



# CO-CURRICULAR HANDBOOK

## **Philosophy:**

In accordance with the Green Bay Diocesan Guidelines for Co-Curriculars, St. Mary Catholic Middle School will maintain a Co-Curriculars program that recognizes all aspects of athletics: sportsmanship, competitiveness, participation, and socialization. The growth of the person as an individual is to be the main goal. Therefore, we are concerned with the spiritual, intellectual, emotional, physical, and social development of each child in an environment that will provide for learning experiences that are difficult to duplicate in other school activities. The best interests of all will be served in a Christian atmosphere.

## **Objectives:**

1. To adhere to the regulations of our local conference and the Green Bay Diocesan Guidelines for Co-Curriculars.
2. To provide adequate, qualified adult supervision for the Co-Curriculars program, utilizing both coaches and mentors and substantial parental involvement.
3. To provide opportunities to participate for all interested students. CUTS FROM THE TEAMS WILL NOT BE MADE.
4. To provide students with opportunities to learn and exemplify:
  - good sportsmanship
  - teamwork
  - setting goals and achieving them
  - responsible team play and cooperation
  - friendship with both teammates and opponents
5. To provide activities for learning self-discipline, loyalty, team play, personal pride, respect for the rights of others, and a proper perspective of the desire to win.
6. To foster school unity and school spirit.
7. To encourage students to practice habits of health, safety, and personal hygiene.

## **Eligibility:**

Eligibility will depend on academic effort, attitude, and conduct both in school and at school functions as follows:

1. Academic eligibility for Co-Curriculars will be determined by random grade checks during the nine-week grading periods.
  - Students must maintain a minimum of a C- (1.67 GPA) average with no failing grades.
  - Co-Curriculars restrictions will include missing the next scheduled contest, multiple contests if a student has multiple failing grades and possibly additional contests if grades do not improve.
  - The Athletic Director will be notified of any and all eligibility restrictions and they will notify the coach and parents/guardians.
2. The use, possession, and/or purchase of alcohol, illegal drugs, and /or tobacco products will result in immediate suspension from the squad. All violations of this rule will be handled as a school violation and will result in suspension and/or expulsion from school.
3. The administrator of St. Mary Catholic Middle School has the authority to suspend a student indefinitely from a sport for serious or habitual misconduct or lack of academic effort.
4. An appeal of a suspension may be taken to the SMCS Board. The Diocesan Policy on Student Suspension/Expulsion would be enacted.

## **Formation of Teams:**

1. Students are expected to sign up in the spring for the following year's Co-Curriculars.
2. A returning student who signs up late will have his/her name added to a waiting list and will be placed on a team if and when a position becomes available.
3. Students who are new to the system will be allowed to sign up for a sport and be placed on a team at the time they enroll.
4. Basketball and volleyball teams will consist of members of the same grade level unless numbers require a team to be of mixed grades. All other teams will be made up of members from mixed grade levels.
5. If numbers are such that multiple teams need to be formed, the athletic director, administrator, and coaches involved will assign teams.



**General:**

1. Sports available include:

<u>Season</u>	<u>Boys</u>	<u>Girls</u>
FALL	Cross Country Football VEX/VEX IQ	Cross Country Volleyball VEX/VEX IQ
WINTER	Basketball VEX/VEX IQ	Basketball VEX/VEX IQ
SPRING	Tennis Track & Field Spring Musical	Softball Tennis Track & Field Spring Musical

2. A non-refundable participation fee will be charged for each Co-Curricular.
3. **A student must be present in school for the full day of a contest in order to be eligible to practice or compete.** Under special circumstances, the administrator may waive this rule.
4. [Athletic Emergency Contact form](#) must be filled out before participating in sports at SMCMS.
5. A [WIAA physical form](#) is required for all students before participating in sports at SMCMS. A copy of this must be on file for participation. A physical is good for two years from date of issuance.
6. A [WIAA alternate year form](#) should be filled out for those years that a physical is not required.
7. [Concussion forms](#) must be filled out and turned into the SMCMS office before any athlete is allowed to practice.
8. Any questions and/or concerns should be discussed with the respective coach. If a concern is not resolved, it should be taken to the athletic director or the administrator.

**Rules:**

Copies of League Rules and Diocesan Regulations for co-curricular activities can be made available upon request to the Athletic Director.

**Responsibilities – Student:**

It is a privilege to participate in athletics. Therefore, the student will:

1. ***Be present in school a full day the day of a practice or game in order to participate.*** The principal may waive this rule for special circumstances.
2. Show respect for coaches, officials, opponents, and teammates.
3. Adhere to all game rules of play and good sportsmanship. A student who receives a technical foul/red card for inappropriate behavior and/or foul language will sit out game time as follows: 1) If the offense happens in the first half of play, the student will sit out the remainder of the first half and all of the second half of that game; and 2) If the offense comes in the second half of play, the student will sit out the remainder of the second half of that game and the first half of the next game.
4. Follow all procedures established for practices and games. This includes arrival time, area to assemble, off-limit areas, and pick-up time. Off- limit areas are defined as all areas of the school with the exception of the gym and locker rooms for practice and games with the concession and bathroom areas added for game days. Students are not to be in the building without adult supervision.
5. Be prompt and attentive at practices and games. If a practice or game must be missed, the student is responsible for informing the coach in advance. Absence from practice will result in the loss of playing time.
6. Abide by the rules and instructions of the coaches and the other supervising adults. Inappropriate behavior at practices and/or games may result in the student being removed from the team.
7. Dress in an appropriate manner before, during, and after all games. Out-of-dress code rules apply. Uniforms should not be worn as regular clothing.
8. Immediately report any injury incurred during an athletic practice or contest to the coach.
9. Be responsible for the school equipment issued to him/her and school property (both home and away). Restitution for property abuse, damage, or loss will be the athlete's responsibility.



**Responsibilities – Parents:**

Parental support and involvement are vital to the success of the athletic program at SMCMS. Parents are expected to:

1. Read and discuss this handbook with his/her student(s).
2. Attend a mandatory meeting with coaches at the beginning of each sport season.
3. The SMCS Booster Club supports both SMCHS and SMCMS co-curricular activities. The SMCS Booster Club has volunteer expectations that each family is required to follow. Some of these volunteer spots would be concessions, gate, clean up, clock, scorebook, etc. The SMCS Booster Club will communicate with families prior to the start of each sports season about upcoming volunteer needs.
4. Help at events such as tournaments.
5. Provide transportation to and from athletic practices and games and see that students are dropped off and picked up on time from these events.
6. Maintain respectful behavior at all games.
7. Treat all coaches, officials, players, and other parents with respect. Inappropriate behavior may lead to a technical foul during a game and/or a parent(s) being removed from the gym.
8. Follow the grievance procedures established by the Athletic Committee. Parents should approach a problem/concern in the following step-by-step manner. (Parents who skip a step will be asked to proceed to the step missed.)

A. **See the coach as soon as a problem arises.**

1. Meet at a mutually agreed upon place and time.
  2. Do not approach the coach in the gym before, during or after a game or at practice.
  3. Do not approach the coach in anger; don't make assumptions. Ask questions.
- B. Contact the athletic director or administrator if the above meeting did not resolve the problem/concern.
- C. The complaint/concern must be put in writing before a meeting takes place with parents, the coach, and the athletic director/administrator acting as a mediator. Minutes will be kept and a written recommendation will be given to all parties.
- D. Seek a decision from the SMCS Board.
- E. Appeal to the Diocese of Green Bay Athletic Director.

**Responsibilities – Athletic Director:**

The administrator appoints the athletic director. The athletic director is expected to:

1. Administer and implement the athletic program.
2. Contract for gym facilities.
3. Coordinate practice schedules.
4. Schedule competitive events.
5. Oversee the day-to-day operation of the various programs.
6. Coordinate gym usage and sporting events with the Administrator and Parish administrator to avoid conflicts with school and parish events.
7. Represent the school at various conference and diocesan athletic meetings.



### **Responsibilities – Coaches/Assistant**

#### **Coaches/mentors/Volunteers:**

The athletic director and the administrator select coaches. As representatives of St. Mary Catholic Middle School coaches are expected to:

1. Witness to the Catholic, Christian values.
2. Complete Protecting God's Children, background check, and VIRTUS training as mandated by the Diocese of Green Bay.
3. Complete an application/interview process when new to coaching at SMCMS and update all forms yearly.
4. Read and be informed of and supportive of diocesan and school policies as they pertain to the athletic program.
5. Meet with parents at the beginning of the season to review rules and expectations.
6. Effectively communicate with the parents through use of such things as written rules and expectations throughout the season, reporting serious injuries, attendance, attitude, schedule changes, etc.
7. Communicate to the parents, Athletic Director, and the Principal any and all serious disciplinary actions when taken and/or serious injuries.
8. Maintain a roster of players, which includes telephone numbers to call in case of an emergency. This roster will be provided to the coach at the beginning of the season.
9. Have a first aid kit at every practice and game. A kit will be provided for each team.
10. Provide supervision in the locker room and gym area whenever the team is present.
11. Be responsible for all aspects of team behavior for the program (practices and games). All areas used by the team will be left as clean or cleaner as when entered.
12. Give each individual athlete the best possible coaching during practice and games as it pertains to individual coaching, learning of plays, and scrimmaging and making sure that each player feels he/she is an important part of team.
13. Teach fundamentals of the game – Explain the "Whys" (Why we do this) of the game.
14. Teach and model sportsmanship and respect (for players, officials, fans, and other teams, etc.).
15. Teach and understand the mental aspects/strategies of the game.
16. Give each athlete quality playing time during games.
17. Ensure that every athlete is given the opportunity to start a minimum of three home and/or away games.
18. Ensure that all players follow safety rules of the game as pertains to wearing required protective equipment and not wearing jewelry, metal hair objects, etc.
19. Be responsible for attendance records for all games and practices.
20. Be responsible for facilities, materials, and equipment being used.
21. Be responsible for keeping and updating a record of skills, personal and team goals throughout the season.
22. Be the last one to leave the building after practice. If it is the last practice of the day, the coach is also responsible to see that all lights are off and all doors are locked.
23. Ensure that every athlete has left with an adult after every practice and/or game.
24. Use appropriate language and behavior at all times while maintaining composure.
25. Be sensitive to school and parish events which conflict with practices.
26. Model responsible behaviors regarding alcohol and other drugs/substances.
27. Coaches may not design, issue, or allow clothing that is not approved by the Administrator.
28. Coaches may not run fundraisers for any sport without the permission of the Administrator.