

## **Notre Dame Catholic School**

Athletic Handbook 2006-2007

### STAFF:

Charlene M. Molis, Principal

Lauri Echer, Athletic Director

MASCOT: Irish

COLORS: Green and Gold

### PHILOSOPHY

The athletic program at Notre Dame exists to supplement the physical education program of the school. The purpose of the program is to develop

- the motor skills of the students
- stronger self-discipline
- an appropriate sense of sportsmanship
- Christian attitude of fair play, cooperation, mutual respect
- responsibility for one's own behavior.

It also exists to:

- Encourage long lasting involvement in physical activity leading to a healthy lifestyle.
- Teach the fundamentals of the particular game and provide opportunities for practice and healthy competition.
- Develop coordination, skills and self confidence in the participants.
- Provide an opportunity to have fun and feel valued as a team member.

Other guiding principles

- Focus is placed on helping children develop motor skills and learning the fundamentals of the sport so that they are able to play the game properly and enjoy it. Winning is the result of playing the game properly. Winning is not the focus of the program.
- Athletic contests and practices are not scheduled during the Sacred Triduum of Holy Week (Holy Thursday, Good Friday, Holy Saturday) or at any time that would conflict with the celebration of the Eucharist at Notre Dame Church.
- All teams are determined by open try-outs.
- No "appointments" may be made to a team.
- Children are grouped according to ability and grade level.
- No child will be "cut" from a school team.
- Provisions will be made for any student who desires to play on a Notre Dame team within the C.S.A.L. policy.

### TEAM SPORTS AT NOTRE DAME

The athletic program at Notre Dame is open to all students in grades four through eight. All teams represent the school and parish.

Varsity teams (grades 7 & 8) and Junior Varsity teams (grades 5 & 6) from Notre Dame participate in the Catholic School Athletic League (CSAL) of the Archdiocese of Denver. There are three levels or classifications: A, AA, AAA – with AAA being the most competitive.

Widgets (grade 4) participate in instructional leagues sponsored by other Catholic schools within the Archdiocese.

**School policy is that all students who wish to participate and have registered to participate will be placed on a team.**

The number of students who have registered to participate in a sport will determine the number of teams Notre Dame places in the respective leagues and classifications (varsity, junior varsity, widget). After selection of the team(s), the competition level (A, AA, AAA) will be determined by the Athletic Director and the coaches. Teams will be placed to play at the highest level at which the team can compete.

It is the intent of the athletic program to allow all student athletes to participate in a competitive environment equal to each student's skill level. In doing so, the varsity and junior varsity teams are selected based on skills and competitiveness of the individuals and their grade levels. Grade levels are widget (3/4), 5<sup>th</sup> and 6<sup>th</sup> grades, and 7<sup>th</sup> and 8<sup>th</sup> grades. When more than one widget team is placed in a sport, the players are split as evenly as possible.

***Athletes who wish to participate in other athletic programs not associated with Notre Dame School are allowed to do so. It is required that their commitment to their Notre Dame team will come first. An athlete must participate in 70% of the regular season games in order to be eligible to participate in tournament games.***

***PLAYING TIME: Coaches are required to plan for significant playing time (at least one third of the game) for each athlete, assuming that the athlete has participated in all practices and is on time for all practices and games.***

## **JOB DESCRIPTION ATHLETIC DIRECTOR**

The Athletic Director of Notre Dame Catholic School is responsible for the planning, coordination, and supervision of all athletic programs involving students from Notre Dame in the Catholic Schools Activities League (CSAL) and in other leagues in which Notre Dame Teams might play. The Athletic Director acts with the authority of the principal regarding athletic events, student athletes in athletic events, and the coaching staff. The Athletic Director is directly responsible and accountable to the principal of Notre Dame and has duties including, but not limited to, the following:

## RESPONSIBILITIES:

- is clearly familiar with and implements the Mission Statement and the Athletic Philosophy of Notre Dame and the Catholic Schools Athletic League (CSAL) in all athletic activities
- set Christian example for adults and children
- reinforces principal's expectations with students and adults
- develops positive communication skills with parents
- Informs principal of potential problem areas (parent behavior, problems with coaches, etc.)
- meets weekly with principal concerning athletics
- is clearly familiar with the contents and policies contained in the Parent/Student Handbook and in the Faculty Handbook
- represents Notre Dame School at all CSAL meetings
- prepares and submits rosters and information required by CSAL and provides copies to principal, particularly team rosters and information
- prepares and manages annual budget for athletics
- insures that a monthly financial report is prepared and distributed, particularly to the pastor and principal and Athletic Committee
- schedules games and practices at Notre Dame and at other practice and play facilities off campus
- supervises the planning and execution of annual fund raiser to supplement athletic budget
- engages suitable volunteer coaching staff in consultation with the principal
- instructs volunteer coaching staff annually about Notre Dame and CSAL Athletic philosophy and policies
- meets with coaches and parents at the beginning of each season to outline the athletic program and the expectations Notre Dame has of parents of student-athletes
- schedules use of school facilities with parish business manager
- publishes practice and game schedules to principal and parents
- Determines, with principal, "black out" dates when games and practices may not be scheduled (e.g. the Sacred Triduum of Holy Week, parish mission, etc.)
- sees to the maintenance and replacement of uniforms and equipment
- sees to the ordering of appropriate banners for championship teams and to their placement in the gym
- conducts and supervises tournaments sponsored by Notre Dame
- insures that ineligible players do not practice or play until released by principal
- conducts spot evaluations of coaches, especially new coaches, throughout each season and deals with problems regarding the coaching staff immediately
- is authorized to act in the name of the principal when dealing with athletes or parents who do not demonstrate the Catholic and sportsman-like behavior expected of Notre Dame student athletes and parents at all meetings and events, even to suspend the student from play, pending a further decision by the principal
- performs other duties as assigned by principal

## **ELIGIBILITY**

While the athletic program is designed to be an extension of the student's education, academics must always take precedence over any extracurricular activities. To be eligible to participate, students must

- set positive Christian leadership example in behavior and attitude in school
- work up to academic potential

If a student is absent from school on any given day for more than three and one half (3.5) hours, the student may not participate in practice or play in a game on that day. Participation will result in suspension from the next game for that student. A student absent on Friday may not participate on Friday but may participate on Saturday or Sunday.

## **Notre Dame Boosters**

This is an organization of volunteers who provide their time to benefit the athletic program. Members of the Booster club donate their time in running concessions, score books, time keepers, cleaning the gymnasium and working fundraisers. Upon enrolling a student in the athletic program, parents are automatically members of the Booster Club.

Active members of the Booster club are considered to fill vacancies on the advisory board.

## **COACH SELECTION PROCESS**

Coaches are selected by the athletic director in consultation with the principal.

Coaches must be twenty one years of age or older. All coaches will be fingerprinted and a background check will be run through CBI or other professional agencies. This is the same procedure used for all employees at Notre Dame who deal with children. All coaches must complete.

Coaches will be expected to demonstrate the following qualities/attitudes:

- Support of the Notre Dame Athletic Philosophy and Handbook
- Support of and cooperation with the principal and the athletic director
- Understanding of the developmental needs of the students involved in athletics
- Understanding of the basics of coaching students of elementary school age and ability
- Understanding that their first loyalty lies to the Notre Dame Athletic Program, even though they may coach in other leagues.

In keeping with the hiring policy of the Archdiocese of Denver, no one will be automatically reconsidered for a coaching position in any year. Coaches are selected on a year to year basis. In selecting coaches annually, consideration will be given to the applicant's previous experience and to their status regarding Notre Dame School and Notre Dame Parish.

All new volunteers in the athletic program will undergo background checks and "Safe Environments" training. This must be complete before a coach begins.

## **COACHES' RESPONSIBILITIES**

- Implement the ND Athletic Policy and support the athletic director.
- Teach good sportsmanship, fairness, and control by work and example.
- Read, understand, sign, and return the coach's agreement and the SEXUAL MISCONDUCT POLICY of the Archdiocese of Denver.
- Attend meetings, clinics and tryouts.
- Keep athletic director informed regarding uniforms, equipment, practice times and locations, parental concerns, etc.
- Obtain approval from the AD for any changes in uniforms, practice locations and times, and special awards and clothing.
- Try-outs and /or practices for any sports program at Notre Dame may not begin before the date set on the school calendar.

## **PARENT RESPONSIBILITIES**

**Parents are required to supervise their children at all events at Notre Dame Catholic School or involving Notre Dame Catholic School. Children are not permitted outside the family center without the active supervision of his/her parent/guardian. Children are not to play on the ramp. Children are not to leave the ramp area and go either to other parts of the building or outside.**

- Stress academics first and support the eligibility policy of Notre Dame.
- Model appropriate adult Christian behavior.
- Be positive and supportive of your child. Help the child understand the nature of the athletic program: healthy competition, team membership, winning and losing with good sportsmanship, Christian behavior. Make sports fun and enjoyable. Practice with them. However, do not coach from the sidelines at practice or games. Be a good sportsman yourself. Do not compare your child's performance or ability with other students. Promote their regular attendance at practice.
- Arrive at practice about five (5) minutes early. **DO NOT LEAVE YOUR CHILD IF THE COACH IS NOT PRESENT.** Pick your child up from practice on time. **DO NOT EXPECT THE COACH TO WAIT FOR YOU.**
- Unsupervised siblings are not allowed at practice. Parents are responsible for supervision.
- Arrive at game sites at least thirty (30) minutes before the scheduled starting time.
- Inform coaches of physical limitations or health problems your child might have.
- Call the coach if your child can not attend practice or a game so that the coach can make adjustments.
- Support the coaches in front of your children. Do not disagree in public. Talk over differences or questions in private.
- Know the name and phone number of the coach and the schedule of practices and games. The coach should supply parents with this information.
- Participate in and support athletic fund-raisers.
- Wash uniforms inside out to protect silk screening.
- There is to be at least one team parent for each team to help the coach set up carpools, telephone trees, etc.
- Please be appreciative of your child's coach. Our coaches are volunteers.

- Actively participate in the volunteer program designed to support Notre Dame Athletics. The thought behind the volunteer hours is to keep our program strong and distribute the workload more evenly; *many hands make light work*, and allow us to keep our program self-sufficient. The benefits will be to our children, with the hope that our volunteers will also have the chance to make or renew friendships.

### **Volunteer Hours**

Girl's Softball	5 hours
Boy's Volleyball	5 hours
Boy/Girl's Basketball	10 hours
Girl's Volleyball	7 hours
Boy's Baseball	5 hours

Volunteer Fee: \$10 per hour donation may be made in lieu of volunteer hours. This money may be used to hire high school workers and dinner certificates for our drawing. Please make checks payable to Notre Dame Athletics.

### **REGISTRATION AND FEES**

In order for a student to participate in the athletic program, he/she must meet the academic eligibility requirements and be registered for the sport prior to the registration deadline. Registration deadlines are required so that we have the correct number of teams and players on each team in order to allow the athletes fair playing time.

Late registration will be taken only when space is available.

Fees for athletics are charged to cover operating expenses associated with the program: field permits, league fees, gym rental, officiating costs, equipment replacement.

**Fees are due at the time of registration.** Late fees will be assessed an additional \$5. If a check is returned NSF, you will be assessed any applicable bank fees.

### **UNIFORMS**

- All Notre Dame Uniforms are the property of the school.
- ND athletes are to wear the designated official Notre Dame uniform.
- CSAL rules on uniforms will be followed.
- Athletes take pride in their appearance both in and out of uniform. Uniforms are to be taken care of carefully.
- Uniforms will be distributed to teams by the Athletic Director or his designee only after fees have been paid and permission slips have been turned in.
- At the end of the season, at the time indicated by the coach, uniforms are to be returned only after they have been cleaned and repaired. Uniforms are to be returned in a bag marked with the student's name. **LOST OR DAMAGED UNIFORMS WILL BE REPLACED BY THE STUDENTS AT COST.**

**BANNERS**

In accord with the philosophy of the Notre Dame Athletic Program, one banner per team per season will be provided for those teams winning a league and/or city championship.

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*Approved:*

*Charlene M. Molis, Principal*  
July 28, 2006