

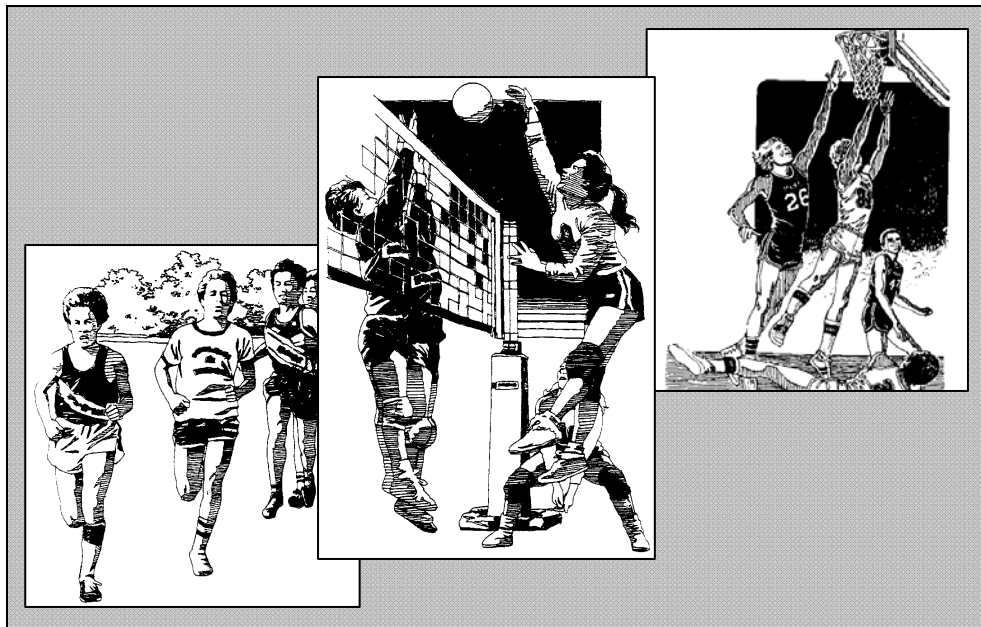
# St. Theresa School Athletic Program

## Mission Statement and Guidelines

"Sport, because of the wholesome elements it gives value to and exalts, may become more and more a vital instrument for the moral and spiritual elevation of the human person and therefore contribute to the construction of an orderly, peaceful and hard-working society.

The Church approves and encourages sports seeing in it a form of gymnastics of the body and the spirit, training for social relations based on respect for others and for one's own person and an element of social cohesion which fosters friendly relations..."

Pope John Paul II



## **MISSION STATEMENT**

The interpretation of these words is the philosophy by which St. Theresa maintains its athletic program. The athletic program is designed to be consistent with the overall St. Theresa goal of "Educating the whole child: spirit, mind and body".

St. Theresa athletics promotes the spiritual, cultural, and physical growth of our parish community by providing participation in age-appropriate activities and instruction that will both stand alone and support the growth of Christian values as taught in our school and church worship. For the athlete we strive to promote a life long love of sports and physical activity.

## **PROGRAM STRUCTURE**

The St. Theresa Athletic Program structure operates within the boundary of the St. Theresa Parish as a member of the East Bay Parochial League and the Oakland Diocese CYO program. The St. Theresa Athletic Program is composed of an Athletic Board, Coaches, Parents and most importantly our Student Athletes.

## **ATHLETICS BOARD COMPOSITION AND RESPONSIBILITIES**

At St. Theresa, the CYO program is undertaken through a partnership between the St Theresa Church (Pastor), St Theresa School (Principal) and the Community (through the Athletic Directors). The Athletic Board, comprised of these three entities, will strive to reach consensus on athletic issues as they arise and serve as a forum for the Athletic Directors to provide advice and seek direction from the Pastor and Principal. It is expressly understood that the Parish and School will have the final say in all matters. The Athletic Director may also have discretion to act on certain issues with the permission of the Pastor and Principal. The Athletic Board will work as a team to inform one another of issues as they arise and address those issues. The Pastor and Principal may sit on the Board or designate representatives to sit on the Athletic Board.

### **Athletic Board Responsibilities:**

- Oversees the rules and regulations as outlined in this handbook
- The Athletic Board acts as arbiter to address issues
- One of the Pastor and Principal's roles on the Athletics Board is to oversee the consistent application of the CYO program, setting the overall budget and shall approve of all Athletic Directors and Coaches
- Hold regular meetings to discuss issues and make decisions related to the CYO athletic program
- If multiple coaches are interested in being the Head Coach the parties are to discuss the issue amongst themselves. The Athletic Board is available for guidance upon request.

## **Athletic Directors**

Ideally, there should be five athletic directors. The athletic directors may be current or former parents of St. Theresa students, or current parishioners of St. Theresa Parish. It is helpful to have previously been a coach but is not mandatory. The athletic directors can be active assistant coaches provided the Board does not believe that either a conflict of interest is involved or that the AD/coach has proven incapable of handling both positions. Each athletic director will, at a minimum, be expected to take the lead in one of the responsibility areas listed below. These responsibility areas may change over time or be organized differently from year to year, but generally they are:

- Athletic Director
- Fall/Winter Basketball/Volleyball Coordinator
- Uniform & Equipment Coordinator
- Event Center Volunteer Coordinator
- Cross Country/Track & Field Coordinator
- Spring Basketball Coordinator

Members may volunteer or may be chosen by the Pastor or Principal. At the end of the school year, the principal appoints a volunteer Athletic Director. Normally the Athletic Director serves a three-year term. The directors must attend the yearly AD Workshop sponsored by the Diocesan CYO office.

## **Athletic Director**

The CYO Athletic Director is responsible for the overall conduct of the parish/school CYO athletic program. She/he is responsible to the Pastor and the Principal. Athletic Directors receive information from the Diocesan CYO Office and from their leagues and disseminating this information to the parish and school. The athletic directors are accountable to the diocesan CYO office and the principals of the school that make up the East Bay Parochial League.

## **AD Responsibilities:**

- Recruit coaches, as needed
- Attend quarterly meetings of all athletic directors in the EBPL. These meetings are the main communication between the schools and establish a time for particular sports beginning and end, gym availability for all league games, the number of schools participating and the grade levels involved.
- Arrange for adequate gym practice time
- Coordinate referee checks for Coaches
- Work with Principal and Pastor to establish and maintain the budget for the Athletic Department
- Coordinate the annual CYO Mass and Coach's Appreciation Dinner
- Update overall schedules for coaches and Sport-Specific AD's as needed

- Communicate with the St. Theresa community, as necessary
- Attend practices and games to see if AD's help is needed with players, parents, or facilities. Some of the items to be assessed: is there enough equipment, are the students, parents and coaches following good sportsmanship philosophy, are the parents cooperating with the coaches
- Attend to unforeseen issues or activities within this responsibility area

Athletic Directors must enforce the rules of the Oakland Diocese CYO Program, and EBPL, as well as those mandated by St. Theresa.

### **Sport-Specific Athletic Directors**

The Sport-Specific Coordinators are responsible for the administrative aspects of a particular sport. These sports are generally grouped as follows: Fall/Winter Basketball & Volleyball, Spring Basketball, Cross-County & Track & Field.

### **Sport-Specific AD Responsibilities:**

- Recruit coaches, as needed
- Hold a coaches meeting for each sport prior to the start of the practices to discuss relevant information, including practice times, league requirements, certification, etc.
- Update game and practice schedules for coaches as needed
- Provide coaches with all necessary permission forms, gym practice schedules, game schedules and notification of upcoming tournaments
- Attend practices and games to see if AD's help is needed with players, parents, or facilities. Some of the items to be assessed: is there enough equipment, are the students, parents and coaches following good sportsmanship philosophy, are the parents cooperating with the coaches
- Attend the Coach's certification meeting for your respective sport
- Report scores to EBPL, as necessary
- Attend to unforeseen issues or activities within this responsibility area

### **Uniform & Equipment Manager**

The uniform and equipment manager is accountable to the Athletic Board. Major equipment purchases are made by this person. Uniform purchases are discussed with the Principal and the AD's with decisions being made on the basis of need and available funds. Changes in style, color, design, material, manufacturer, are brought to the attention of the Athletic Board prior to the purchase or risk having uniform use denied.

### Uniform and Equipment Manager Responsibilities:

- Maintain and account for all equipment used by various teams in which St. Theresa students compete as representatives of the school
- Provide fully stocked first aid kits of each team and account for their return
- Facilitate the purchase of uniforms for all participants
- Organize a yearly sale of used uniforms
- Organize a system for identifying uniform numbers for each team so that duplication of numbers is avoided
- Attend to unforeseen issues or activities within this responsibility area

### Event Center (EC) Volunteer Coordinator

The EC Volunteer Coordinator is responsible for the coordination of parent volunteers, scorekeepers and student volunteers at the Event Center for CYO basketball and volleyball games.

### EC Coordinator Responsibilities:

- Hold a training session for EC Team Coordinators at the start of the season
- Coordinate scorekeepers and hold a training session at the start of the fall/winter season
- Track service hours of student volunteers after discussing with St Theresa School Service Coordinator
- Maintain a sign-up website that will allow Team Coordinators to track parent volunteers hours
- Serve as Liaison to K, 1<sup>st</sup>, and 2<sup>nd</sup> Grade Team Coordinators
- Attend to unforeseen issues or activities within this responsibility area

### COACHES

Coaches are the key adult component of the Athletic Program. Coaches of teams may be parents or former parents of a St. Theresa School or Parish student; a relative of a student; or a member of the St. Theresa community. A Head Coach must be 21 years of age or older. Assistant coaches may be 16 years of age and under the supervision of an adult at all times.

All coaches are required to attend a Coaches' Workshop in the sport that they are coaching. These workshops are conducted by the Oakland CYO coordinator. Coaches must fulfill the Safe Environment for Children (SEC) class, as required. Upon completion of this requirement a coach is responsible for the physical and emotional welfare of all of his/her players during practice and games. This is an enormous responsibility and should never be taken lightly. A coaches and parents meeting shall be conducted prior to the first practice of

the season. At the meeting the coach should outline his/her expectations of the players and appoint one adult to be the team Event Center Coordinator.

Coaches should strive to balance drills with games and other activities. Coaches should listen to their players and work to incorporate activities that will build teamwork and skills while also being fun.

### Coach Responsibilities:

- Be aware of each player's aptitude, desire, and ability – establish both individual (player) and team goals, remember this is fun as well as an opportunity for growth for both player and coach
- At the Parent's Meeting, be clear and precise with your expectations to both the players and their parents and solicit a team Event Center Coordinator.
- Have a first aid kit at all practices and games; have medical permission forms at all practices and games and make copies for all of the assistant coaches enforce the no permission form no practice or game participation
- For all sports, Coaches will enlist adults/parents to supervise participants and younger children at all times. Per CYO rules, there must be two adults present at all activities. An adult of the same gender as participants must be present with teams including females.
- The Coach must stay with their athletes after practice/game until they are picked up by the parent-designated adult. If mutually agreed upon, this responsibility can be transferred to another certified coach.
- Attend a CYO certification training prior to the start of the season. All coaches must be certified to sit on the team bench. Per CYO policy, "uncertified coaches on the bench will result in a forfeit for that team".
- Coaches must exhibit good sportsmanship at all times – you are the example. In basketball do not run up the score on a weaker opponent, remember what it was like to be on a less talented team. Ideas to keep the score in check if press rule is not working include instituting a multiple-pass rule and for 8th Grade refrain from 3-point shots when game is well in hand in the 4<sup>th</sup> quarter.
- Coaches shall inform the AD of issues with players, especially if those issues are likely to become issues at school
- A completed application coach form must be on file with the parish office and approved by the Board
- A completed roster for each team must be submitted to the Athletic Director prior to the start of league play for every sport. This applies to all sports,
- Coaches must be familiar with the rules laid out in the Oakland Diocese CYO Handbook, EBPL, and the appropriate NFHS rule book – including "all play" rules as they differ from League to Diocese.

## PARENTS

As important as the coaches are to the program, the players and their parents complete our athletic program. Working as partners, the experience of playing team sports can be unforgettable for student and adult. By supporting the coach and the child, by helping to reinforce the ethics of the Athletic Program, parents build the foundation of a life long love of sports. Cooperation, communication and consideration are the three main cornerstones.

### Parent's Responsibilities:

- Know your and your child's limitations; consider what other extracurricular activities your child(ren) is involved with; is this a sport he/she really wants to play; can he/she balance homework, practice schedule and game time without undo stress
- Each team will be assigned various dates to manage the Event Center when used for CYO sports. The team parents will be responsible volunteering for assigned team dates and coordinating grade volunteers.
- Carpooling is a parent responsibility – not a coach responsibility. Arriving on time for practice/games and picking up on time and after practice/games is an expected courtesy shown to all coaches.
- Parents as spectators should make the experience enjoyable for all – player coach, referee and other spectators. Nothing short of exemplary behavior is accepted by CYO, EBPL and St. Theresa.
- For girls teams, Mom's may have to rotate being at practice to comply with Diocese gender regulations
- Parents must discuss any disagreement about a practice, game or rule with the coach before bringing it to the attention of an Athletic Director. This discussion should be done privately. It should never occur during a practice or a competition.

## ATHLETES

- Have Fun!
- Respect the game, your Coaches and your teammates by being on time for practice and games
- In CYO programs, emphasis rests not on the number of games won or lost, but on the participant's attitude in victory or defeat. Learning how to lose is just as important as learning how to win. Learning to win graciously is more important than winning itself.
- Since practice time is limited, athletes should endeavor to make each "practice perfect" by listening, applying skills taught by the coaches, and exhibiting self-control.
- Good sportsmanship can only be demonstrated if you look upon your competitors as your peer not your enemy

- Learn to be an athlete with Character! Maintain a “fair play” attitude on and off the playing court
- Practice as a team, play as a team, at school, at home, on the playground and on the court
- Treat all coaches, players, parents, referees, spectators and equipment/facility with respect and consideration

## **GENERAL PROGRAM REQUIREMENTS**

### **Practice**

Basketball and Volleyball generally practice two times per week. We expect our players to attend practice on a regular basis, however there is no requirement for a child to attend all practices, but playing time can be reduced based on practice participation and attendance. Cases where missing practice becomes habitual will be addressed by the Coach first, then if issue is not resolved it will be brought forward for a discussion between the Coach, AD and Principal.

Practice times for 3<sup>rd</sup> and 4<sup>th</sup> grade students must end at 7:30 pm. No teams shall practice beyond 9:00 pm.

Parents will be responsible for a timely notification to the coaches when their athlete will not be available for practice or for games.

### **Cross Country**

Cross Country must have two certified coaches, preferably one male and one female. Cross Country generally practices 5 times per week. For safety reasons, Cross Country athletes are highly encouraged to attend at least 2 practice sessions each week during the season and should do so in order to be “meet eligible”. The Cross Country coach has the discretion to allow or not allow a runner to participate in a practice/meet for safety reasons on a case-by-case basis. The Cross Country coach will communicate with the parents when an athlete will not be participating in a practice/meet. Parents should first address any issues with the Coach, then if necessary with an Athletic Director.

Cross Country will comply with CYO requirements regarding adult/athlete gender consistency and maintain a ratio of 1 adult to 10 athletes at practices. As with other sports, a Parent Meeting shall be held to discuss program and practice expectations. Parents with children in Cross Country should expect to rotate being at practice to comply with gender and ratio requirements.

## **Playing Time**

CYO establishes the minimum amount of playing time for all participants. Specifics can be read in either the Oakland Diocese CYO Handbook or the EBPL basketball and volleyball rules. St. Theresa expects that all coaches will play their athletes more than the EBPL and Diocesan rules mandate

Playing time in excess of the minimum is a coaching decision. Coaches may take into consideration the player's attendance at practice and the players conduct in both practice and game situations. We recognize that some students perform better than others. This should not be the basis for playing one student more than another. At St. Theresa, we rely on our coaches to balance playing time over the course of a full season.

## **Split Teams**

In some circumstances, we have had two teams in the same grade because of a large number (16 or more) of students who desired to play. If a team is considering splitting into two, please consult the Athletic Director. Any questions or concerns should be addressed to the Athletic Director or the Principal. The following outlines our policy for "split" teams:

1. After a Parent Meeting where the coaches discuss the benefits and challenges of splitting a team, the parents of the athletes will decide whether to make a proposal to split a team. Student's views will be considered.
2. The coaches must divide the teams by skill so that they are as equal as possible. The team composition shall be cleared by the Athletic Director, the homeroom teacher for that grade, and the Principal.
3. If the teams are split for one year, the composition of the teams must change each year.

## **Behavior**

All members of the Athletic Program are expected to act with a Christian attitude and to display the hallmarks of sportsmanship at all times. Students are expected to include all of their classmates in practice and games. Students whose behavior becomes disruptive in the classroom, playground, or sports practice may be disciplined according to school rules by being bared from league and tournament play, for one game or more depending on the circumstances.

Coaches, parents, and players who are assessed two technical fouls or disciplinary warning during any basketball or volleyball game will be barred, per diocesan and EBPL rules, from attending the next scheduled game. In addition any coach or parent can expect additional disciplinary action after review by the Athletic Board.

## **Awards**

If a season-ending awards event takes place, all students shall be recognized.

## **Event Center Management**

The St. Theresa Event Center, when used for CYO sports, is an added management responsibility. To manage the Event Center, each team will be assigned multiple days to run the Event Center. The team Event Center (EC) Coordinator will be required to attend a meeting hosted by the Athletic Director to go over hosting duties. The EC Coordinator will pull from parents in their own grade to provide support. Kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> Grade families will also be assigned specific dates to host in the Fall/Winter and Spring.

## **TOURNAMENTS**

Tournaments that are using the Event Center under the auspices of the St. Theresa CYO program must comply with Oakland Diocese CYO tournament requirements and submit a request to the Athletic Director to bring before the Athletic Board. Profits from St. Theresa backed tournaments will go towards the Athletic Program.

## **FINAL WORD**

It is important to remember that for many of our students their participation in a parish sponsored CYO sport may be the only time in their life that they are active on an athletic team. We must see to it that their experiences are top shelf. We participate in these endeavors for their well being, not our egos.

Additional information can be found in:

Oakland Diocese CYO Handbook, [www.oaklandcyo.org](http://www.oaklandcyo.org)

EBPL Bylaws, Basketball Rules, Volleyball Rules, [www.ebplcyo.org](http://www.ebplcyo.org)

National Federation of High School Sports Basketball and Volleyball Rule Book

Revised : May 16, 2011



# COACH

## *Prayer for the Parent of a Student Athlete*

*Lord, as an athlete's parent may I always be grateful for the gift of my child and every child. Help me to use sports to develop kindness and compassion for players, coaches, officials and opponents. Help me to always be a good example so that my words and actions lead others to you. Help me to be a loving and holy parent in sports and in all settings so that your love and forgiveness will bring hope and Good News into the world.*

*Amen.*