

St. Matthew Parish



Athletic Association Handbook

School Year 2011-2012

PHILOSOPHY

It is the primary purpose of the St. Matthew Parish Athletic Association to provide an extension of the Christian educational formation experience, through the vehicle of sports. The parish athletic program is designed to provide enjoyable extra-curricular activities for parish children and to teach the fundamentals of sports. The program strives to develop self-worth, Christian sportsmanship, discipline, sound judgment and physical well-being. It is also the role of the St. Matthew Parish Athletic Association to sponsor events and activities that are available to all parish members.

OBJECTIVES

The objectives of the St. Matthew Parish athletic program include, but are not limited to:

- Offering a positive Christian learning experience.
- Fostering a sense of Christian sportsmanship - how to win with grace and lose with dignity.
- Creating a venue for wholesome and enjoyable use of time by children through sports activities.
- Providing an opportunity for parents to become involved in the sports program and to set good examples for their children.
- Promoting teamwork and unity among participants and parents.
- Aiding in physical development and well-being.
- Teaching fundamentals of sports and helping to develop athletic skills.
- Raising funds to support a self-sufficient athletic program.
- Abiding by league and parish policies including the Archdiocesan Safeguarding all of God's Family policies.

ATHLETIC ASSOCIATION STRUCTURE

The St. Matthew Parish Athletic Association consists of members contributing to the parish sports programs. This general membership provides input/suggestions and promotes the programs. The Athletic Board of the Athletic Association consists of 7-9 voting members as stated in its by-laws. This board has the responsibility for the

administration of various programs. The Athletic Board reports to the pastor of St. Matthew Parish or his designee and the parish council.

ATHLETIC ASSOCIATION BOARD MEMBERS' RESPONSIBILITIES

Athletic Board Members' responsibilities include but are not limited to:

- Approving St. Matthew Athletic Association Policies and Regulations.
- Ensuring compliance with the policies and regulations as set forth by the Archdiocese of Milwaukee Leagues, and St. Matthew Athletic Association.
- Coordinating fund raising activities to support athletic programs.
- Addressing concerns of parents, coaches, and faculty.
- Communicating with the general membership, faculty and parish leaders.
- Managing the determination of team formation.
- And any other duties and responsibilities as outlined under the St. Matthew Athletic Association by-laws.

ATHLETIC DIRECTOR RESPONSIBILITIES

The Athletic Director's responsibilities include, but are not limited to:

- Representing St. Matthew Parish at league meetings. Securing an alternate representative as necessary.
- Obtaining schedules, rosters, league rules and other pertinent information and distributing this information to individual sport coordinators or coaches prior to the season. Informing coordinators or coaches of schedule changes. Gathering and disseminating tournament information to all coordinators or coaches.
- Acting as a liaison to St. Matthew School Principal, parents and players with regard to disciplinary actions or academic issues.
- Chairperson of the Athletic Association Policy Committee.
- During SMPAA Board meetings if there is an even number of members, the AD should be able to cast the deciding vote if necessary.
- And any other duties and responsibilities as outlined under the St. Matthew Athletic Association by-laws.

ATHLETIC ASSOCIATION POLICY COMMITTEE STRUCTURE

The St. Matthew Parish Athletic Association Policy Committee consists of members contributing to the parish sports programs. The committee consists of the 7-9 voting members who include a Chairperson (Athletic Director), a Secretary, and the four sport coordinators and up to three general members as stated in its by-laws. The Committee reports to the Athletic Board.

ATHLETIC ASSOCIATION POLICY COMMITTEE RESPONSIBILITIES

- Develops and recommends policies and procedures to be adopted by the Athletic Board.
- Soliciting and selecting coaches.
- Ensuring that coaches understand the St. Matthew Athletic Association policies as well as their roles/responsibilities as coaches.
- And any other duties and responsibilities as outlined under the St. Matthew Athletic Association by-laws

COACHES' RESPONSIBILITIES

Coaches' responsibilities include, but are not limited to:

- Conducting themselves in a Christian manner that will set a good example for their players and reflect positively on themselves, their players and St. Matthew Parish.
- Reporting to the St. Matthew Athletic Association Athletic Director.
- Signing and following the Athletic Code of Conduct Agreement as set forth by the St. Matthew Athletic Association.
- Adhering to the guidelines, policies and decisions of the St. Matthew Athletic Association.
- Assuming responsibility for all equipment and uniforms issued to teams. Coordinators of specific sports will be responsible to work with their coaches to distribute, track and collect uniforms. There will be a consistent form used to track the uniforms.

Each coach must return their teams uniforms to their sport coordinator no more than 2 weeks after the end of their season. The uniforms will be housed in the sports garage.

- Teaching players the fundamentals of their respective sports, good sportsmanship and teamwork.
- Holding a pre-season meeting with parents of players. This meeting will be designed to familiarize parents with (a) schedules for practices and games; (b) appropriate conduct to be demonstrated by coaches, players and parents; (c) responsibilities of coaches, players and parents; and (d) other pertinent information.
- Being present and assuming responsibility for players during and immediately prior to/following all practices and games. Ensuring that players are picked up from practice/games by their parent(s). Appointing an adult 21 years of age or older to assume these responsibilities in their absence.
- Providing players with equal opportunity to participate in practices, develop their skills and derive the benefits of the athletic program. Adhering to playing time guidelines set forth by the Athletic Association.
- Addressing concerns of his/her team and bringing any unresolved issues to the attention of the Athletic Director.
- Must meet and adhere to all training and/or certifications required under the Archdiocese rules.
- Must follow all Archdiocesan Safeguarding all of God's Family policies.

PLAYERS' RESPONSIBILITIES

Players' responsibilities include, but are not limited to:

- Conducting themselves - **at all times** – in accordance with Christian practices that will reflect positively on themselves, their coaches and St. Matthew Parish. Failure to do so may subject a player to disciplinary action that may include suspension or dismissal from the team.
- Signing and following the Uniform Contract. The player and parent assume responsibility for all equipment and uniforms issued to them.
- Following the principles and practices of good sportsmanship at all times toward officials, teammates, coaches, parents, opponents and spectators.

- Attending all practices and games unless excused by the coach. Players and/or parents should notify coaches in advance of a missed practice or game. Unexcused absences will affect playing time and status with the team.
- Maintaining themselves in good physical condition, free of alcohol, tobacco or illegal drugs. Any player found using or possessing any of these substances will be immediately dismissed from the team.
- Respecting the property and facilities of St. Matthew Parish, other practice sites and game sites. Any player found committing acts of vandalism or other inappropriate behavior as determined by the SMPAA Board will be penalized at the Athletic Board's discretion including possible dismissal from the team and will be held responsible for restitution.
- Signing and following the Athletic Code of Conduct Agreement as set forth by the St. Matthew Athletic Association.
- Adhering to all policies, procedures and eligibility requirements as outlined in the Parent-Student Handbook. (Including punches, demerits, etc.)

PARENTS' RESPONSIBILITIES

Parents' responsibilities include but are not limited to:

- Conducting themselves in a Christian manner that will set a good example for their children and reflect positively on themselves, their fellow parents and St. Matthew Parish.
- Ensuring their children comply with eligibility requirements.
- Supporting the teams on which their children participate as well as the entire St. Matthew athletic program. Parents are strongly encouraged to attend games.
- Providing transportation for their children to and from all practices and games. Dropping off players at practices and games at times designated by coaches and picking up players **PROMPTLY** after practices and games.
- Following the principles and practices of good sportsmanship at all times toward officials, players, coaches, parents, opponents and spectators.
- Signing and following the Uniform Contract. The player and parent assume responsibility for all equipment and uniforms issued to them.

- **Volunteering required hours of service at athletic events per family, per year.**
Offering their time and talents to the program by assisting with various programs or events. Volunteers will be able to sign up and choose the days and times they would like to volunteer.
- Paying all required athletic fees for family and players.
- Signing and following the Athletic Code of Conduct Agreement as set forth by the St Matthew Athletic Association.
- Adhering to all policies, procedures and eligibility requirements as outlined in the Parent-Student Handbook. (Including punches, demerits, etc.)

ENFORCEMENT OF COACH/PARENT/PLAYER RESPONSIBILITIES

Coach/Parent/Player Conduct

Complaints regarding conduct of parents, coaches or players should be directed to the Athletic Director, who will investigate and present to the Athletic Board all facts regarding the complaint.

- If the complaint is deemed valid, the parent/coach/player will be verbally reminded of his/her responsibilities as listed in this handbook, code of conduct agreement and uniform contract.
- If the unacceptable conduct continues, a coach will be suspended for one game or a parent will be asked not to attend the next game. If the parent refuses to honor this request, his/her child will not be allowed to play in that game.
- If unacceptable conduct continues, a player may be punished as determined by the SMPAA Board.
- If unacceptable conduct still continues, a coach will be dismissed or a parent will be asked not to attend games for the remainder of the season. If a parent refuses to honor this request, the family will be suspended from further participation in the athletic program for the remainder of the season of that particular sport.
- If actions occur outside the timelines of the season in which the sport was played and misconduct occurred, the SMPAA Board can hand out penalties for future seasons or other consequences.

Volunteer responsibilities

Any outstanding family volunteer responsibilities (i.e. hours of service required) not fulfilled from the previous season can result in the player(s) not being allowed to participate in a sport until all obligations are met. In addition, athletic awards can be withheld from students if the volunteer responsibilities have not been fulfilled.

Return of uniform

Students will not be allowed to participate in a sport unless uniforms from the previous season are returned. In addition, athletic awards can be withheld from students if the uniforms are not returned.

PLAYER ELIGIBILITY

St. Matthew athletic programs are offered to students enrolled in St. Matthew School and to parish members participating in the Christian Formation program. There may be exceptions for participants from neighboring parishes that do not have established teams in various sports.

PROGRAMS OFFERED

Athletic sports offered by St. Matthew are those regulated by the Archdiocese. The following sports are regulated in their season only: Basketball, Cheerleading, Soccer, and Volleyball. Participation is in Grades 5-8 unless Archdiocese approves of league below Grade 5. Participation in any non-regulated sport requires a written consent by the Archdiocese before entry in to any league.

Early registration will occur in late May to allow sport coordinators and coaches to know the number of players they can expect for the upcoming seasons. Particularly for volleyball since team forms and gym times need to be turned in during July. Money will be collected and registration forms will be handed in at Early Registration. There will also be a one page sheet sent out in the end of the year folders that makes people aware that they can sign up at Back-to-School day. This allows for those that change their mind to be able to participate in sports. The Early Registration will make Back to School day much easier on the Board and allow planning to occur during the summer if needed based on more realistic numbers of players.

St Matthew offers:

- A) Fall Season: Cross Country (Intramural, CO-ED) (5th - 8th Grades)
 Soccer CO-ED (K5 - 8th Grades)
 Volleyball (Girls) (5th - 8th Grades)

- B) Winter Season: Cheerleading (5th - 8th Grades)
 Basketball (Boys & Girls) (5th - 8th Grades)

- C) Spring Season Soccer CO-ED (K5 - 8th Grades)

HOME GAMES

For all games St. Matthew's hosts there should be 1 Board member on site. The Board member would be responsible to answer questions, assign positions of volunteers, assist in the event a volunteer does not show up and be a general go-to person for that day's games.

For soccer games there should be 5 volunteers per shift at the concession stand.

For volleyball and basketball games there should be 5 volunteers per shift. One volunteer for admissions, 1 volunteer at the scorebook, 1 volunteer at the score clock and 2 volunteers at concessions. Per league rules there can only be 2 people at the scorer's table at any time, the scorebook keeper and the score clock attendant. These people must be trained to be able to work.

TEAM FORMATION

Participation

All St. Matthew and participating Religious Education students wishing to participate will be accepted on teams. There will be no tryouts (other than to assess abilities for purposes of dividing teams) or cuts (other than for disciplinary reasons related to athletics).

A student-athlete may participate in a non-archdiocesan team in the same sport during the season provided that the student's priority and commitment is with the parish/school team, and the student maintains the eligibility requirements established by the school administration and published locally.

Selection of Coaches

- One head coach and at least one assistant coach are required for each team.
- All head coaches must be approved and assigned by the Policy Committee. Each head coach will select an assistant coach(es) with Policy Committee approval.
- 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.
- If more than one head coach volunteers for the same team, an effort will be made to have the individuals co-coach. If this is not possible, then the selection process set forth by the Policy Committee will take place.

Team Size Guidelines

Whenever the minimum player requirement cannot be met or there is a lack of an available coach, players may be placed on a combined parish team or at the next highest grade level, whichever is best for the student athletes and approved by the Policy Committee. When team size dictates and multiple coaches are available, multiple teams may be formed in accordance with the following policies for dividing teams.

When teams need to be combined with other schools due to lack of participants, the rules and policies of the majority participating school should be in effect. This refers to uniforms, team names, money, volunteer requirements, league fees, etc.

Policies for Dividing Teams:

The following guidelines will be followed for forming multiple teams at a particular level (when necessary):

- Teams at or below the sixth grade level will be divided equally based on talent.
- Coaches and the respective coordinator will select players for "equal" teams, assuring comparable talent on both teams by a draft or similar system. There will be provisions to place members of the same family on the same team. Reassignment of players on "equal" teams may be made each successive year but only if absolutely necessary to maintain approximately equal caliber of the teams or for numerical imbalance. The Policy Committee will be responsible for such assignments.
- Selection of players for "A" and "B" teams, when necessary at the seventh and eighth grade level will be made annually (once for each season). Coaches and the respective coordinator will make player selection.

Addition of New Players

When a new student enters St. Matthew Parish, or when a current student decides that he/she would like to play after a sport season has begun, the student is encouraged to participate in school athletics. However, if the sport season has begun, the student may practice with the team, but cannot participate in game competition until a coach determines the student is ready and the player has met all archdiocese rules for game participation. When a new religious education student decides to play for a parish-based team, the Policy Committee and respective coordinator will oversee the placement of the individual on a team.

Tournament Reimbursement

St. Matthew Parish Athletic Assoc. will reimburse each Archdiocese regulated competitive sport (5th – 8th grade Basketball, Cheerleading, Soccer & Volleyball) up to \$300 per season per team for tournament play. Non-competitive and intramural play is not eligible for this reimbursement.

St Matthew's Soccer Classic Policy: Participation fees, whether competitive or non-competitive, will not apply to St. Matthew Parish (Oak Creek) teams. However, because this event is a major fundraiser for St Matthew Parish Athletics, teams are encouraged to make a voluntary participation contribution.

PLAYING TIME GUIDELINES

It is the intent of the Athletic Association that every player should participate in every game. The following minimum playing time requirements are to be followed for all players with the exception of disciplinary situations.

Basketball (Regular Season)

5-8th Grades Per league rules.

Basketball (Tournament Play)

5-8th Grades Coaches discretion and/or tournament rules

Volleyball (Regular Season)

5-6th Grades As close to equal playing time as possible

7-8th Grades All athletes will play but actual playing time will be based on ability, attitude and attendance.

Volleyball (Tournament Play)

5-8th Grades Coaches discretion and/or tournament rules

Soccer

K5-4th Grades As close to equal playing time as possible

5th-8th Grades All athletes will play but actual playing time will be based on ability, attitude and attendance.

CONFLICT RESOLUTION

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 problem(s) cannot be resolved in this manner, the concern should be addressed, in writing, to the Athletic Director. The Athletic Director is responsible for investigating the matter and raising the concern for discussion by the Athletic Board.

Note - Please know that every situation could not be addressed in this St. Matthew Athletic Association Policy Handbook. There will be areas of concern that will require the Athletic Board to investigate, discuss, and decide on. These decisions may require this handbook to be revised at a later date.

Final: Fall 2011/Spring 2012