

Saint Patrick School Athletic Program Handbook

Mission

Saint Patrick School strives to offer students the opportunity to participate in an athletic program that teaches athletes the concepts of sport specific athletic skills, teamwork, competition, and sportsmanship.

Objectives

- To provide an enjoyable and fun experience
- To teach and review sports specific skills at all levels
- To promote and exemplify good sportsmanship and Christian values
- To teach and integrate teamwork

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Program Summary

Saint Patrick Athletic Program is a parent run organization overseen by the Saint Patrick Athletic Directors. ALL coaches, coordinators, and committee members are volunteers. The Athletic Directors are supported and advised by an Athletic Committee made up of parents from Saint Patrick School. The Athletic Committee meets roughly 4 times a year. These meeting times are posted on Sycamore and open to all parents.

Saint Patrick athletes compete in the CAA (Catholic Athletic Association) League. This league is organized out of St. Agnes School in St. Paul, MN. Participating teams of the CAA include other Catholic and Christian school in St. Paul and surrounding suburbs. Information about the CAA can be referenced on the CAA website: stpaulcaa.org.

In addition, teams may participate in tournaments/ meets hosted in Wisconsin and the Twin Cities area. During the basketball season, teams may compete against teams in the St. Croix Valley League, which includes St. Bridget's of River Falls, St. Mary's of New Richmond and other western Wisconsin Catholic schools.

Saint Patrick Athletic Program offers:

Fall Season (Late August – Late October)

- Girls' Volleyball for grades 6th – 8th
- Co – Ed Cross Country for grades 5th – 8th

Winter Season (Early November – Early March)

- Boys' and Girls' Basketball for grades 5th – 8th
- Cheerleading for grades 5th – 8th

Spring Season (Mid-March – Late May)

- Boys' Baseball for grades 6th – 8th
- Girls' Fast pitch Softball for grades 6th – 8th

There is a minimum number of players needed for each sport, and a coach willing to commit his or her time to practices and games. If this is not present, that sport may not be offered for that grade level for a particular season.

Athlete Requirements

Registration Information – Registration forms are available one month before the start of the season except for volleyball and Cross Country, which go out during the spring of the preceding year. These forms are available on Sycamore in the Online Forms Events. All Athletes are required to have all forms filled out, signed, and turned in before the start of practices. If an athlete is missing any of the following forms, they will not be allowed to practice. Additionally **if the registration deadline has passed and the team is “full” (that number dependent upon each sport), no late registrations will be accepted.**

- Athletic Program Agreement
- Green Card (Physical Exam) – This is good for two years.
- Sport's Waiver
- Emergency Information Sheet
- Sport's Fee

Attendance - during the school day – Athletes have to be present ½ of the day (3 ½ hours) to play or practice, with exceptions granted only by the principal.

Academics – Athletes are required to maintain a C- (70%) in each class to be eligible for participation in their sport. Teachers consult with the Athletic Directors if a student is having academic problems. Reporting from the teachers can happen at any time but is required at Mid-Term and at the end of a Quarter.

Academic Probation - Parents will be notified by an Athletic Director if a student has fallen below a C- and has been placed on academic probation. If an athlete's work is not coming in, even if passing, he/she may be placed on probation.

The athlete then has two weeks to turn in any outstanding homework or get his/her grade up to at least a C-. During this time he/she may continue to play and practice. The athlete will be given a verbal notice when the grade has come up. If after two weeks the athlete has not brought his/her grade up to a C-, he/she will be put on Academic Suspension. A second notice will be given parents. *Athletes will only be permitted to be on academic probation one time per season. A second occurrence of below a C- in the same class will automatically put the student on academic suspension.* In addition, if a student has fallen below a C- in two or more classes, he/she will be placed immediately on Academic Suspension.

Academic Suspension – An athlete may not play or practice until getting his/her grade to at least a C- and/or all outstanding work turned in. If after two weeks on suspension he/she still has not met the above requirements, he/she will no longer be eligible to participate in the sport that season. A final notice will be given to parents. **A student's suspension will begin 2 days after the athletic director's notification.** This is to allow the athlete's coach adequate time to make team adjustments.

Detentions – Athletes cannot play or practice while a detention is outstanding.

If a detention is received on the day of a game or practice, athletes may participate that day because there is no way to have their notice signed by their parents to serve their detention that day. If a detention is not served the following day, they may not play or practice until it is served. (i.e. If a game is to be played on that day, the athlete must first serve the detention. Then if they choose to participate that day, parents are responsible for getting them to away games.) **NOTE: Students CANNOT serve a detention on Fridays because there is no detention supervision.**

Competitiveness

There is sometimes a need to move athletes up to a higher grade level, combine grade levels, or divide large teams into two separate teams. These decisions will be made by the Athletic Directors with the approval of the principal. Factors such as physical size, skill level, and team composition will be considered. If you have concerns, discuss these with the Athletic Directors **before the first practice.** Ultimately, decisions will be made that are for the good of the entire team.

If there is a need to divide a team into two separate teams because of a large number of players, fifth and sixth grade will be divided into two teams of equal skills, and seventh and eighth grade will be divided into an A and B team based on level and development of skills.

If there are not enough athletes in a grade signed up to play, they may be combined with another grade into one team. If this happens, the team must play in the league at the grade level of the oldest athletes.

Playing time and competitiveness: Teams get more competitive with each grade level. Playing time may be affected by a player's attitude, effort, and attendance.

- 5th and 6th grade play time should be as equal as the game allows.
- 7th grade play time may become more unequal with one player playing approximately 1/3 and another playing approximately 2/3 of game. This may average out over a season due to team competitiveness and actual game competition.
- 8th grade play time has no set percent guarantee of play time.

Coaches are encouraged to play all players as much as possible so that each athlete is given the opportunity to play during the season.

Uniforms & Equipment

All uniforms are property of Saint Patrick Athletic Program. Please take care of these uniforms, because we use them year to year. If a uniform is damaged or lost, athletes are responsible for paying to have it replaced. This excludes damage (i.e. holes, grass stains) to baseball/softball pants. Uniforms are ONLY to be worn during games. During games uniform tops should be tucked in with numbers still visible. **They should not be wearing their uniforms for practices or for everyday clothing.**

Exceptions – Athletes may wear their jersey top with school uniform:

- for the **FIRST HOME GAME** of the season for that team.
- if their team is participating in a tournament that is being held at Saint Patrick School (Friday before the tournament).

Athletes will receive their uniforms a few days before their first game.

Uniforms are to be turned in at the last game of the season. Students need to come prepared with an extra set of clothes. These will be turned in to the coach or another assigned adult, who will then turn in the entire team's *washed* uniforms to the office.

Volleyball - Athletes will be provided with a jersey top and shorts. Each athlete is required to have their own pair of knee pads and good tennis shoes. Canvas, Ked-like shoes do not qualify.

Cross Country - Athletes will be provided with a jersey top. Each athlete is required to have their own pair of shorts and running shoes.

Basketball – Athletes will be provided with a jersey top and shorts. Each athlete is required to have his/her own pair of good tennis shoes. Canvas —Ked-like shoes do not qualify. If an athlete has his/her own basketball, he/she is encouraged to bring it. Remember to put athlete's name and phone number on it.

Softball/Baseball – Athletes will be provided with jersey top and pants. Each athlete is required to have his/her own glove and shoes. Cleats are recommended outside but not required. Metal spikes are not allowed for baseball or softball. If a student has his/her own bat, they are encouraged to bring it. If an athlete has own **GREY** pair of baseball/softball pants, he/she is welcome to use them. Baseball players are required to wear a forest green baseball hat. You may order a Saint Patrick hat on your baseball registration form. Softball players may wear a green visor or baseball cap, which can be ordered on registration form or may provide their own.

Pictures

All teams will have a picture day. Each player needs to be present and in **FULL UNIFORM** for the picture regardless of whether or not he/she is ordering pictures. An order form will go home with the athletes telling when pictures are and what pictures packages are available to order. Athletes ordering pictures should **bring order form and money with them to their picture time**. Do not send order forms and money to the office. If families do not have their order form and money ready for picture day, it is THEIR responsibility to mail the form to the photographer.

Coaches are responsible for helping with and supervising their team during pictures.

Volleyball

Required uniform and equipment – **SEE UNIFORM & EQUIPMENT Section**

Team size is limited to 10 players if there are late registrations. All players are accepted if they register on time.

Schedules –

Practices begin at the end of August, and games traditionally begin the third week of September. Game schedules will be posted roughly a week before games begin. Both practice and game schedules will be available on Sycamore. The season runs through the end of October. ALL teams participate in league playoffs after the end of regular season play. Throughout the season, each team will usually have two games per week and one practice, determined by gym availability.

Cross Country

Required uniform and equipment – **SEE UNIFORM & EQUIPMENT Section**

Team size is not limited.

Schedules –

Practices begin in mid-August. There will usually be 2–3 practices per week. Various meets are scheduled throughout the season, with the CAA meet generally scheduled for the first Saturday of October. Both practice and meet schedules will be available on Sycamore.

Basketball/Cheer leading

(Cheer leaders cheer during Home 8th grade games and tournaments)

Required uniform and equipment – **SEE UNIFORM & EQUIPMENT Section**

Team size is limited to 10 players if there are late registrations. All players are accepted if they register on time.

Game cancellations -

The away teams decide cancellations based on weather/driving conditions. Game cancellations can happen the day of a game because of inclement weather. The ADs will inform the kids of the cancellations and further arrangements. Decisions will be made by 2:00 for home and away game cancellations. If there is no school due to school closings, all games and practices are cancelled.

Schedules –

Practices begin the first week of November. Games traditionally begin the week after Thanksgiving. Schedules are available on Sycamore. The season runs through late February. ALL teams participate in league playoffs after the end of regular season play. Each team will have two to three basketball days a week: one game and one to two practices, determined by coach and gym availability. Coaches may sign up for weekend tournaments during the season. Coaches together with parent consultation determine which tournaments and when.

Softball/Baseball

Required uniform and equipment – **SEE UNIFORM & EQUIPMENT Section**

Team size is limited to 14 players if there are late registrations. All players are accepted if they register on time.

Game cancellations -

The home team's ADs/coaches decide cancellations based on field conditions. Game cancellations can happen the day of a game because of poor field conditions or lightning storms. The ADs will inform the kids of the cancellations and further arrangements.

Schedules –

Practices begin the week after Spring Break. Games traditionally begin the second week of April. Schedules are available on Sycamore. Each team will have approximately two games per week plus a practice. Saturday games or practices may occur. All practices and home games are held at Burton Fields. If there is inclement weather, practices may be moved indoors to Saint Patrick. The first few weeks of practice may be indoors at Saint Patrick until fields are ready.

Field Maintenance -

Please be at the fields 45 minutes before the start of a *home game* to help coach get fields ready

Athlete Behavioral Expectations/Responsibilities

Academics come first at Saint Patrick – All athletes are required to have 70% or better to be eligible to play a sport (See **ATHLETE REQUIREMENTS** Section).

Athletes represent Saint Patrick School on and off the athletic field or court.

Athletes are expected to exhibit Above The Line behavior at all times. Students are expected to be respectful and responsible, and promote safety. If students fail to exhibit above the line behavior in the classroom, lunchroom, hallways, or playground during the school day, teachers may put the athlete on Behavioral Probation or Suspension. If the athlete fails to exhibit above the line behavior at practice or during a game or match, coaches may recommend that the athlete be put on Behavioral Probation or Suspension. The probation or suspension will be immediate. The length of the probation or suspension will depend upon the severity of the misbehavior and is left to the discretion of the Athletic Director(s) and Principal.

Students are to leave school property at dismissal time unless they have a 3:30 practice.

There will be NO after school study halls or faculty supervision. Students are not to be playing or hanging out in the front or back parking lots; this is still school property. Teams leaving for away games between 3:30 – 4:00 need to arrange for someone to supervise the athletes until they leave for their game.

Communicate with your parents.

Review your practice and game schedule on Sycamore and know when you have practices and games. Inform parents of any changes to the schedule. Arrange with and make sure your parents are aware where you are before and after games and practices.

Be on Time.

Be to school/fields and ready 5 minutes before practice time. (No earlier than 10 minutes before practice time.) Be to school/fields and ready 30 minutes before game time unless coach has asked for an earlier ready time. Be to school and ready in time to leave for away games.

Be prepared – SEE Uniform/Equipment Section

Practices – MUST be in athletic clothes (**no uniforms**)...shorts, t-shirt, good athletic shoes.

Games – Must be in proper athletic uniform with proper athletic shoes and equipment. Help set up gym for home games. Bring ALL your needed clothing/equipment with you to school in the morning for practices/games after school. Athletes should NOT need to call home for items.

Respect coaches and assistant coaches.

No talking back or debating coaches' decisions. Follow directions and team policies.

Playing time will depend on attitude, attendance, and effort. School rules apply everywhere and at all times. Harassment and poor language in locker area and on the field/court is NOT allowed. Good sportsmanship is required by all. Cheer on and encourage your teammates as well as complimenting other teams. No putting down/yelling at other players (yours or opponents) No yelling at referees, debating calls, or "calling the game". **You are playing a Team Sport, play and work as a team.**

Early Release for away games.

If a team needs to leave early from school to make an away game, the coach will inform the AD, and the AD will inform teachers and the office staff. A teacher WILL NOT dismiss you based on your word, it needs to come from the coach/ AD.

Parent Expectations/Responsibilities

All parents are expected to help in different capacities for our program to continue.

Team Coordinators – See Team Coordinators Section

Drivers.

In order to drive athletes to away games, you are required to fill out a DRIVER INFORMATION SHEET and turn it into the office. Directions can be found on the CAA web site at www.stpaulcaa.org under Locations. Leave in time to ensure athletes will be at the away location 30 minutes before the start of their game/meet.

Communicate with your athletes.

Ask athletes for schedules and check to see if there have been any changes to the schedule. Make sure your athletes are where they need to be before, during, and after games and practices.

All Students are to leave school property at dismissal time unless they have a 3:30 practice.

There will be NO after school study halls or faculty supervision. They are not to be playing or hanging out in the front or back parking lots; this is still school property. Teams leaving for away games between 3:30 – 4:00 need to arrange for someone to supervise the athletes until they leave for their game.

Picking up athletes.

Please be here by the end of practice so our coaches don't have to wait for your athlete to be picked up. If you are going to be late, make arrangements with the coach or arrange your athlete to be driven home by another family. If your athlete needs a ride home from an away game, make arrangements with the Driver Coordinator.

Good sportsmanship is required by all.

Cheer on and encourage your team as well as cheering on opponents. No putting down/yelling at any players/parents/coaches (Saint Patrick or opponents). No yelling at referees, debating calls, or "calling the game". No coaching from the stands. Please give coaches the respect and support they deserve. They have given up countless hours volunteering their time to the players.

Game supervision.

When at away and home games, please watch from the stage area and make sure your younger children are also on the stage with you. Kids are NOT to be running around the school or playing in the cafeteria.

Team Coordinators

You are responsible for getting others to help; you do not have to do these tasks unless you want to or can't find anyone else.

Driving Coordinator.

Please arrange for drivers for your away games. Make sure there are enough seats for all athletes. Also, find out and tell coaches who is meeting at school and who is going straight to the game. Please make sure that all athletes have rides BOTH ways—to and from the game. Directions can be found on the CAA web site at www.stpaulcaa.org under Locations. Your coach has both emails and phone numbers if you need them to contact parents.

Scorebook/scoreboard Coordinator.

Please arrange for TWO people to help out for home games. We need one person to keep the official scorebook and one person to run the scoreboard. We have detailed directions on how to do both in the scoreboard panel box attached to the middle I-Beam column. Older brothers and sisters can also help but one of the two people must be an adult. The Coach may also need someone to keep the scorebook at away games. Please arrange for 1 person to help with this if the coach needs.

Concession Coordinator.

Please arrange for 1 to 2 people to help run concessions during your team's home games. There is a directions folder for the workers to follow to explain their duties, which is attached to the Athletic Refrigerator (back-to-back with the gym) in the kitchen. Please make sure that if students are helping with concessions at least one adult is present to supervise. Children are not to manage the concessions.

Coach Expectations

Thank you so much for volunteering your time, energy, and talents to the Saint Patrick's Athletic Program and our athletes. Without you the Athletic program would cease to exist. Each of us is unique and does things in different ways. This also applies to our coaching styles. We all approach coaching differently. However, there are a few specific things that are necessary to being a good coach. If your views and philosophies as a coach do not align with St. Pat's philosophy, please reevaluate your offer to coach.

Objectives:**To provide an enjoyable and fun experience for each athlete**

We strive to win, but NOT at the expense of the athletes. Having fun is not synonymous with winning. If you provide a positive environment, it is hoped that your team will enjoy the experience even should you lose.

To teach and review sport specific skills at all levels

We should be teaching and reviewing specific skills at all levels. Athletes at every level need constant review and practice of the fundamentals.

To promote and exemplify good sportsmanship and Christian values

Our athletes should demonstrate good sportsmanship, modeled by the coach. The coach must at all times demonstrate respect in interactions with athletes, parents, staff, referees, and other coaches. Positive feedback and encouragement are a must. We can always find one good thing to tell our athletes. Constructive criticism is good. This means comments to help the students develop and correct their skills.

Negative yelling and comments, put-downs, and digs are never acceptable. Please watch what you say, because one negative comment can have a life-long impact.

To teach and integrate teamwork

These are team sports. Please make every attempt to give each player ample quality playing time. If you have captains for warm-ups and games, please rotate this responsibility to each athlete throughout the season. This will promote a spirit of team and not set aside any one player as special. Coaching is a big responsibility. Your team's composition, sportsmanship, attitude and enjoyment starts and ends with you. Whether or not you realize it, you are impacting these athletes for life. You are not simply a coach but a Christian role model. Please keep that in mind throughout the season.

Volleyball skills to be taught or reviewed:

- Rules and regulations
- Stance and proper footwork and movement
- Bumping/passing, setting, hitting/spiking
- Serving (both underhand and overhand)
- Receiving/returning balls
- Offence / Defense

Cross Country skills to be taught or reviewed:

- Rules and regulations
- Stance and proper footwork and movement
- Bumping/passing, setting, hitting/spiking

Basketball skills to be taught or reviewed :

- Rules and regulations
- Stance and proper footwork and movement
- Dribbling with BOTH HANDS
- Shooting ONE HANDED (Lay-ups/both hands, 2 pointers, free throws)
- Passing (bounce, chest, long pass, inbound)
- Plays and team movement (offensive and defensive)

Softball/Baseball skills to be taught or reviewed:

- Rules and regulations
- Stance and proper footwork and movement
- Team strategies on defense and offense
- Catching (grounders, fly balls, line-drives)
- Throwing, Batting and Pitching

Please be familiar with and follow these Athletic Polices. READ THROUGH THIS HANDBOOK AND YOUR COACH'S BINDER.

Each team needs:

Volleyball – Driving, Scorekeeper, and Concession Coordinator

Cross Country—Driving Coordinator

Basketball – Driving, Scorekeeper, and Concession Coordinator

Cheerleading— N/A

Softball/Baseball - Driving Coordinator

Last reminders:

- If a team needs to leave early from school to make an away game, the coach needs to inform the AD of release time. The AD will then communicate this to teachers and office staff. All athletes must be signed out in the school office before they can leave to their event. This can be done by the coach or the parent.
- Teams leaving for away games between 3:30—4:00 need to arrange for someone to supervise the athletes until they leave for their game.
- Please stress academics and check with the AD for Academic Probations/Suspensions and Detentions.
- Be familiar with the CAA Website—stpaulcaa.org. This website has information about the league.
- Rules, initial schedules, school locations, and other important information about the CAA. Teams are allowed to participate in tournaments, but it is the coach's responsibility to arrange these through the AD. Many tournament flyers are posted on the CAA website.

Players Play . . .

Coaches Coach . . .

Referees Officiate . . .

Parents Support and Cheer . . .