



SJHC

# Athletic Handbook

St. Joseph Hessen Cassel School

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### **St. Joseph Hessen Cassel Parish Mission Statement**

We, the Catholic Church of St. Joseph Hessen Cassel, created by God, sustained by Jesus Christ, and empowered by the Holy Spirit, are called to teach, preach, and share the Good News of Jesus Christ.

### **St. Joseph Hessen Cassel School Mission Statement**

We assist the Catholic Church in its mission of teaching the Gospel and support the parents in their obligation as teachers of their children. We strive to prepare every child spiritually, academically, and physically, by giving them the information, training, and knowledge necessary to develop their talents to serve God and their country.

### **St. Joseph Hessen Cassel Vision Statement**

Learning for life and living our faith.

### **Philosophy**

We believe that the opportunity for participation in a wide variety of student-selected activities is a vital part of the student's educational experiences. Such participation is a privilege that carries with it responsibilities in the areas of preparation, attitude, sportsmanship, and academics. These experiences contribute to the development of learning skills and emotional patterns that enable the student to make maximum use of his or her education.

Though our athletic teams strive to win in the sense of having the best score, we recognize the real value of Catholic school athletics is realized only if it fosters the development of the human person - both in spirit and in body - by cultivating Christian character, strengthening personal integrity and responsibility, and promoting the pursuit of excellence in all endeavors.

*"The Church looks at sport with great sympathy, since it considers the human body as the masterpiece of creation. God the Creator gave new life to the body, thus making it the instrument of an immortal soul... When sport is practiced in a healthy way, it exalts the dignity of the human body without risking idolatry. The Church sees sports as a mighty element of moral and social education."*  
(Pope John Paul II)

## **Duties and Responsibilities of the Administration**

**Principal:** The Principal and the Athletic Director will be in charge of the athletic program.

**Athletic Director:** The Athletic Director shall have the immediate responsibility of directing and administering the decision making process of the athletic program. Responsibilities include: working with the Principal on the selection of coaches, ordering athletic supplies and equipment, keeping on file all athletic forms necessary for participation, preparing facilities for athletic events, providing all programs with equipment that is safe, performing all duties as assigned by the Principal.

**Assistant Athletic Director:** The Assistant Athletic Director shall have the responsibility of overseeing the concession stand during athletic seasons. Responsibilities include: opening and closing the concession stand at all home events, ordering inventory, staffing of volunteers, and other duties as assigned by the Athletic Director and/or Principal.

## **Registration Information**

### **Nondiscrimination Policy:**

St. Joseph Hessen Cassel School does not discriminate on the basis of race, sex, national or ethnic origin in the administration of educational programs, admission policies, scholarship and student aide programs, athletic and other school administered programs.

To be eligible to play and/or practice on a team a student must:

1. Pay a \$50.00 per sport fee.
2. Fill out a *CYO* consent form.
3. Have a current physical form on file.
4. Read and sign the athletic contract found at the back of this handbook.

### **Family Sports fee:**

As of the 2010-2011 school year the family sports fee was discontinued. Each child will need to pay the \$50.00 per sport fee.

### **Refund of Sports Fees:**

Once the games/contests/matches begin there will be no refund of fees if a student athlete quits the team. Prior to the start of the playing of games/contests/matches all fees will be refunded if a student athlete quits the team except for the \$10 *CYO* fee.

### **Permission and Medical Forms:**

Any student wishing to play on a St. Joseph team needs to fill out a *CYO* parent consent form as well as having a recent physical form on file with the school. These forms may be obtained at the school office or from the Athletic Director. These forms must be filled out prior to the first practice or the student athlete will be ineligible to participate. The *CYO* parent consent and medical forms need only to be filled out once for the year.

## **General Information**

### **Levels of Competition:**

St. Joseph Hessen Cassel School offers two levels of competition.

1. Junior Varsity: Students at this level consist of 5<sup>th</sup> and 6<sup>th</sup> grade athletes. Should there not be enough players to make a team, \*4<sup>th</sup> graders may be invited to participate on the junior varsity team. The emphasis at this level should be on developing fundamentals and student athletes should receive equal playing time. Equal playing time occurs over the course of the season, not necessarily in each game. Coaches schedule games, and games may or may not have paid officials. A *CYO* tournament is played at the end of each sport season. During the tournament equal playing time is not assumed.

\* 4<sup>th</sup> graders may play on the junior varsity team at any time at the discretion of the head coach. However, equal playing time should not be assumed.

2. Varsity: Students at this level consist of 7<sup>th</sup> and 8<sup>th</sup> graders. Should there not be enough students to make a team, 6<sup>th</sup> graders may be invited to participate on the varsity team with approval of the Principal and the Athletic Director. Emphasis is on continuing and reinforcing fundamental skills, however, playing time is left up to the discretion of the coaches. Games are scheduled by the *CYO*, and games are officiated by *CYO* referees. A *CYO* tournament is played at the end each sport season.

**No student may play or practice outside of his/her grade level without the prior authorization of the Principal and the Athletic Director.**

**Sports Offered:**

St. Joseph Hessen Cassel School offers a variety of sports in which students may participate. These sports include:

Football	Volleyball
Basketball	Soccer

Should St. Joseph not have enough players to make a team from 5<sup>th</sup> - 8<sup>th</sup> grades, student athletes have the opportunity to join another school's *CYO* team with the approval of the *CYO* Board. It is the responsibility of the Athletic Director to obtain this approval.

**Coaching Expectations and Requirements**

Coaches are first and foremost educators, and must work in coordination with the parents who are the primary educators of children. At all times, coaches must be examples of Christ the Teacher who serve as role models for student athletes. They must be messengers of the school mission and ensure that athletic programs embody the Catholic characteristics prevalent at St. Joseph Hessen Cassel.

**Goal Setting**

When working with St. Joseph student athletes, a successful coach will work towards the goals in the following three dimensions: team, personal, and school.

**Team Goals**

St. Joseph coaches build a team by:

1. Advancing the athletes' understanding of their role as members of the communal Body of Christ.
2. Creating a positive and memorable experience that will be cherished by the student athlete for the rest of his/her life.
3. Teaching the specific and unique skills of this sport to the very best of his/her abilities by using all means, methods, and resources available.
4. Teaching the skills of healthy competition that will prepare athletes and the team to succeed.

## **Personal Goals**

St. Joseph coaches grow as individuals by:

1. Modeling character, sportsmanship, self-discipline, and a lived faith.
2. Appreciating the moments of grace throughout a season, at times of winning and losing.
3. Becoming a lifelong learner of their sport.
4. Maintaining perspective in and throughout all athletic endeavors, realizing teachable moments exist in all experiences.
5. Fostering positive relationships with all school community stakeholders.

## **School Goals**

St. Joseph coaches contribute to the school community by:

1. Infusing the school mission in all athletic activities.
2. Promoting academic excellence as an essential component in the development of student athletes.
3. Committing to effective communication with administrators, teachers, parents, and athletes.
4. Supporting the development of student athletes as leaders and role models in the greater school community.
5. Creating a culture of school unity and spirit as exemplified through sportsmanship, positive fan participation, and respect for all.

## **Conduct of Coaches**

Coaches are called to be models and witnesses to their faith each day and as such, coaches are expected to uphold high standards of conduct in and out of season.

## **Language**

Language should be appropriate and constructive at all times. Coaches are expected to not only monitor their own language, but they should also set and enforce standards of appropriate language for their athletes. This includes, but is not limited to swearing, harassment, exclusionary language, sexual innuendo, personal attacks, and unsportsmanlike gestures.

## **Treatment of Opponents**

Although opponents are not a part of our school community, they are members of the larger Body of Christ and should be treated as such. Coaches should

model such respect for their athletes and should instruct players on how to welcome their opponents and all visitors in a way that conveys a sense of hospitality and community.

### **Prayer**

Athletic experiences play an important role in the spiritual formation of students at St. Joseph Hessen Cassel. Genuine and lasting spiritual development is only possible through careful and conscientious preparation by those in leadership positions. Coaches, as team leaders, are chosen not just to be mentors and role models for student athletes, but also to be witnesses. Prayer should become an intentional component to a team's culture, not just a rushed event before or after a game or practice. Rather than emphasizing winning, prayers should focus on embodying the spirit of Christianity. Coaches are encouraged to build and create spiritual traditions into their approach to coaching at St. Joseph School.

### **Coaching Duties**

In addition to serving as witnesses and models of faith, St. Joseph Hessen Cassel coaches are expected to fulfill the following duties:

- Plan out practices and games
- Hold a preseason meeting with all prospective athletes.
- Hold a preseason meeting with all parents to outline all rules and expectations.
- Assist the athletic department in preparing for home events.
- Turn in rosters to Athletic Director no later than one week before rosters are due to CYO.
- Check out eligibility of all athletes after the first practice.
- Prepare and turn in an inventory sheet of equipment both before and after the season.
- Know St. Joseph's extra-curricular attendance policies and communicate such policies to all athletes.
- Communicate practice and game schedules to athletes and parents.
- Maintain safe playing conditions. Supervise students at all times.
- Ensure cleanliness of facilities.

### **Dress Code for Coaches**

Coaches should dress in appropriate attire for their sport. Dressing the part is a reflection of the professional pride one takes in himself/herself. Head coaches set the tone for everyone else and should make every attempt to lead by example.

### **Purchasing Guidelines**

- The purchase of all athletic equipment will be completed through the Athletic Director and the Principal with the approval of the School Board. ***All items purchased must have prior approval of the Athletic Director and the Principal.*** Items purchased without prior approval, will not be paid by the athletic department. The coach will be financially responsible for items purchased without prior authorization from the athletic department.
- Requests for equipment and materials should be made in a timely manner prior to the start of the season.
- The purchasing of uniforms will be determined by two factors: need and the availability of funds.
- Any equipment/materials purchased by a fundraiser or booster club should not be charged to the athletic department.
- Coaches who want their team members to have additional jerseys, team sweatshirts or warm-ups must have permission from the Principal and the team must cover the cost of the purchases.
- End of season parties or team trips are permitted, however, the cost incurred must be paid by the team or the coaches.

### **Communication with Athletes and Parents**

St. Joseph Hessen Cassel coaches should establish clear procedures and guidelines for communication with athletes and parents. Email should be used only to communicate basic information regarding scheduling. Texting students is not permitted, and parents should be aware of any communication between the student athlete and the coaches. Discussions of concerns should always be done in person or by phone call. Coaches do not have to discuss playing time, coaching strategies and specific plays, or information pertaining to other athletes. Any problems that cannot be reconciled between coaches and parents need to be referred to the Athletic Director.

## **Practice Times**

A schedule of team practice times will be determined at the preseason coaches meeting with the Athletic Director. If additional practice is needed, and the activities center is available, the Athletic Director may grant the additional practice with notification of the addition given to the Principal. **No team may be in the activities center for any reason without the approval of the Athletic Director.** Please note that there will be no practice sessions allowed in the St. Joseph Hessen Cassel activities center on Sundays.

## **Practices/Games When School is Closed Due to Inclement Weather**

If school is cancelled due to weather related issues there will be no practice sessions or games.

## **Gym Keys**

All gym keys must be returned to the Athletic Director or school secretary in a timely manner at the conclusion of the sports season.

## **Legal Duty of Coaches**

It is the legal duty of the coach to know the responsibilities involved in taking reasonable care of all athletes under his/her direction. Coaches can be held liable for injuries if they do not take reasonable precautions to prevent the injury.

## **Student Expectations and Requirements**

Students and parents should recognize that participation in the athletic program is not a right of all students, but rather a privilege to those selected individuals who possess the ability, attitude, disposition, cooperative spirit, and desire to represent the St. Joseph Hessen Cassel community in a favorable way. By joining the school's athletic program, a student becomes a representative of his/her team and of St. Joseph School. While participation in athletics is encouraged, this should not interfere with nor take precedence over the main purpose of our school: a Catholic education.

Students who participate in sports have specific responsibilities they must follow:

1. Students are to respect and obey the coach's directives.
2. Students are to keep up their grades according to the extracurricular activities and eligibility policy.
3. Students are to be on time and attend all practices.
4. Students are to let their coaches know at least a day in advance when and why they will not be at a practice or game.
5. Students are to demonstrate good sportsmanship. They are to show respect to all officials.
6. Students are to act as a member of the team, not just as an individual.
7. Students are to take care of uniforms and turn them in at the assigned time in good condition.
8. If the team uses a gym, they are to follow the rules of that gym.
  - A. Clean gym shoes used only inside are to be worn. Black soled shoes that produce black marks on the floor are not permitted.
  - B. Students are to remain inside the gym.
  - C. Students are to leave the building in good condition:
    - Lights off
    - Toilets flushed
    - Trash picked up/floor dust mopped

### **Eligibility**

Students who participate in extracurricular activities at St. Joseph's are expected to maintain passing averages in all academic subjects. Students are expected to attend school, practices, games, and meetings under the guidelines of that particular activity. A student must maintain a 70% in his/her conduct grade to be eligible for any extracurricular activity.

Students may become ineligible for participation in all games, practices, meetings or contests if:

- The student has a failing grade on a progress report or report card.
- The Principal, after consultation with the Athletic Director and the coach, may declare ineligible a student guilty of serious misconduct unbecoming a student of our school even in cases where such misconduct occurred outside of school property.

- Students who do not attend school at least  $\frac{1}{2}$  day, especially for reasons of health, may not participate in any practices, games, or team meetings on that day unless given permission by the Principal. For the purpose of athletic participation, a student must be in school by or cannot leave before 11:00 A.M.

It is the responsibility of each coach to check the daily attendance sheet to make sure all athletes under the coach's supervision are eligible to practice or participate in games. The coach should share the attendance policy with his/her athletes and parents prior to the start of the competitive season.

**A game played with an ineligible player, if won, will be forfeited.**

### **Probation**

A student athlete will be considered ON PROBATION should their most recent academic report reflect a failing grade in any subject area and/or a conduct grade lower than 70%.

Probation is one, two-week period during which a student athlete works to improve his/her grades and/or conduct. During this two-week period, a student is still considered a full, participating member of the athletic team. However, the student athlete may not participate in practices or games but should wisely spend time in improving one's grades. Student athletes are encouraged to seek extra help from those teachers in courses where he/she is struggling. St. Joseph faculty and staff are always willing to assist students in their academic studies.

### **Evaluating probationary improvement**

A student athlete remains a full, participating member of a team if his/her grades at the end of the two-week probationary period reflect a passing average or better in every class, and the student athlete maintained conduct in keeping with the St. Joseph Hessen Cassel Parent-Student Handbook and the teaching of the Catholic Church.

A student athlete will be considered ineligible for athletics should there be no improvement after the two-week probationary period. Ineligibility means that a student athlete may NOT participate in athletics for the remainder of the season. This will result in the removal of the student from the team's roster.

All student athletes are allowed one (1) probationary period per school year. Should a student athlete fail to meet the academic and behavior standards outlined above more than once during a school year, he/she will be considered ineligible and will no longer be permitted to participate in athletics for the remainder of the school year.

## **Student Athlete Expectations**

Students participating in an athletic program are subject to all local and state laws and all rules and policies adopted by the Fort Wayne - South Bend Diocese. This code is in effect 24 hours a day and throughout the calendar year.

Student Athlete's conduct, in and out of school, shall be such as:

- Not to reflect discredit upon their school and/or the *CYO*
- Not to create a disruptive influence on the discipline, good order, moral or educational environment in the school.

It is recognized that principals, by the administrative authority vested in them by their school corporation, may exclude student athletes from representing their school.

## **Attendance**

All student athletes must be marked as present in school on the day of practice or a game in order to participate. All student athletes must recognize the time commitment made to a team. One is expected to attend all practices and games. If one cannot attend a practice or game, please make sure the coach and/or Athletic Director has been notified *in advance*. Consequences for a missed practice or game will be informed by the team rules as outlined by the coach/team at the beginning of the season in addition to the natural consequences that result from missing practice instruction or game experience.

## **Dress Code/Uniforms**

Student athletes are highly visible representatives of the school and, as such, are responsible for using good judgment in their overall appearance. All teams, regardless of level, have a responsibility to ensure that their game attire speaks volumes of their class and excellence. All game shirts will be tucked in. No player should make modifications to his or her uniform. Athletes are to wear a **school issued uniform** and treat their uniform with respect. Teams that treat their uniforms with respect, exude class. Uniforms must be returned to the Athletic Director after the team's last game. Progress reports and/or report cards may

be withheld until the uniform is returned. If a uniform is not returned, parents are responsible for the cost of replacing the uniform.

Students may wear their school issued jersey to school on the day of a game or on the Friday before a weekend game to show their team spirit. A collared school shirt must be worn underneath all jerseys with the exception of volleyball uniforms. Volleyball players may wear a short sleeve white or royal blue T-shirt underneath their uniforms. Student athletes involved in club sports, travel teams or public school teams may not wear those uniforms to school on game days.

### **Sportsmanship**

All student athletes are expected to represent St. Joseph Hessen Cassel School in an exemplary manner. This behavior is expected both on and off the court or field. Student athletes are expected to display the best Christian courtesy and manners to all officials, coaches, opposing coaches, players, and spectators. At all times good sportsmanship is the rule, not the exception. The penalty for unsportsmanlike behavior during a practice or game will be left to the discretion of the coaches for each sport along with input from the Athletic Director. This can range from sitting out at practice to a one game suspension. In extreme cases when an athlete has been ejected from a game, multi-game suspensions and dismissal from the team may be appropriate. The Athletic Director and Principal will make the final decision following a meeting with the athlete, coach, and parents.

### **Expectations of Parents and Stakeholders**

*"It is incumbent upon parents to cooperate closely with the school teachers to whom they entrust their children to be educated; in fulfilling their duty teachers are to collaborate closely with parents who are willingly heard and for whom associations or meetings are to be inaugurated and held in great esteem."  
(Code of Canon Law, 796)*

St. Joseph Hessen Cassel School coaches and administrators respect the primacy of the parents as the first teachers of their student athletes, and will partner with parents in the formation of student athletes. Parents and other members of the community play a vital role in the holistic education of children including students' participation in school-sponsored athletics. Together, all stakeholders should actively work to ensure that the Catholic mission and identity of St. Joseph school permeates the athletics program.

### ***Top Five Ways to Support your Student Athlete***

1. **Be present** – Show up to games, cheer, and support our teams!
2. **Be positive** – Children learn from modeling. When talking about the game, season, performances and decision-making, please share the gift of a positive outlook on life. Make sure that your child knows that, win or lose, he/she is loved and supported.
3. **Encourage independence** – Encourage student athletes to be responsible for the care of their athletic gear and to be prepared for practices and games. In addition, student athletes should speak directly with their coach about any questions or concerns.
4. **Observe the “24 Hour Cushion”** – As do all good educators, St. Joseph coaches will naturally and deliberately reflect on game situations and decisions. Please allow coaches the time they need to process their decisions before approaching them with any questions. As stated above, coaches need not discuss playing time, coaching strategies and specific plays, or information pertaining to other athletes.
5. **Model St. Joseph’s Behavior Expectations for Visiting Spectators** –  
Take pride in our athletic program and model for visitors how we...
  - A. cheer for our team rather than against our opponents.
  - B. respect the integrity and authority of game officials.
  - C. allow coaches to coach without criticism from spectators.
  - D. help clean up at the end of athletic events.

### **Transportation**

Transportation to and from practices and games is the sole responsibility of the parents. Please ensure that your student athlete is dropped off and picked up promptly at the beginning and end of each practice/game.

### **Concession Stand**

Parents of student athletes are required to work in the concession stand during volleyball and basketball seasons. Parents are asked to sign up for a time that is convenient for them and doesn't conflict with their own child's game. Any parent who cannot make their scheduled time must find his/her own replacement.

### **Removal from Team – Parent Decision**

The Principal, Athletic Director and coaches will respect and support the decision of a parent to remove his or her child from a team for any reason.

However, once the child is removed, he or she may not return to that team for the remainder of the sport season.

### **Revisions/Modifications to Policy**

The Principal may make changes to any policy outlined in this handbook as needed, and has the final decision with regard to any policy. Changes will be made public in the bi-monthly Thursday newsletter.

**The Principal has the authority to remove a student or cancel a season if student athletes or parents are not adhering to St. Joseph School standards.**

# *ATHLETIC CONTRACT*

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Please initial each statement below to acknowledge your agreement to this contract. Then sign the form at the bottom and return to the Athletic Director to be eligible for participation.

As a St. Joseph Hessen Cassel Student-Athlete...

\_\_\_ I will strive to give my best to the team in every practice and every game.

\_\_\_ I will be on time for all practices and games.

\_\_\_ I will not miss a practice or game because of another outside sport or extra-curricular activity unless approved by the coach or athletic director.

\_\_\_ This experience is an opportunity to learn not only \_\_\_\_\_ (sport), but also teamwork with all its inherent responsibilities. There will be times when I will follow someone's lead and there will be times when I must assume that lead – I always have a contribution to make to my team.

\_\_\_ I will take my coaches' directions and comments as constructive suggestions, which make me a better athlete and my team a successful unit.

\_\_\_ Practice is where I learn the concepts of the game. How I apply those concepts in mind and body in practice will carry over into the game situation.

\_\_\_ I will always play hard, but always will be a fair sport whether we are winning or losing the game, realizing that everyone on my team and my opponent's team is playing for fun and the competitive experience.

\_\_\_ I will carry these principles to my schoolwork and my family life with the realization that these are of greatest importance and take precedence to any sport.

\_\_\_ I will be an example of Christ in all my actions on and off the field/court of competition.

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

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

PLEASE RETURN THIS FORM TO THE ATHLETIC DIRECTOR