

*Unless otherwise stated, the St. Mary Parish Athletic Association defers to the policies and procedures as outlined by the Archdiocese of Milwaukee ([www.archmil.org/Education/athletics.htm](http://www.archmil.org/Education/athletics.htm)) with respect to the duties and obligations of the parish, athletic association, athletic board, coordinators, coaches, parents/guardians, and student-athletes.*

*Additional policies and procedures for specific sports may be found at Parkview Parochial League website ([www.parkviewparochial.org](http://www.parkviewparochial.org)).*

### **PHILOSOPHY & MISSION**

It is the primary purpose of the St. Mary Parish Athletic Association (known hereafter as the “Athletic Association”) to provide an extension of the Christian educational experience. The St. Mary Parish Athletic Association Program (the “Athletic Program”) is designed to provide enjoyable extracurricular activities for children and teach the fundamentals of sports. The program strives to develop self-worth, sportsmanship, discipline, sound judgment, and physical well-being.

Sports are very important to children and can help them develop physically and socially, however simply placing children in a sports situation does not guarantee that they will benefit.

The kind of support parents/guardians give their children can make sports fun and rewarding or, the source of varying degrees of stress. Here are some ways parents/guardians can help their children enjoy their sports experience and benefit from it. By following these principles, parents/guardians can both motivate their young athletes and help them develop a healthy, positive self-image:

- Keep in mind the major reason kids play sports – to have fun.
- Teach your children that success in sports is more than just winning. Help them to feel successful when they are improving or mastering skills, giving maximum effort and striving to win.
- Help your athlete(s) set realistic, achievable, yet challenging goals. Offer to work with them to meet these goals.
- Reward and encourage skill improvement, good plays and good behavior. Remember to praise effort – not just performance – to motivate a child to try hard. The best way to reward is verbally or with a physical response like a smile or thumbs-up sign.
- Mistakes are part of learning a sport, and young athletes will make plenty of

them. When your child makes a mistake, give encouragement. Avoid criticizing and punishing for mistakes. Criticism teaches athletes to fear failure, causing them to worry that they will not perform well and to dread the possible disapproval of their parents, their coach and teammates.

- Show your children that you love and accept them, regardless of the outcome of the game or how they performed.

### **ATHLETIC ASSOCIATION OBJECTIVES**

1. Offer a positive Christian learning experience.
2. Foster a sense of sportsmanship – how to win with grace and lose with dignity.
3. Provide an opportunity for wholesome and enjoyable use of time by children through sports activities.
4. Provide an opportunity for parents to become involved in sports programs and to set good examples for their children.
5. Foster teamwork and unity among participants.
6. Aid in physical development and well-being.
7. Teach fundamentals of sports and develop athletic skills.
8. Raise funds to support the athletic programs.

### **ATHLETIC ASSOCIATION STRUCTURE**

The Athletic Association consists of all parents/guardians of children participating in parish sports programs, coaches, and other volunteers involved in the program (the “General Membership”). The Athletic Association governing board (the “Athletic Board”) has the responsibility for the administration of the Athletic Program and the General Membership provides input, suggestions and promotes the Athletic Program.

#### **Athletic Board**

1. Athletic Director
2. Assistant Athletic Director
3. Treasurer
4. Secretary
5. Sports Coordinators

### **ATHLETIC DIRECTOR RESPONSIBILITIES**

1. Put together agenda for monthly meetings
2. Search and contact parties to fill open board positions.
3. Support all the coordinator positions and assure the responsibilities are being tended to.
4. Ensure there is a Gym Supervisor scheduled for all scheduled athletic events in the gym (tournaments included).

5. Prepare St. Mary scheduling forms for gym use for volleyball and basketball seasons. (Parish will send out in late April)
6. Continue a positive working relationship with the parish, school, and maintenance.
7. Have the website updated with forms and contact information. Work with website coordinator as needed.
8. Work on capital improvement projects.
9. Negotiate and have contracts in place for renting outside gyms.
10. Assure all coaches are compliant with the Archdiocese, St Mary Parish, and St Mary Parish School safeguarding requirements.
11. Coordinate electronic doors with Parish Office as needed.
12. Train all new members responsibilities of being a Gym Supervisor.
13. Verify all coaches and board members have completed SafeGuarding God's Children training. Work with the SafeGuarding coordinator and/or Parish office to ensure this list is updated regularly.

### **ATHLETIC ASSOCIATION RESPONSIBILITIES**

1. Attend all meetings of the Athletic Association.
2. Determine any fundraising programs for the association.
3. Establish and determine all fees associated with participation in any athletic program offered at St Mary Parish School.
4. Approve individual sports programs for each age group.
5. Hear complaints and resolve disputes that may arise from time to time. *See Addressing Parent/Athlete Concerns section.*
6. Establish standing rules that govern the operation of the association.
7. Establish levels of discipline for members after a fair and impartial hearing, including, but not limited to Members at Large and the Athletic Board.
8. Participate in all functions sponsored by the association to include tournaments, workdays, fundraising events, or other like events.
9. Volunteer for a minimum of two (2) Gym Supervisor shifts per sports season throughout the athletic year.

### **ATHLETIC ASSOCIATION COORDINATORS**

#### **Athletic Coordinators Positions**

Soccer

Volleyball

Volleyball Tournament

Basketball

Basketball Tournament

Futsal

Track

## **Non-Sport Coordinators**

Concessions/Concession Volunteers

Medical Forms

Uniforms

Picture

## **ATHLETIC ASSOCIATION COORDINATORS ROLES/RULES**

1. Attend monthly Athletic Association meetings.
2. Send out a welcome email to each team.
3. Fill out team commitments and gym/field availability. (have coaches do rosters)
4. Interview coaching candidates and decide coaches. (if needed)
5. Attend beginning of the season parent/coach meetings.
6. Hold coaches meeting at the beginning of each sport season.
7. Make sure parents fill out medical consent and information form (coaches collect and keep).
8. Work with coaches to make a practice schedule for the season.
9. Help coordinate splits, find evaluators, and set dates.
10. Serve as a liaison for handling complaints.
11. Make sure coaches are safeguard compliant. Work with safeguarding coordinator and/or Parish office.
12. Supervise gym/field usage.
13. Attend the league meetings.

## **ATHLETE ELIGIBILITY**

1. Only students enrolled in St. Mary Parish School or children of registered Parish members actively participating in the St. Mary Parish Christian Formation (“Christian Formation”) program may participate in parish athletic programs.
  - a. Christian Formation attendance will be monitored.
  - b. Attendance of 80% or higher for Christian Formation sessions is required to maintain athletic eligibility.
  - c. Failure to complete the entire year of Christian Formation Classes will result in ineligibility for the next year’s participation.
2. Any student-athlete who attends St. Mary Parish School must maintain eligibility as outlined in the St. Mary Parish School Parent/Student Handbook, including but not limited to being enrolled in good standing at the school.
3. Eligibility will be subject to regulations set forth by the Archdiocese of Milwaukee in addition to those stated in this document.
4. For grades 5-8 a physical examination is required prior to participation every two years typically in 5<sup>th</sup> and 7<sup>th</sup> grades. Any new participants will need to have a physical

if entering in one of the subsequent years (6<sup>th</sup> or 8<sup>th</sup> grades). The health form must be signed by the student-athlete's physician and on file with the Athletic Association prior to participation. Participation includes practice and games. This exam needs to be completed every two (2) years.

5. Payment of a participation fee is required as well as any other fee that may be established by the Athletic Association.

### **NEW STUDENTS**

When a new student or parish member enrolls in the Athletic Association program after a season has begun that student or parish member is encouraged to participate. However, if a sport season has begun and the roster is at the maximum level, that new student - athlete may practice with the team, but not participate in game competition until a vacancy on the team roster occurs.

### **SPORTSMANSHIP**

Athletic Association events should be conducted in such a manner that good sportsmanship prevails at all times. It is an expectation that every effort is made by students, student-athletes, coaches, and parents to promote good sportsmanship and healthy competition. Unsportsmanlike conduct by any student, student-athlete, coach, or parent may result in consequential action taken by the Athletic Board and/or school administration.

### **COACHES RESPONSIBILITIES**

1. Follow the guidelines and policies of the St. Mary Parish Athletic Association Program Handbook.
2. Assume responsibility for all equipment issued to teams.
3. Hold a preseason meeting with parents of student-athletes. This meeting should familiarize parents with practice and game schedules, conduct expected of student-athletes, responsibilities of coaches, parents and student-athletes and any applicable Athletic Association guidelines or rules.
4. Keep attendance and playing time records for games, as well as all records documenting disciplinary actions and circumstances that may have made these actions necessary.
5. Notify student-athletes, their parents and the sport coordinator of any disciplinary action taken against any student-athlete involving playing time. If an infraction occurs for which the penalty is one game suspension or more, the matter must be reviewed with the sport coordinator and the Athletic Board before any action is

taken.

6. Provide student-athletes with an equal opportunity to participate in practices, develop their skills, and derive the benefits of the Athletic Program.
7. Follow the playing time guidelines of their sport.
8. Teach the fundamentals of the respective sports, good sportsmanship, and teamwork.
9. Be present and assume responsibility for student-athletes during practices and games, at times that student-athletes are asked to report before practices and games, and after practices and games, until leaving or are picked by their parents. Appoint an adult (at least 21 years of age) to assume these responsibilities when it is necessary to be absent from any practices or games.
10. Conduct themselves in a Christian manner that will set a good example for their student-athletes and bring credit to themselves and the Athletic Program.
11. Obtain certification and/or documentation in accordance with archdiocesan, parish and state guidelines – in particular, fulfill the requirements of the Safeguarding All of God's Family Program.

### **STUDENT-ATHLETE RESPONSIBILITIES**

1. All student-athletes shall maintain the minimum academic standards established in the St Mary Parish School Parent-Student Handbook.
2. Attend all practices and games. Student-Athletes should notify coaches in advance when they cannot attend either practice or a game. Unexcused absences may affect playing time and status on the team.
3. Assume responsibility for uniforms and other equipment issued to them by coaches and return uniforms and equipment in good condition at the assigned time. Uniforms and equipment are only for events sanctioned by the Athletic Association.
4. Conduct themselves as ladies or gentlemen, in a Christian manner at all times, before, during and after practices and games. Failure to do so may result in disciplinary action up to and/or including suspension or dismissal from the team. Since student-athletes represent St. Mary Parish, all school conduct rules apply at all times.
5. Follow principles and practices of good sportsmanship at all times, toward officials, teammates, coaches, parents, members of opposing teams, and all spectators.
6. Maintain themselves in good physical condition. Any player found using or in possession of alcohol, tobacco, or illegal drugs will be subject to

disciplinary action including the possibility of being dismissed from the team. The Athletic Board will review any and all situations, making final recommendations to the Athletic Director, Fr. Aaron, and Principal Joerres.

7. Respect property and facilities of St. Mary Parish, and all other practice or game/meet sites. Any player found committing acts of vandalism will be subject to disciplinary action including the possibility of being dismissed from the team. The Athletic Board will review any and all situations, making final recommendations to the Athletic Director, Fr. Aaron, and Principal Joerres.
8. Student-athletes are expected to exhibit the highest level of sportsmanship during all Athletic Program events, both home and away. Any student-athlete that fails to demonstrate sportsmanship will be disciplined by their respective team coach, Athletic Association, and/or school administration.
9. Sign the required Athletic Association agreement annually.

### **PARENT RESPONSIBILITIES**

1. Support the teams on which their children participate as well as the Athletic Program. Parents are strongly encouraged to attend games.
2. Provide transportation for their children to and from all practices and games. Drop off student-athletes at practices and games at times designated by coaches, and pick-up promptly after practices and games.
3. Adhere to principles of good sportsmanship. As representatives of St. Mary Parish, parents are expected to conduct themselves in a Christian manner at games and be respectful of all student-athletes, coaches, other parents, spectators, and game officials.
4. Respect and cooperate with coaches.
5. Provide volunteer service to the Athletic Program by helping with various programs or events. The Athletic Association will establish the minimum requirement.
6. Reimburse the Athletic Association for any damaged or lost uniforms or equipment assigned to their child(ren).
7. Student-athletes will not be allowed to participate unless all corresponding fees are paid.
8. Sign the required Athletic Association agreement annually.

## **ENFORCEMENT OF COACH, PARENT AND PLAYER RESPONSIBILITIES**

1. Complaints regarding conduct of coaches, parents, and players will be reviewed by the St. Mary Parish Athletic Association Board. The Athletic Board may choose to levy a fine, suspension, or dismissal after reviewing the situation.
2. If complaints are deemed valid the individuals will be reminded of his/her responsibilities as described in this handbook.
3. Coaches have the primary responsibility for enforcing player conduct guidelines. Complaints received by the coordinators or the St. Mary Parish Athletic Board regarding player conduct will be referred to the coaches for appropriate disciplinary action.
4. For players and coaches a first ejection from a game or match will result in a one game or match suspension, to be served at the next game. While suspended the player or coach will not be allowed to attend that game or match. A second ejection from a game or match may result in a suspension from all St. Mary Parish Athletic programs for the remainder of that season. St. Mary Hales Corners Parish coaches are expected to exhibit the highest level of sportsmanship at all SMHC Parish athletic events, both home and away. Coaches are also expected to represent SMHC Parish with grace and dignity. Any inappropriate language or behavior used/exhibited by a coach at an event is subject to review by the Athletic Board and will be addressed accordingly; which may include, but is not limited to, the suspension or dismissal of the offending coach. Any coach ejected from an athletic event for unsportsmanlike conduct will be subject to an immediate one game suspension. The SMHC Parish Athletic Board and school principal will review any situation where a coach is ejected and determine if any further action should be taken.
5. St. Mary Hales Corners Parish parents and student spectators are expected to exhibit the highest level of sportsmanship at all SMHC Parish sponsored athletic events, both home and away. Parents, students, and fans that display “unreasonable” or unsportsmanlike conduct toward referees, players, and/or other spectators will be asked to leave SMHC Parish events. If a parent refuses to honor this request the family will be dropped from the St. Mary Parish Athletic Association program for the remainder of the season for that particular sport. Continued unsportsmanlike conduct at SMHC Parish athletic events may result in further actions deemed necessary by the SMHC Athletic Board and/or School Administration.
6. Children will not be allowed to participate unless all corresponding fees are paid. Any financial obligations to the St. Mary Athletic Association due to uniform or equipment must also be met prior to any future participation.
7. Children will not be allowed to participate or receive awards unless uniforms or equipment from the previous season have been returned.



## PARISH ATHLETIC PROGRAMS FOR BOYS AND GIRLS

Grades 5K - 4 sports activities are designed to be recreational. Competitive athletic programs are limited to grades 5, 6, 7, and 8. A student is eligible only to compete for four years, one year at each of his or her grade level of school. Students must play at their own grade level unless classes are combined to form one team. In these cases, the team shall play up at the higher grade level. Team members must meet the following age requirements as of Sept 1. 5<sup>th</sup> grade under 12 years old, 6<sup>th</sup> grade under 13 years old, 7<sup>th</sup> grade under 14 years old, and 8<sup>th</sup> grade under 15 years old.

<b>Basketball:</b>	Grades:	5-8, Boys and Girls.
	Season:	November – March.
	Team Size:	7-15 players.
<b>Futsal:</b>	Grades:	5K-4, Boys and Girls
	Season:	March- May
	Team Size:	7-11 players.
<b>Track:</b>	Grades:	5-8, Boys and Girls
	Season:	April-May.
	Team Size:	No minimum or maximum.
<b>Volleyball:</b>	Grades:	5-8, Boys and Girls
	Season:	September - October.
	Team Size:	6-15 players.
<b>Soccer:</b>	Grades:	5K-8, Boys and Girls.
	Season:	September - October.
	Team Size:	5K-2: 6 players minimum
		Grades 3-4: 9 players minimum.
		Grades 5-6: 11 players minimum
		Grades 7-8 13 Player minimum.

## TEAM FORMATION

1. Participation: All students wishing to participate will be accepted on teams. There will be no tryouts, other than those to assess abilities for the purpose of dividing teams. There will be no cuts except for disciplinary reasons.
2. There will be an annual registration date during the month of May. All participants are expected to register for athletic programs at this time. Registration additions or changes will only be accepted for futsal until February 15<sup>th</sup>, soccer and volleyball thru July 15<sup>th</sup> of that year or for basketball thru

September 15 of the following school year.

3. Selection of coaches:
  - (a) One head coach is required for each team.
  - (b) Each head coach will pick an assistant coach(es).
  - (c) All head coaches must be at least 21 years old. In the absence of a head coach at a game or practice a person at least 21 years of age (preferably an assistant coach) must assume responsibility for the team. All coaches must have completed Safeguarding All of Gods' Family training through the Archdiocese prior to starting practices.
  - (d) All coaches shall be volunteers. Those interested in coaching should contact the coordinator of the appropriate sport, or a member of the Athletic Board.
  
4. Team size guidelines: The following are guidelines to be used as a baseline for the establishment of team sizes. The team size guidelines may be subject to the discretion of the Athletic Association in establishing team splits.
  - (a) Whenever the minimum player requirement cannot be met, players may be placed on teams at the next highest grade level.
  - (b) Basketball:

Grades 5-8:	2 team split @ 16 players.
Grades 5-6:	3 team split @ 24 players.
Grades 7-8:	3 team split @ 24 players.
  - (c) Volleyball:

Grades 5-8:	2 team split @ 16 players.
Grades 5-8:	3 team split @ 24 players.
  - (d) Soccer:

Grade 5K-2:	2 team split @ 12 players.
	3 team split @ 18 players.
Grade 3-4:	2 team split @ 18 players.
	3 team split @ 27 players.
Grade 5-6:	2 team split @ 22 players.
	3 team split @ 33 players.
Grades 7-8:	2 team split @ 26 players.
	3 team split @ 39 players.

- (e) The availability of coaches will also be a factor when determining the final number of teams. Additional teams will not be formed if coaches are not available.
5. Policies for dividing teams:
- (a) Teams at or below 5<sup>th</sup> grade will be divided equally with respect to skills.
- (b) Coaches will select players for “equal teams”, equalizing the talent on each team using a draft or other similar system. There will be provisions to place members of the same family on the same team. Assistant coaches will be assigned after the selection of players. Reassignment of players on “equal teams” will be made each year.
- (c) At the 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade levels teams will be divided into A/B teams, dependent on league. Splits to A/B teams or equal splits can be decided by sport coordinators, evaluators, and coaches.
- (d) Selection of the A/B teams will be made annually, prior to the beginning of each new season. Team assignments will be determined by tryouts and past performance. A panel consisting of coaches, specific sport coordinators, athletic directors, and independent outside evaluators will make player selections. The independent evaluators will choose approximately 75% of the “A” team roster. The head coach of the “A” team will choose the remaining team members. Players not selected for the “A” team will be placed on “B” teams roster(s).

### **PLAYING TIME GUIDELINES**

It is the intent of the Athletic Association that every player should play in every league regular season game or match. The following playing time requirements are to be followed for all players. Although in 7<sup>th</sup> and 8<sup>th</sup> grades there is no minimum playing time requirements for tournaments, as per the Archdiocese rule, each athlete shall play in every game or match. A match is considered a minimum of two games. Players must however comply with the player’s responsibility as outlined later in this document.

Basketball (league games): Grade 5: 9 minutes minimum playing time for every player in every game.  
 Grades 6-8: The equivalent of one quarter minimum for every player in every game.

- In grade 8, if we have one team in the grade playing in the A league- there will be no playing time rules. Playing time will be at the discretion of the coach.

Basketball (tournament play): Grade 5: 6 minutes minimum playing time for

	every player in every game.
Grade 6:	3 minutes minimum playing time for every player in every game.
Grades 7-8:	No minimum playing time requirement.
Futsal (league play):	Grades 5K-4: Equal playing time for every player in every game.
Soccer (league play):	Grades 5K-4: Equal playing time for every player in every game. Grades 5-6: Minimum of 20 minutes for every player in every game. Grades 7-8: Minimum of 15 minutes for every player in every game.
Soccer (tournament play):	Grades 5K-4: Equal playing time for every player in every game. Grades 5-6: Minimum of 10 minutes for every player in every game. Grades 7-8: No minimum playing time requirement.
Track:	Grades 5-8: One minimum event for every athlete in every meet.
Volleyball (league play):	Grades 5-6: As close to equal playing time as possible for every player in every match. Grades 7-8: One full game minimum for every player in every match.
Volleyball (tournament play):	Grades 5-6: One full game minimum for every player in every match. Grades 7-8: No minimum playing time requirement.

## **TOURNAMENTS**

In compliance with Archdiocese of Milwaukee regulations, the Athletic Association will limit team participation in tournament play to the following:

Volleyball:

Grades 5-6: 2 tournaments (1 tournament plus the St Mary Volleyball tournament)

Grades 7- 8: 3 tournaments (2 tournaments plus the St Mary Volleyball

tournament, but not counting 8<sup>th</sup> grade invite to the Seton Tournament)

**Basketball:**

Grades 5-6: 3 tournaments (2 tournaments plus the St Mary Basketball tournament)

Grades 7-8: 4 tournaments (3 tournaments plus the St Mary Basketball tournament, but not counting 8<sup>th</sup> grade invite to the Padre Serra Tournament)

No team may enter a tournament through the use of private funds unless approved by the Athletic Association. The Athletic Association will approve and pay for all tournaments.

The Athletic Association reserves the right to reduce and limit the number of tournaments teams can play in during a given season.

### **ADDRESSING ATHLETE/PARENT CONCERNS**

If parents or participants have any concerns with any aspect of the Athletic Program they should first try to work them out by discussing the matter with the coach(es) involved.

If the concerns cannot be addressed in this manner, the sport coordinator should be contacted. If there is still no resolution of the concerns, the matter may be brought to the attention of the Athletic Board. As such, the Athletic Board should be contacted and asked to place the matter on the agenda of the next meeting.

In short, the following steps should be taken when a parent/guardian/athlete concern:

1. Discuss concerns with Coach and/or Sport Coordinator
2. Contact Athletic Director or Assistant Athletic Director via written communication
3. Complete Parental Concern form (to be provided by Athletic Director after written communication notification. The Athletic Board will review, investigate complaint/s, and make a recommendation to be reviewed by St Mary Parish School Principal and St Mary Parish Pastor
4. Recommendation review and final decision to be made by St Mary Parish School Principal and St Mary Parish Pastor

\*\*\*If the final decision made by Parish Pastor, Parish School Principal, and the Athletic Board is not acceptable to the parent, guardian, or athlete, they are entitled to reach out to the Sport Director of the Archdiocese, however, they must notify St Mary's Athletic Director and Principal Joerres prior to contacting the Archdiocese.\*\*\*

### **CONCUSSION POLICY**

*Per the Archdiocese of Milwaukee Athletics Policy Manual:*

Annually, student athletes and their parents shall be presented with a discussion about

concussion and given an educational fact sheet regarding the signs and symptoms of concussion. All student athletes shall be required to participate in concussion education prior to their participation in any sport.

- All athletes and their parents will sign a statement in which the student-athlete accepts the responsibility for reporting personal injuries and illnesses to the coaching/athletic training staff, parents, or other health care personnel, including signs and symptoms of concussion. This statement will also acknowledge having received the above-mentioned educational handout.

- When an athlete shows any signs, symptoms, or behaviors consistent with a concussion, the athlete shall be removed immediately from practice or competition. The athlete's parent or guardian shall be immediately notified of the situation. The athlete may not participate again until he/she is evaluated by a health care professional, is symptom free, and receives written clearance from a health care provider to return to activity. The incident, evaluation, continued management, and clearance of the athlete with a concussion shall be documented.

### **CARDIAC POLICY**

Sudden Cardiac Arrest: Wis. Stat. §118.2935 requires schools to provide information for the purpose of educating athletic coaches and pupil athletes and their parents or guardians about the nature and risk of sudden cardiac arrest during youth athletic activities. This must include:

- Information about the risks associated with continuing to participate in a youth athletic activity after experiencing one or more symptoms of sudden cardiac arrest, including fainting, difficulty breathing, chest pains, dizziness, and abnormal racing heart rate.

- Information about electrocardiogram testing, including the potential risks, benefits, and evidentiary basis behind electrocardiogram testing.

- Information about how to request, from a pupil's health care provider, the administration of an electrocardiogram, in addition to a comprehensive physical examination required to participate in a youth athletic activity, at a cost to be incurred by the pupil's parent or guardian.

- Schools must provide this information prior to the start of each sport season.

Schools should use the Concussion / Sudden Cardiac Arrest Information and Agreement published by the Wisconsin Department of Public Instruction and the Wisconsin Interscholastic Athletic Association.

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