

CHRIST THE KING

SPORTS COMMITTEE

POLICIES & PROCEDURES HANDBOOK

January, 2007

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Policies for Christ The Kings Sports Committee

It is the purpose of the Committee to have this handbook in order to service the needs of all children, parents and coaches involved in or with the sport program at Christ the King School. Our intention is to make all decisions fairly, and without prejudice. All policies are open to review by the Sports Committee, and may be amended with a majority vote.

It is your responsibility as a member of the Committee, to read and follow these policies and procedures. If at any time a member of the Committee violates any of these policies and procedures, they will be asked to explain their intentions.

This is a very simple and easy way to maintain a fair and consistent program for the athletes and coaches involved at CKS. The majority of these policies and procedures have been with the Committee for years. It is time to put them in a handbook form.

Policy for Scholastic Eligibility to Participate in Sports

OBJECTIVE: The sports program at CKS focuses on team building, sportsmanship and physical development. In all cases, the scholastic development of our children takes precedence. Therefore, in order to be eligible to play a sport sponsored by CKS, a participant must carry a minimum of an overall "C" average in all core subjects, whether the student attends CKS or another school.

PROCEDURE: The following are steps to be taken to prove eligibility to participate in a CKS sport.

Included with the Participate Form that goes home with the athletes is a letter that explains the eligibility rules (see Attachment "A", page 1b).

Within one week of distribution of quarterly Report Cards, the Chairman will supply to the Principal a list of all CKS students participating in sports. The Chairman will contact the Principals of schools where non-CKS players attend for verification of a "C" average.

After compilation of grades, Teachers turn in to the Principal a list of students, grades 508, who have not maintained an overall "C" average in what are considered the core subjects for that particular grade level, excluding Art, Music and Physical Education.

Within one week after the issuance of Report Cards, the Principal will notify any ineligible student by letter. The Principal will also supply to the Chairman the names of any ineligible students (see Attachment "B").

The Chairman is to immediately notify the respective Sport Coordinator, who in turn is to pass the information on to the coaches. It is not the responsibility of the coaches to notify the athletes. The coach is to use this to motivate all participants to keep grades up.

When Progress Reports are issued, if any student has risen to an overall "C" average in the above listed subjects, that student may resume play with written permission by the Principal (see Attachment "C").

If an ineligible student does not achieve a "C" average on the next Progress Report, but does achieve an overall "C" average on the next Report Card, he / she is eligible to begin participation after receiving written permission from the Principal (see Attachment "C").

EXCEPTIONS: If there are extenuating circumstances regarding a student who become ineligible to play, he / she may be able to play on the following conditions:

A. A meeting is held between the Homeroom Teacher, Principal and the Parents to discuss the matter.

B. Written permission is given to the athlete by the Principal to participate. The Chairman will be notified and in turn will notify the Sport Coordinator as to the eligibility of the athlete. The Sport Coordinator will notify the respective coach as well.

TERMS OF SUSPENSION: suspension from play means that the child may no longer attend practice nor play in the particular sport, nor be included in any extra-curricular activities of the team. Additionally the uniform must be returned to the coach within one week. The deposit will not be refunded until the end of the school year. A student that is suspended is not included in the yearbook picture. A student who is suspended does not receive a Sport Award.

Suspension is the motivation to concentrate on studies, or the consequences must be severe enough to warrant a change in behavior of the student.

School Discipline Suspension Policy

OBJECTIVE: In conjunction with the Scholastic Eligibility, the Sports Committee is committed to working with the School and following their guidelines. Any student deemed ineligible by the Administration of CKS or the attending school, will follow the policies of the CKS Student Handbook.

PROCEDURE: the Principal will notify the Chairman as to the action and suspension, the Chairman in turn will notify the respective Sport Coordinator, who will notify the respective coach. Copies of the Student Handbook are available at the School Office.

Selection of Coaches

It is the intention of the Sports Committee to try and find the most qualified coaches for our teams. By finding and keeping good coaches, we maintain a consistent program for our athletes.

Barring no complaints or problems, a coach will have the right to come back the following year and coach the same team.

All coaches must follow the certification guidelines as set by the CYO. All coaches have one year to become certified. any coach that is not certified by the CYO, after the one year grace period, will not be titled or have the duties as the head coach.

If the Committee feels that the coach did not perform according to the talent and competition level, the Committee will decide whether the coach will return as a head coach, or asked to be an assistant for that team. If a particular coach in questions, happens to be on the Committee, when the vote is taken, the coach will be asked to leave the room until the vote has taken place They will be contacted by the chairman after the meeting as to the result of the vote.

If an existing coach decides to step down as the head coach, then a coach in good standing has the first right to the opening. If more than one coach wants that particular team, then there would be a vote by the Committee.

As a Committee, we feel it is important the athletes are permitted to learn as much as then can from more than one coach. We feel it is not in the best interest of the athletes to necessarily allow the same to move up with a team.

Attachment "A"

Student and Parent Letter

To: All Team Players and Parents
From: Christ The King Sports Committee
Subject: Eligibility to Play Sports at Christ The King

In order to be eligible to play a sport for Christ The King, you must maintain at least an overall "C" average in the "core" subjects for your grade level, excluding Art, Music and Physical Education.

On the day the Report Cards are issued, if you do not have an overall "C" average, you are no longer eligible to participate in your sport. you and your parents will also receive a letter from the Principal, and your coach will be notified. That means you can't attend practice, play in any game or attend any extracurricular activities of the team. You also must turn in your uniform to your coach within one (1) wee. Your deposit will not be refunded until the end of the season.

If your next Progress Report or Report Card shows that you have risen to a "C" average, you can be reinstated to the team with written permission from the Principal. Please go to the school office as soon as possible after you received your Progress Report or Report Card to receive your written permission. It is up to you to forward this to your coach.

Your coach has received a copy of the guidelines. your coach, Principal and the sports Committee want your sporting activities with Christ The King to be the best they can be, but we also believe that your education is more important.

If at any time throughout the season, you think your grades are falling and that you may become ineligible le, please talk with your coach. Maybe some extra help with your studies or some other arrangements can be made with your teacher to help your grades. We want you to succeed, but we need your help!

Attachment "B"

Principal Letter of Ineligibility

To the Parents of _____

Date: _____

From: _____, Principal of Christ The King

I have been notified by your child's teacher that _____ is no longer eligible to play a sport with Christ The King.

In order to be eligible to play, a student must maintain at least an overall "C" average in the "core" subjects for his / her grade level, excluding Art, Music and Physical Education. We believe strongly in our sports program, but we also believe that education is a priority.

Ineligibility means that a student can no longer attend practice, play with the team or be involved in any extra-curricular activities sponsored by the team. His / her uniform must be turned in to the coach within one (912) week. A deposit refund will not be made until the end of the playing season. A suspended student will not be included in the team yearbook picture, any student who does not finish the season will not receive a Sports Award.

Your child's coach is being notified of this situation. However, if the next Progress Report or Report Card shows that your child has risen to an overall "C" average, he / she m\can be reinstated. In this situation, the student must come to my office to receive written permission to give to his / her coach. A child cannot resume playing without this written note.

We are also aware that every child is a unique individual. If there are mitigating circumstances for these current grades, please contact me and I will be happy to arrange a meeting with you, your child's teacher and myself. However, please do this as soon a possible.

If you have any questions, please give me a call.

Sincerely,

Principal, CKS

Attachment "C"

Principal Reinstatement Letter

Date: _____

Student: _____

Sport: _____

_____ is hereby given permission to be reinstated to play with your team effective _____.

Sincerely,

Principal, CKS

Recommended CKS Sports Discipline Policy

In conjunction with the School Discipline Policy, all coaches need to have discipline and control at practices and games. Listed below is a recommended Discipline Policy to be used by coaches, established by the CKS Sports Committee.

	<u>Consequence</u>
1. Missing scheduled events (unexcused)++	
A. Miss Practice	
1. Miss one practice	Limited play next game
2. Miss more than one Practice	No play next game
B. Missing Games	
1. Miss one Game	No play next game
2. Miss three (3) Games	Off team for season
2. Unchristian Behavior	
A. Poor player behavior (i.e. language, lack of cooperation, etc.)	
1. First time	Warning
2. Second time	Limited play next game
3. Third time	No play next game
4. Thereafter	Off team for season
B. Lack of Respect for Coaches and other Players	
1. Disregard of Authority, players, etc.	
a. First time	No play next game
b. Second time*	No play next two games
c. Thereafter	Off team for season
2. Fighting	
a. First time*	No play next game
b. Second time	Off team for season, referral to CKS Sports Committee
3. Deliberate Destruction or Injury	
A. Defacing / Destruction of Property*	Off team for season, referral to CKS Sports Committee
B. Injury to another Player*	Off team for season, referral To CKS Sports Committee

*Note or Phone Call to Parents

++Missing Scheduled Events: In the event that an athlete misses a practice or game, it will be determined if it is an excused or unexcused absence.

Excused: Family emergencies, Funerals, Weddings, Dr. Appointments, Illness, Vacations or any situation that the Parents and Coaches have agreed on.

Unexcused examples are: can't get a ride, putting homework off until the last minutes, forgot, in trouble at home, chores, etc.

(Coaches please keep in mind that discretion must be used on an Unexcused Absence)

Tournament Participation Policy

The Sports Committee encourages all of its teams to participate in any sanctioned CYO Tournament. The Committee also agrees to pay all entry fees associated with any tournament.

In regards to teams participating in tournaments that are not sanctioned by the CYO, it must be brought to the attention of the Sport Coordinator and the Chairman of the sports Committee. The final decision regarding participation will be up to the Chairman.

Our major concern regarding non-sanctioned tournaments or games is injury to our athletes. We are also concerned with providing equitable participation opportunities to all athletes in a given sport.

Positions on the Sports Committee

The Sports Committee is made up with volunteers from the Parish. It is the responsibility of each member to attend all meetings.

Any vote that is taken at a meeting will carry with a majority vote, of those voting members who are in attendance.

Each member is allowed one vote, even though they may hold more than one voting position. In the event of a tie, the Chairman is allowed an additional tie-breaking vote.

Voting members are:

Chairman
Gym Coordinator
Treasurer
Secretary
Fundraising
Publicity & Program Coordinator
Equipment Manager

Sport Coordinators for: Football, Kickball, Cheerleading, Girls Basketball, Boys Basketball, Volleyball, Wrestling, Track and Baseball.

There are a total of 17 votes on the Committee.

Selection of Teams – Try Out Forms

The Sports Committee at CKS believes that every child should be given an opportunity to play any sport of his or her choosing. However, in order to make the sports program one of fairness, consistency, and rewarding to all athletes, we have set guidelines to be followed by all CKS coaches.

It is our desire to have the same caliber talent on the same team. We also believe that athletes fair better if they play with and against athletes of similar abilities. This entails taking the players with the strongest ability and placing them on the "A" team. the players with lesser ability will be placed on the "B" or "C" teams.

Because of the mandatory play rule by CYO, all players need to be placed accordingly. In order to do this, there needs to be a try-out format for all sports, where there will be more than one team. The particular Coordinator for that sport is in charge of the try-outs. If the procedure is different than that of past years, then it has to be approved by the Chairman of the Sports Committee.

Team players will not be chosen by grade (i.e. all 8th graders on the A team) instead, the top athletes for the particular sport in the 7th and 8th grade will make the A team. The procedure will be used in the 5th and 6th grade level.

If one player is the only athlete from a grade to be placed on a particular team, consideration should be given.

Approximately two weeks prior to the CYO registration deadline, our athletic participation form will be sent home with all students. It is up to the particular Coordinator to make sure this has been taken care of. A notice will also be published in the Church Bulletin for two Sundays to notify all Parish athletes that do not attend CKS.

Once a team has been picked, the teams will be frozen from moving one player up or down. however, if there are academic or discipline problems, the players will be permitted to move up or down in order to fill out a team. If any athlete is to be moved, the Chairman must be notified before any decision is made.

Once the deadline has passed for sign-ups, no CKS student will be permitted to try-out, if there is a legitimate reason, it must be brought to the attend of the Chairman, and in turn, the Chairman and the Coordinator will make the final decision, based on the information. Because non-CKS students don't attend CKS, there will be a short grace period allowed, this determined by the Chairman.

CHEERLEADING: Cheerleading is not a registered CYO sport. Try-outs are to be held in the Spring of the preceding year. Any girl who wants to try-out, must have her parents attend a meeting at which time all logistics of cheerleading are discussed. There is also a commitment letter signed by her and her parents grading attendance, dress, grades, etc.

INDIVIDUAL SPORTS: TRACK AND WRESTLING: Students will be notified of the first meeting of the season, as well as the final registration date. participation forms will be sent home, along with an announcement in the church Bulletin for all Parish athletes that do not attend CKS.

Please note, that there are other sports that run concurrently with these individual sports. Commitments need to be stressed by all coaches, coordinators and parents.

Duties of a Sport Coordinator

A. It is the desire of the Committee to assign coordinators for the particular sports. these individuals must perform many duties while coordinating the sport. It is important that the coordinator knows and understands all that is involved in taking on this very important task.

B. Duties include:

1. Follow the policies, procedures and guidelines set in place by the Committee in cooperation with the Parish.
2. Report to the Chairman on a consistent basis. Forward copies of all rosters to the Chairman for master file. Report any roster changes to the Chairman.
3. Invite, find or replace head coaches and assistants. Review program policies, procedures and guidelines with coaches.
4. Contact coaches to attend CYO Certification Sessions, and CKS coaches meeting, which is held in June of every year.
5. Coordinate the sign-ups for that sport and provide Chairman with original sign-up forms.
6. Fill out team registration for chairman's signature, register teams, provides copies to the Chairman for master file, register teams for tournaments.
7. Oversee the try-outs for all teams and players.
8. Collect all monies for participation and deposits.
9. Coordinate with Equipment Manager the distribution of uniforms and deposits that have been paid or need to be returned.
10. Coordinate any practice time with Gym Coordinator.
11. Maintain weekly contacts with all coaches in the sport, be aware of each team's status. Advise Chairman of all problems and complaints for each team. Maintain a brief log. Review any planned coaches discipline actions with the Chairman.
12. Collect uniforms at the end of the season.
13. Attend respective coaches meeting. Provide team schedules to Chairman and Publicity Coordinator.

14. Contact coaches and ensures compliance with Academic and Discipline suspensions after notification by the Chairman.
15. Advise and coordinate through Equipment Manager and Chairman, equipment purchases and needs. Provide yearly input to Chairman and Treasurer for program budget. Budgets due by January 10th.
16. Attend monthly Committee Meetings and provide sport update.

Checklist for a Sport Coordinator

This is a general format that should be followed by all Sport Coordinators. You may have your own system, but please make sure that all of the items below have been completed.

- ➔ Approximately 6 weeks before the Participation Form is handed out to the students, you should start working on your coach's list. All coaches should be lined up before the Participation Forms are handed out.
- ➔ Make sure all coaches have been Certified by the CYO. If not, please inform them of our policy regarding coaches that are not certified within the one-year grace period. Inform them of the next possible Certification Class.
- ➔ Make sure that all coaches have a copy of our Policies and Procedures Handbook. Please contact the Chairman for copies or updated pages.
- ➔ Make sure coaches have read the Booklet titled Child Abuse Policy, and sign the Policy/Agency Receipt Form. This is to be forward to the Chairman for filing with the Church Officer
- ➔ 2 weeks prior to the registration deadline, coordinate with the office at the school, the distribution of Participation Forms. The Chairman will supply the Coordinator with the Master Participation Form. Copies can be made at the school. One or 2 days before distribution, please take the master form to the school office and they will make copies and distribute to the grades you want them distributed to. All forms will be returned to the school office. It is your responsibility to pick them up the day the deadline is over.
- ➔ Make sure all Entry Fee and Deposits are enclosed with the Participation Forms.
- ➔ Collect all monies that are not turned in with the Participation Forms.
- ➔ Forward all monies to the Treasurer or Chairman.
- ➔ Coordinate with the Chairman the announcements that are to be placed in the Church Bulletin. This should run for 2 Sundays prior to the registration deadline.
- ➔ Coordinate with the Chairman the number of teams for the particular sport.
- ➔ Fill out team registration forms and forward to the Chairman for signature.
- ➔ Forward copies of the registration forms to the Chairman for Master File.
- ➔ Register teams with CYO on or before the deadline.
- ➔ Coordinate with Gym Coordinator the try-out dates.

- ➔ Put try-out format together for Chairman's approval.
- ➔ Oversee the try-outs for all teams and players.
- ➔ Forward copies of team rosters to the Chairman for Master File
- ➔ Coordinate with Equipment Manager, the distribution of all team uniforms.
- ➔ Attend coaches meeting at CYO
- ➔ Register all teams for any tournament that is in conjunction with the CYO.
- ➔ Provide copies of each team's schedule to the Publicity Coordinator.
- ➔ Maintain weekly contact with all coaches. Make note of each team's status.
- ➔ Advise Chairman of any team roster changes.
- ➔ Advise chairman of any problems, concerns or complaints for each team.
- ➔ Review any planned coach's discipline actions with the Chairman.
- ➔ Report to the Chairman on a consistent basis.
- ➔ Contact coaches and ensure compliance with Academic and Discipline Suspensions after notification by the Chairman.
- ➔ Coordinate with Equipment Manager, the collection of all team uniforms.

Child Abuse Policy

Starting with the 1994-1995 School Year, the Archdiocese of Indianapolis requires that any paid employee or volunteer that works with the children in any capacity must read the Booklet titled, Child Abuse Policy, and sign the Parish/Agent Policy Receipt Form. This form is to be returned to the Chairman of the individual Organization or Agency Head for filing.

It is the decision of the Sports Committee working in conjunction with the Archdiocese of Indianapolis, that we have adopted the following policies:

- A) **DISTRIBUTION OF UNIFORMS:** Two Adults must be present at all times when uniforms are to be sized or fitted.
- B) The Sports Committee discourages any coaches from driving any participant to and from practice or games without at least one other adult present in the vehicle.

GOALS FOR CHRIST THE KING SPORTS COMMITTEE

Self Funded-

- There should be no financial burden to Christ The King Church
- Any income other than Player Participation Fees should be deposited into the Sports Committee Fundraising Account.
 - Fundraising Account Uses:
 - Recognition Banquet Expenses
 - Marietta Scholarship
 - Hardship Cases
 - Publicity
 - Background Checks

Equipment-

- Reduce Equipment costs.
 - Create inventory lists of equipment/uniforms
- Research possibility of using one or two primary equipment suppliers
- All uniforms /equipment must be returned.
 - Coordinator/Equipment Manger sets date and time for returns. NO EXCEPTIONS.
 - If not returned at specific date and time:
 - A preset value of missing uniform/equipment charged to athlete
 - No participation in future sports until uniforms/equipment returned or debt paid.

Participation Fees-

- Increase all participation fees by at least \$10.00
 - Consider increasing Football by at least \$15.00
- CKS Participation fees are considerably less than any other neighboring Parish
- Even if there are some hardship cases, the increase in income will easily offset the hardships.
- Participation Fees must be received before uniform will be distributed.
- Participation Fees are not refundable if the player decides not to play, or becomes ineligible due to CKS School grade requirements.

Record Keeping-

- All Coordinators should utilize Player Information Sheets.
- All information should be correct and complete before the first game.
 - Copies to Principal, sport Committee Chairman and Equipment Manager.

Coordinators Handbooks-

- Update/replace all coordinators handbooks.
 - Update responsibilities, Chain of Command, Procedures, budget forms, etc.

Athletic Participation Form

It is up to the Sport Coordinator to make sure that the Participation Forms goes out to all students who attend CKS at least two (2) weeks prior to the CYO registration date. The Chairman, in conjunction with the Sport Coordinator, will make arrangements to have an announcement placed in the Church Bulletin for all Parish athletes that don't attend CKS.

Information regarding Entry Deadlines is listed in the "Selection of Teams, Try-Out Format".

CHRIST THE KING ATHLETIC PARTICIPATION FORM
ONE PLAYER/SPORT PER FORM

Player's Name: _____ Sport: _____

Address: _____

Date of Birth: _____ Grade (Fall of School Year): _____ School _____
Mo/Da/Yr.

ELIGIBILITY FOR CHRIST THE KING FALL SPORTS

FOOTBALL – 3rd through 8th
CHEERLEADING- 4th through 8th
CROSS COUNTRY- 4th through 8th
KICKBALL- 4th through 8th

I do hereby give approval for my child to participate in the various athletic activities of the Catholic Youth Organization (CYO) during the current school year and summer. I assume all risks and hazards incidental to my child's participation in any sport or other activity, including transportation to and from the games, practices or any other events. I agree to indemnify and save harmless the CYO, the Archdiocese of Indianapolis, the various parishes in the Archdiocese, the participating or sponsoring organization and all employees, officials, representatives and agents of such organization or persons from all claims, lawsuits or actions of any kind for any and all casualties, damages or losses incurred by me or resulting to my child by reason of participation in any activity sponsored by CYO. I further agree that no action will be brought by me on my behalf or on the behalf of my child for any loss or damages sustained by me or my child by reason of participation in any activity sponsored by the CYO.

I also agree to pay a participation fee- **\$75.00 for Football, \$40.00 for all other sports**- payable to Christ The King. Please return to school office by **Friday**, _____ to the attention of the Sports Committee.

Parent or Guardian Signature: _____ Date: _____

Home Phone: _____ Work Phone: _____

Parent Email: (Used for notifications) _____

Parish Member? (Please Circle one) Yes No

Christ The King Athletic Participation Form

(SPORT)

- 4th Grade
- 5th Grade
- 6th Grade
- 7th Grade
- 8th Grade

Please check the appropriate grade

We, the parents of _____, grant our permission to allow our child to participate in the above-chosen sport. It is our understanding that our child will participate and that we agree to submit with the Participation Form, a \$25.00 participation fee, and a \$20.00 Deposit Fee. All deposits are returned at the end of the School Year, and do roll over from one Sport to another within that School Year. If you have a deposit on file, please check the box below and fill out the appropriate information.

We have a deposit on file. TEAM AND SPORT DEPOSIT WAS PAID, _____.
We understand that our Deposit will roll over to this sport.

Our Child attends, _____ School.

Your Address: _____

Home Phone: _____ Work Phone: _____

Parish Member: Yes No

Entry deadline is: IN SCHOOL OFFICE BY DEADLINE DATE

Parent or Guardian Signature: _____ Date: _____

Please Make Checks Payable to: Christ The King

COACHES:	Head Coach	Asst. Coach	Asst. Coach
56C Home Phone Work Phone			
56 B Home Phone Work Phone			
56D Home Phone Work Phone			

PRE-TRY-OUT PRACTICE DATES _____

TRY-OUT DATES _____

CKS COACHES PACKET _____

CYO PARENTS HANDBOOK _____

EQUIPMENT HAND OUT DATE _____

DATE EQUIPMENT COLLECTED _____

NOTES:
