



**ST. GILES**  
S C H O O L

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**Handbook**

**for**

**Interscholastic  
Athletic Program**

# Table of Contents

School Mission Statement.....	page 3
Interscholastic Athletic Program Goals and Mission.....	page 4
Athletic Program Offerings.....	page 5
Program Duties & Responsibilities	
Principal.....	page 6
Athletic Director.....	page 6-7
Coaches.....	page 7-8
Student Athletes.....	page 8-9
Parents/Guardians.....	page 9-10
Athletic Program Rules and Procedures	
Absences.....	page 11
Academics.....	page 11
Behavior.....	page 11
Communication.....	page 11
Facilities.....	page 12
Fees.....	page 12
Playing Time Guidelines.....	page 12
Division of a Team into Squads.....	page 13
Practice Times.....	page 13
Protocol for Addressing Problems/Issues/Concerns.....	page 13
Sportsmanship.....	page 14
Team Roster Issues.....	page 14
Time Commitment.....	page 14
Athletic Program Forms	
St. Giles Student Athlete & Parent Contract.....	page 15
St. Giles Athletic Release Form/Medical Information.....	page 16

## St. Giles School

The purpose of this Athletic Program Handbook is to make parents, coaches, and students aware of the philosophy and policies to be followed for participation in the St. Giles Interscholastic Athletic Program. The St Giles Athletic Program and all participants are subject to rules set forth in this Athletic Handbook, the Handbook for Athletics in the Catholic Elementary School 2011 (Archdiocese Athletic Handbook) and the St Giles School Handbook. To the extent that anything in this Handbook is in conflict with the Archdiocese Athletic Handbook, The Archdiocese Athletic Handbook will provide guidance.

## **School Mission Statement**

St. Giles School exists to foster the spiritual, intellectual, emotional, social, and physical growth of our elementary school children. As a Catholic institution sponsored by St. Giles Parish, we participate in the Church's mission of education and evangelization by proclaiming and living the Good News of Jesus Christ with our students and families. We are committed to a quality education that prepares our students to be people of faith, lifelong learners and to serve the broader community.

# Interscholastic Athletic Program Goals and Mission

The St. Giles Interscholastic Athletic Program exists to contribute to the School's mission and its educational goals. Under the direction of the Athletic Director and in accordance with all established policies and tenets set forth by St. Giles School, an Interscholastic Athletic Program is offered for St. Giles School students in fourth through eighth grades. The program strives to provide and promote a Christian environment in which each student participant may attempt to reach his/her potential within the context of athletic endeavor. Participation is encouraged, open to all students within the context of the appropriate grade level, and intended to be an enjoyable, rewarding, and learning experience that complements and supports academic excellence.

The program will challenge its student participants to:

- Accept and appreciate teammates, as well as their contribution differences
- Build sportsmanship and an appreciation for the value of sports
- Recognize and develop their potential
- Accept both success and failure graciously
- Learn appreciation for coaching, teamwork and what is required for peak performance
- Embody their best effort as they work toward athletic excellence

Mission of the Interscholastic Athletic Program is to:

- Provide opportunities for all interested St. Giles School students to learn about and participate as members of St. Giles School sports teams and programs
- Transmit knowledge of the fundamentals of various sports
- Develop the sports-specific skill levels of each participant
- Instill team-oriented values in sports environment
- Teach proper attitude toward winning, losing, and competing with dignity
- Foster an environment to increase self-confidence and self-esteem
- Enhance individual levels of physical fitness

Except for a case involving academic, administrative or disciplinary action, there is a no-cut policy employed for all sports teams.

St. Giles School does not discriminate on the basis of race, color, sex, national or ethnic heritage in its admission or hiring policies, educational programs, scholarship programs, athletics, or any school administered program.

Since school sponsored athletic programs are an extension of the school and its curriculum, these programs are subject to the authority of the pastor by virtue of his office; the principal; and any pertinent policies of the St Giles School Board.

## **ATHLETIC PROGRAM OFFERINGS**

Dates are estimated based on previous practice, league and tournament schedules, and may be subject to change.

### FALL SOCCER Girls/Boys

- Grades: 5<sup>th</sup> – 8<sup>th</sup> coed teams at each grade level
- Dates: Mid August - Mid November

### CROSS COUNTRY Girls/Boys

- Grades: 5<sup>th</sup> – 8<sup>th</sup> coed teams at each grade level
- Dates: Mid August - Beginning of October

### GIRLS BASKETBALL

- Grades: 4<sup>th</sup> – 8<sup>th</sup> teams at each grade level
- Dates: Mid October - End of January

### BOYS BASKETBALL

- Grades: 4<sup>th</sup> – 8<sup>th</sup> teams at each grade level
- Dates: Mid November - End of March

### GIRLS VOLLEYBALL

- Grades: 5<sup>th</sup> - 8<sup>th</sup> teams at each grade level
- Dates: Mid January - Beginning of May

### BOYS VOLLEYBALL

- Grades: 5<sup>th</sup> – 8<sup>th</sup> team composition varies
- Dates: Mid March - End of May

### TRACK AND FIELD Girls/Boys

- Grades: 4<sup>th</sup> – 8<sup>th</sup> team composition varies
- Dates: Beginning April - Mid May

### SPRING SOCCER Girls/Boys

- Grades: 4<sup>th</sup> – 8<sup>th</sup> team composition varies
- Dates: Mid April - Beginning of June

Pre-season development camps and/or other interscholastic programs may be available throughout the school year.

# Program Duties and Responsibilities

## Principal

- Hire and supervise the Athletic Director according to the school's written job description
- Enforce academic and behavior standards for interscholastic participation as outlined in this Handbook
- Verify that all legal and safety aspects of the Athletic Program are in compliance, i.e. verification of insurance coverage, written permission from parental/guardian for student participation, student emergency health/contact information, coaches' background checks, Virtus training, etc
- Provide the Athletic Director with emergency health/contact information for all students participating in athletic events
- Communicate with the Athletic Director on a regular basis
- Investigate and resolve problems/issues/concerns that can not be resolved by the Athletic Director
- Appoint a Program Treasurer who, in conjunction with the Athletic Director, manages the financial aspects of the program.
- Receive a financial report from the Program Treasurer and/or Athletic Director at least quarterly and to forward a copy to the Finance Committee of the School Board as well as the Parish Business Manager
- Annually review and evaluate the Interscholastic Athletic Program with the Athletic Director and St Giles School Board
- As needed, meet with parents/guardians and their students interested in participating in the interscholastic athletic program in order to explain the program's philosophy, communicate its expectations, and reinforce its rules

## Athletic Director

- Integrate the Interscholastic Athletic Program into the philosophy and mission of St. Giles School so events do not interfere with academic and spiritual development of our student participants
- Establish and implement all policies and procedures within the respective program
- Follow and enforce all rules of the school, parish and Archdiocese
- Prepare an annual budget for submission to the Principal and monitor adherence to the approved budget
- Communicate with the Principal on a regular basis and ensure financial reports are provided to the Principal in compliance with Parish financial reporting requirements
- Ensure the gym and equipment provided for the athletes are safe
- Select coaches and confirm assistant coaches who are qualified for their sport, supportive of the philosophy and goals of St. Giles School and the Athletic Program, and who will model Christian values
- Enforce all teams' practices, games and meetings are coached/supervised by an adult at least 21 years old (should the coach be someone under 21 years of age). If possible, head coaches should be 21 years old
- Hold coach's meetings prior to the beginning of the season to explain the program's philosophy
- Confirm all coaches have completed the required paperwork, review the Archdiocese Athletic Handbook, communicate expectations, and reinforce rules

- Work with the administration in overseeing coaches/staff and completion of Archdiocesan requirements for Protecting God's Children
- Provide direction and assistance to coaches/staff to ensure the meeting of expectations, adherence to philosophy and goals of program and continuity among program and team expectations.
- Monitor and evaluate each coach's performance and terminate any coach who does not adhere to the philosophy and goals of the Athletic Program
- Supervise the registration process for interested students and assemble team rosters for dissemination to the coaches and staff members
- Determine the number of interscholastic affiliations (leagues), contests (games or matches), and practice sessions during a season within the context of the guidelines set forth in this Athletic Handbook and in accordance with the requirements of the Archdiocesan Athletic Handbook
- Manage the annual athletic schedule in order to eliminate any conflicts with other school and religious related events
- Organize practice sessions and game/match schedules
- Manage problems/issues/concerns with all participants in the interscholastic athletic program, including, but not limited to, students, parents and coaches, in respectful dialogue and, if unable to resolve, refer to Principal for mediation
- Set an overall atmosphere and encourage students to learn and develop while recognizing positive performance, good sportsmanship, and respect for their teammates, coaches, officials/referees, and opponents
- Provide emergency health/contact information to all coaches for their team members
- Report any serious misconduct to the Principal
- Annually review and evaluate the Athletic Program and all its components
- As requested by the Principal, participate in any Principal led meeting with parents/guardians and their students who interested in participating in the interscholastic athletic program in order to explain the program's philosophy, communicate its expectations, and reinforce its rules
- Perform any other duties and assignments as designated by the Principal or Pastor

**No coach, staff member, student and/or parent may represent themselves as agents for St. Giles School of the Interscholastic Athletic program without complete knowledge and expressed consent of the Principal and/or the Athletic Director.**

### **Coaches**

- Comply with the Philosophy, Mission and all policies of St. Giles School and the Athletic Program and to forward a signed copy of the *Coaches' Acceptance of Rules and Policies Contract* to the Athletic Director
- Complete all necessary Archdiocesan requirements for working with children as set forth in this Handbook and the Archdiocese Athletic Handbook
- Have knowledge of the fundamentals and rules of that sport
- Attend any necessary coaches meetings and training sessions for coaches as instructed by the Athletic Director.
- Select, if necessary, an assistant coach who is qualified for the sport, supportive of the philosophy and goals of St. Giles School and the Athletic Program, and who will model Christian values. Each assistant coach must be approved by the Athletic Director before being hired.
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- Arrive on time, organized and prepared for all practices and games, heeding start times as well as end times
- Set an atmosphere to encourage students to learn and develop while recognizing positive performance, good sportsmanship, and respect for their teammates, coaches, officials/referees, and opponents
- Dedicate time to the development of all players on his/her team without bias and communicate with players in a constructive and appropriate way
- Maintain team member's medical and emergency contact information forms with you at all practices and games
- Attend complete practices or arrange for another legal adult (minimum of 2 adults at every practice, scrimmage and game) to substitute for you, so team members are ever left alone or unsupervised at the practice facility, gym or field.
- Be responsible for the health and safety of all team members during all meetings and, in case of injury, take appropriate actions and report to the Athletic Director within 24 hours
- Assume responsibility for team behavior immediately before, during, and immediately after each game/match
- Abide by administrative decisions regarding player eligibility
- Support parental decisions regarding player academic eligibility
- Including a team prayer before each game is encouraged
- Follow game participation rules consistently for all team members
- Address parents' problems/issues/concerns appropriately, promptly and diligently in respectful dialogue and, if unable to resolve, refer to Athletic Director for mediation as outlined in the protocol of this Handbook

## **Student Athletes**

Participation in the St. Giles Interscholastic Athletic Program is a privilege not a right. Students participating in the Athletic Program are expected to meet the guidelines as outlined in the academics section of this Handbook. Failure to act in accordance with the rules/guidelines listed here, or as prescribed by a coach or staff member, may result in a temporary or permanent suspension of athletic privileges from a team or activity.

- Read, understand, and follow the rules and policies outlined in the St. Giles Athletic Handbook and submit signed copy of "Student Athlete Contract" and "Release Form" included in this handbook by the specified date
- Submit required registration forms/fees by the deadline indicated for each sport
- Attend with your parent/guardian interscholastic athletic program meeting for more athletic program information
- Attend and be on time for all scheduled practices, games, or activities in order to be eligible to play in games/matches
- Notify your coach when you are unable to make a scheduled practice or game
- Provide your own transportation to and from all scheduled practices, games or activities
- Respect and take proper care of all school equipment and property
- Dress in the appropriate clothing/uniform, as specified by the Athletic Director or coach/staff members conducting the activity.



- Properly maintain your athletic uniform and return it upon request by the Athletic Director clean and in a bag labeled with the participant's name or pay a replacement fee if the school issued athletic uniform is lost, stolen, or damaged (4th Grade Only)
- Understand you represent St. Giles School and your conduct must reflect the principles of good Christian behavior and respect for coaches, teammates, opponents, officials, and spectators before, during, and after games.
- Maintain proper behavior. Loss of self-control or use foul or abusive language or any other signs of disrespect at a practice or game are reasons for disciplinary action, reduced playing time, or even suspension or expulsion from the team
- Follow any team rules established by the Athletic Director and your coach
- Show good sportsmanship and be supportive of your teammates and coaches
- Learn appreciation for coaching and to accept instructions made by your coach in order to improve your performance

## **Parents/Guardians**

Parental support is valued and encouraged. Parents/guardians play an important role in the success of the student athlete and must conduct themselves in an appropriate manner and act as positive role models for all participants. The essential elements of character building and ethics in sports are embodied in the concept of sportsmanship and six core principals: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. The highest potential of sports is achieved when parents reflect these six pillars of character.

Parents should display the following behaviors:

- Trust in their child's ability to have fun as well as to perform and achieve excellence on their own
- Help their child to learn the right lessons from winning and losing and from individual accomplishments and mistakes
- Respect their child's coaches, teammates and fellow parents as well as the players, parents, and coaches from opposing teams
- Give only encouragement and applaud positive accomplishments, whether for their child, his/her teammates, their opponents or the officials
- Show respect towards all officials and their decisions
- Never coach their child or other players during games and practices, unless they are one of the official coaches of the team

In addition, Parents/Guardians should abide by the following:

- Read, understand, and follow the rules and policies outlined in the St. Giles Athletic Handbook and submit signed copy of "Parent Contract" and "Release Form" included in this handbook by the specified date
- Encourage your child to maintain good grades and monitor their academic progress
- Pay all program fees and complete all necessary permission/medical forms by required deadlines
- Pay all school fees and tuition; nonpayment of tuition and fees may result in exclusion from participation

- Provide for your child's transportation to and from all practices and games
- To be prompt in arriving for practices and games and returning to pick your child up after practices and games
- Inform the coach when your child will be absent from a practice or game
- Clean and care for uniforms and return them according to directive from Athletic Director
- Review the ***Duties and Responsibilities of Student Athletes*** section of this Handbook with your child to ensure he/she understands what is expected of him/her
- Maintain responsibility for other children who may accompany you to your child's game
- Follow the established protocol for addressing problems/issues/concerns.

# **ATHLETIC PROGRAM RULES AND PROCEDURES**

## **Absences**

Attendance at practice is mandatory for participation in games. Failure to attend practice regularly can and will result in reduced playing time or suspension from the team.

## **Academic Athletic Eligibility Policy**

All students participating in the interscholastic athletic program are expected to keep up with all school assignments and must maintain progress and effort in all of their academic classes. It is the students and parents responsibility to be aware of the academic requirements as set out in the School Handbook.

In consultation with the teachers and the Principal, the student's parent(s)/guardian(s) have the final decision to include or dismiss a student from participating in the interscholastic athletic program. The respective coach will then work together with the student's parent(s)/guardian(s) on the decision made.

## **Athletic Behavior Policy**

A student is not allowed to participate in a game or practice the day he/she receives a behavior suspension. Both the Athletic Director and appropriate coach will be notified..

Within the Athletic Program, inappropriate behavior by a student athlete will initially be addressed by the coach/staff supervisor. If the behavior persists, a remediation plan will be developed in consultation with the Athletic Director. If the behavior is still not corrected, the Principal may become involved. If the inappropriate behavior isn't ultimately eliminated, the participant will be dismissed from the team. Please be aware that problems/issues/concerns should be dealt with directly using the protocol outlined in this Handbook.

## **Communication**

The e Athletic Department webpage will contain the following:

- St Giles School Handbook for Interscholastic Athletic Programs (Athletic Handbook), most current version
- Handbook for Athletics in the Catholic Elementary Schools
- Registration Forms
- Initial Master Schedule for the current sport in season\*
- Directions for all games/practices

Unfortunately throughout each season there will be numerous schedule changes, most of which are beyond the control of the St. Giles Athletic Program. These changes, in the interest of time, must be communicated using the St Giles School website calendar and may also be communicated to each athlete through announcements at school and email to the parents.

Per Archdiocesan and St. Giles School rules, coaches shall never communicate with any student via text message. Coaches may communicate with students in grades 6-8 via email only if the parent is copied on the email. Coaches shall not communicate directly with students in grades pre 4 through 5<sup>th</sup> grade and may only communicate with the parents. Communications between parents and coaches

should be in accordance with the St Giles School Faculty/Parent Communication procedure set forth in the St. Giles School Handbook, in effect at the time.

## **Facilities**

The following guidelines are to be followed by all athletes who use the gym:

- Only gym shoes are to be worn on the gym floor during play (please keep wet shoes off the floor)
- No food, gum, or candy are allowed on the gym floor
- No playing in or around the bathroom facilities
- No athlete is allowed in the gym without his/her coach present
- No playing in, on or around the elevator in the gym.

## **Fees**

The St Giles Athletic Program is self-sufficient; fees are set to cover all operation costs, employee compensation and to allow as many students as possible to participate. If the required fee poses an undue hardship, please see the Athletic Director.

Dates and deadlines for registration and participation fees for each St. Giles sport, developmental camp, or other interscholastic offering will be distributed prior to their start through program-specific information sheets. All fees are non-refundable and should be paid by easy merchant, check or money order payable to: *St Giles Athletic Program*.

It is the expectation of St. Giles School that a student/family should be current in payment of all school fees and tuition. Nonpayment of tuition and/fees may result in exclusion from participation.

## **Playing Time Guidelines**

Each coach will guide his/her student athletes to focus on and strive to reach both individual and team goals. In practices, this will translate into knowledge of a sport's rules and strategies, as well as the development of individual and team skills. In games, this will translate into demonstration of rules knowledge and skills development, while also demonstrating strategic execution. If team goals are achieved, more often than not, positive reinforcement and winning will result.

Each coach will balance student athlete game participation to produce the best chance to demonstrate a skill set, reach individual and team goals, and ultimately achieve success. ***Therefore, each student athlete in good standing, on the basis of attendance, behavior, compliance with directives, effort, execution and focus can expect meaningful opportunities to participate in games.*** *It is not realistic to think every player will receive equal playing time, however, more emphasis will be placed to create equal opportunities in the lower grades with additional emphasis on performance at the upper grade levels.* Missing practice or excessive absences can result in reduced playing time and even suspension from the team. Playing time may also be reduced as a result of disciplinary action for poor behavior or effort in practice.

## **4<sup>th</sup>/5<sup>th</sup> Grade**

This is entry level where the primary focus is introduction to the sport and developing the fundamental skills of each athlete. Playing time should be meaningful in all games for all athletes ***on the basis of attendance, behavior, compliance with directives, effort, execution and*** game situations. Student participants should speak directly with the head coach for further specifics on an individual's playing time.

### **6<sup>th</sup> Grade**

This level is developmental with continued focus on finding substantial roles for each athlete. Playing time in each game will be ***on the basis of attendance, behavior, compliance with directives, effort, execution and based on work ethic, attendance, performance and*** game situations.. Student participants should speak directly with The team's head coach should be contacted for further specifics on an individual's playing time.

### **7<sup>th</sup> Grade**

This level introduces each athlete to varsity level competition and continues to reflect a developmental posture. Coaches will commit to ensuring participation for each athlete in game ***on the basis of attendance, behavior, compliance with directives, effort, execution and based on work ethic, attendance, performance and*** game situations.b Student participants should speak directly with The team's head coach should be contacted for further specifics on an individual's playing time.

### **8<sup>th</sup> Grade**

This level continues to develop athletes to compete at the varsity level and prepares them for higher levels of competition. Coaches will commit to ensuring participation for athletes in game ***on the basis of attendance, behavior, compliance with directives, effort, execution and based on work ethic, attendance, performance and*** game situations.b Student participants should speak directly with the head coach for further specifics on an individual's playing time.

## **Practice Time Guidelines**

Practices will be based on gym, team and coach availability.

- Grade 4-6: 1-2 Practices per week (not to exceed four hours per week)
- Grade 7 & 8: 3-4 Practices per week (not to exceed six hours per week)
- Practice sessions should include warm-up and cool-down times
- No practices or games should be scheduled for early Sunday morning, as families should be allowed the opportunity to attend Mass together.

Younger grades will practice at earlier times on school nights with no practice going past **9:30pm** for any grade level team.

## **Protocol for Addressing Problems/Issues/Concerns**

In the event issues arise regarding the St. Giles Athletic Program, the following process should be followed:

- If the issue falls under the auspices of a coach and/or staff member, the issue should be discussed first with that individual in respectful dialogue at an appropriate time.
- If the issue cannot be resolved, it should then be brought to the Athletic Director.
- All other issues/concerns related to the Athletic Program should be directed to the Athletic Director .
- If after respectful dialogue, resolution of and/or explanation of the issue is not satisfactorily achieved, the issue should be referred to the Assistant Principal in written form.

## **Sportsmanship**

The St. Giles athletic community, including all coaches, athletic staff, student participants, parents and spectators, will demonstrate a working knowledge of the behavioral guidelines and values specified in the St. Giles School Handbook, which promotes the highest standards of integrity, civility and respect.

## **Squads**

Since all eligible students are allowed to join their grade’s athletic team, a large roster may warrant the necessity for the coach and Athletic Director to divide the team into squads to guarantee meaningful opportunities for participation.

The coach must ensure all squads receive comparable playing time in relation to the individual members as well as the other squads on their same level (squading results in participants losing playing time). Additional opportunities might be added so the total number of games played are commensurate with the sport and grade level. Squads for each game will be placed in the notes for the game. All squads go to tournaments and playoffs.

***Those not squaded for a particular game are not required to attend that game.***

## **Team Roster Issues**

For interscholastic games, by league rules, a student may only be rostered on one team. On rare occasions, a student may be asked on a day to additionally participate at a higher grade level to provide enough students to play a game, usually to offset sickness, team travel issues or scheduling conflicts.

A student’s daily game play (i.e. the number of quarters/matches played per day) may be regulated by league rules as well. For example, in the Classic League, a student may play a maximum of six quarters of basketball per day. For this rule, a “quarter” is defined as an appearance of any duration within a given quarter of a game.

## **Time Commitment**

There will be times when a team will meet more than four times in a week due to circumstances beyond the control of the Athletic Program i.e. gym availability, field availability, weather conditions, school conflicts, league requirements, overlapping sports, etc.

The number and length of practices, games, tournaments and leagues shall not exceed the maximum set forth in the Archdiocese Athletic Handbook.

**ALL FAMILIES ARE ENCOURAGED TO REVIEW THEIR PERSONAL SCHEDULES AND PRIORITIES AND CONTACT THE ATHLETIC DIRECTOR WITH SCHEDULING QUESTIONS PRIOR TO COMMITTING TO AN ATHLETIC TEAM.**

**Athletic Handbook can be found at [www.stgilesschool.org](http://www.stgilesschool.org), student life, forms.**

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