



# **St. John Bosco Interparish School**

## **Coaches & Sports Handbook 2008-2009**

### **Sports Committee Members**

**Shelley Conner – Principal**  
**Mary Reese – Assistant Principal**  
**Sue Lapsys – Girls' Athletic Director**  
**Gregg Buchanan – Boys' Athletic Director**  
**Chris Cundary – Parent**  
**Shannon Cundary – Parent**  
**Scott Brandt – Faculty Advisor**

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## **St. John Bosco Sports Philosophy**

The interscholastic athletic program of the Phoenix Diocese Catholic Schools is an integral part of the education program. It must, therefore, be in harmony with the educational objectives. Any interscholastic athletic activity should teach athletes:

- To be responsible and contributing team members
- To be committed to reinforce Christian values while in the classroom and on the field/court
- To exercise competition in order to contribute to the development of an athlete's mental, emotional, and physical well-being
- Selfless effort in working with others to reach a common goal
- Appreciation of others efforts, whether they be teammates, opponents, officials, or coaches
- To keep activities and games in proper perspective in order to learn, achieve and benefit oneself individually as well as through team sportsmanship.

Athletics should be a significant, valuable community activity, fostering loyalty, school spirit, student participation, and healthy competition. Goals for the Athletic program should be meaningful to ALL students at St. John Bosco.

Emphasis should be placed upon the development of game fundamentals. Principals, faculty, coaches, and parents should encourage players to give their best, to improve their skills, and HAVE FUN when participating in competitive games.

Students choosing to represent St. John Bosco Interparish School on an athletic team must realize that the school team requirement comes first; league and club teams, come second.

### **Sports Offered**

#### Boys' Athletics

Flag Football

Basketball

Baseball

The Following are non-CYAA athletic/activity events depending on team availability:

Soccer Co-Ed

Archery Club Co-Ed

Track Co-Ed

#### Girls' Athletics

Volleyball

Softball

Basketball

Soccer Co -Ed

Archery Club Co-Ed

Track Co-Ed

## **Grade Level Philosophy**

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

The program is available to ALL students in the 5<sup>th</sup> grade.

At the 5<sup>th</sup> grade level the focus is on learning the athletic skill and game rules, fundamentals of team play, emotional growth, and healthy competition. Participation is a key component for our 5<sup>th</sup> graders.

When there are large numbers of students participating in a sport, there may be multiple teams. At the 5<sup>th</sup> grade level teams will be divided equally and by ability and skill level.

There is not a season end CYAA tournament. All 5<sup>th</sup> grade teams are eligible for invitational tournaments with verification from Athletic Directors and or Administration.

### **6<sup>th</sup>, 7<sup>th</sup>, & 8<sup>th</sup> Grade Philosophy**

This program is available to ALL students in the upper middle school grades.

At the middle school level there will be an increased emphasis placed on physical conditioning, refinement of fundamental skills, elements and strategies of team play in addition to emotional development, game knowledge, and rules.

Team selection in the middle school will be based on the number of participants, skill level of participants, and possibly a combination of grade levels will be combined in order to have the minimum requirements as specified by the CYAA standards. St. John Bosco will adhere to the requirement of CYAA regulations that all students who want to participate can do so.

There are NO CUTS and no “stacked” teams based on skill levels. This will be the final year, however, beginning in 2009-2010 the team 7<sup>th</sup> & 8<sup>th</sup> grade teams will be assigned based on skill level and experience. Should there be a sufficient number of participants, it is the coaches and the Athletic Director’s responsibility to create teams that will encourage the development of our student-athletes. Selection of team members will be communicated to the parents based on the evaluations assessed.

Ultimately, the number of teams and size of the squads in a sport will be determined by the availability of:

- 1) Qualified and certified coach
- 2) Suitable facilities
- 3) A safe environment.

There is not a end of the season tournament for 6<sup>th</sup> graders. All 6<sup>th</sup> grade teams are eligible for Invitational tournaments with verification from Athletic Directors and or Administration.

Students participating in CYAA sports are obligated to review and understand all the rules governing the sport and the expectations given to all players.

### **Absences**

On a school day, if any athlete misses school because of illness or an injury, he/she will not be allowed to attend practice or a game for that day.

The coach must approve absences for any other reason in order to be deemed an excused absence for the practice or game. Unexcused absences from a game or practice will result in a one game suspension. An athlete suspended from the team due to excessive tardiness or absences may be removed from the team.

### **Accident / Injury**

It is important that all coaches know how to care for their athletes in case of injury or accident. Coaches must have the basic knowledge of First Aid and CPR skills. It is also important that the coach knows what procedure to follow reporting an accident or injury.

The coach should do the following:

- If necessary Call 911
- Check the scene for safety
- Give comfort to the athlete
- Care for the athlete by administering First Aid
- Contact the parent(s)
- Contact the Athletic Director by cell phone or by leaving a message at SJB
- Fill out necessary accident/injury report and turn in the report to the Athletic Dept within 24 hours
- If Emergency vehicles are involved appoint an assistant coach to take team responsibility and assist injured athlete to Emergency Care.

### **Awards / Sports Banquets**

In recognition of our athletes and coaches, an awards dinner will be held at the end of each season. (Fall, Winter, Spring) Coaches, parents, and friends are invited. Each athlete will receive a certificate or medal of appreciation from St. John Bosco. Up to and only three awards will also be given out as determined by the coach of a particular sport.

Those awards are named Bulldog Award, Most Improved, and Most Christian:

***Bulldog Award*** – Given to the student-athlete who has shown exceptional leadership qualities both on the field or court and definitely in the classroom. This individual is not necessarily the best skilled representative, but one with the best leadership qualities.

***Most Improved*** – From the beginning of the season to the end this athlete is the one who has demonstrated the greatest improvement all around in skill development.

***Best Christian*** – This award is given to the student-athlete who has shown the best Christian values on the playing field as well as across St. John Bosco campus.

## **Eligibility**

Eligibility to play during any sports season is determined by administration. The administration has the right to revoke a player's eligibility if there is a concern about a student's academics or behavior, or if there is failure to obtain the necessary physical exam, submit proper permission forms or pay any required fees. Students must attend school the entire day in order to participate in practice or a game.

In order to be eligible to participate in after-school activities, students must maintain a satisfactory academic record and satisfactory behavior. Any student receiving a "D" or "F" as recorded in RenWeb will be deemed ineligible to participate.

Eligibility will be reviewed each Monday after Progress Reports are issued in the quarter. If a student is deemed ineligible, they are notified on Monday with ineligibility beginning on Tuesday. An ineligible student can regain active status by printing and submitting a copy of his/her RenWeb Gradebook Summary to the Assistant Principal by 8:00AM the following Monday. The summary should show no "D's" or "F's". Upon receiving a satisfactory (no "D's" or "F's") RenWeb Gradebook Summary, the Assistant Principal will make a change in the eligibility status of the student. Regained eligibility will be reported to the Athletic Director or moderator by the Assistant Principal. The Athletic Director will inform the coaches Monday afternoon of the active status which goes into effect on Tuesday.

Eligibility rules also apply to all student activities such as clubs, dances, etc.

After the 3<sup>rd</sup> detention in a playing season, a student is allowed to attend practice and or a game but is not eligible to participate. During the course of each sports season, any student receiving an office referral for behavior will be "benched" in full uniform for one game. If a student-athlete receives a second office referral during the season, he or she will be deemed ineligible for the remainder of the season. If at any time during the sports season, a student receives a suspension because of serious behavior problems, he or she will be ineligible for the remainder of the season.

Off-campus behavior may also effect eligibility. (Example: being a part of derogatory use of MySpace or YouTube)

## **Emergency Numbers**

In case of an emergency, the following telephone numbers should be used.

Assistant Principal: Mary Reese 480-221-8497

Boys Athletic Director: Gregg Buchanan 480-219-4850, ext 1026  
or 602-762-5408 (cell)

Girls Athletic Director: Sue Lapsys 480-219-4850, Ext 1027  
or 480-522-7563 (cell)

St. John Bosco Interparish School: 480-219-4848

Emergency Number HELP: 911

## **Fees**

Due to league fees, tournament fees, cost of officials, and update of uniforms, participants will be assessed a fee of \$50.00 per sport. This fee must be paid before the

start of the season or arrangements must be made with the Athletic Dept. and or Finance Office. This fee is non-refundable to those who wish to drop out of the program, are suspended or ineligible due to grades or conduct. The athletes are responsible for the uniforms and maintaining the condition for which they are given. Should an athlete lose or damage their uniform a regular priced replacement will be asked.

### **Forms**

For all forms required by St. John Bosco and the CYAA please go to the Phoenix Diocese website at: [www.diocesephoenix.org/catholicschools/cyaa.htm](http://www.diocesephoenix.org/catholicschools/cyaa.htm)

### **Practice/Game Uniforms**

Students participating in St. John Bosco athletics will be required to wear proper practice uniforms (depending on the season) for all practices.

School issued uniforms must be worn for all games. If shorts are not issued from the school, regulation physical education shorts (navy blue) must be worn by all players. The Athletic Director and Assistant Principal must approve any changes to the uniform policy. If a student does not have the proper uniform and/or equipment (ie. Volleyball knee pads) for a game they will not be permitted to play in the game.

If a coach, parent(s), group or company would like to donate a particular uniform item(s) they need to continue to follow school policy. After the season, the uniforms will become the property of the school and athletic department. A contribution receipt will be provided once the item(s) are donated to the athletic department.

These purchases can be worn at all off campus regular season games as well as CYAA tournament games. By following this guideline the parents, groups or companies can continue to support our program without alienating the other respective SJB teams.

### **Pre-season requirements**

Before an athlete can begin participating and competing for a particular activity, the following criteria must be met. The paperwork must be submitted, in one packet, to the Athletic Director prior to the first practice:

1. Physical form completed and signed by a Physician.
2. Permission form for the sport
3. Emergency Consent Form
4. Driver Information and Transportation forms (notarized)
5. Signed student-athlete page, and a signed parent handbook page.
6. \$50 fee per sport must accompany the paperwork.

## **Supervision**

1. Athletes must report to the coach or designated adult when they arrive at practice or game site.
2. Athletes will not leave a site **without permission**.
3. **Parents must be on time to pick up athletes. Coaches must supervise players until all have been picked up from a practice or a game.** If parents are more than ten minutes late the athlete could be sent to aftercare at the parent's expense. Parents consistently picking up their child late from practices or games may result in your child being dismissed from the team. Please remember that our coaches are volunteers.

## **Tardy Policy**

An athlete is tardy when he/she arrives at a practice or a game after the designated starting time as determined by the coach.

## **Team Pictures**

St. John Bosco school team pictures will be announced during the sport season.

## **Team Schedule**

St. John Bosco teams are limited on the amount of time they may have for practices and games. Practices or games, except CYAA and or other tournaments, are Mondays through Thursdays. Practices and or games may be scheduled on the weekend but we ask the coach not to make them mandatory (except for season ending tournaments). All non-CYAA tournaments must be approved by the Athletic Director and or Assistant Principal.

## **Transportation**

Parents are responsible for transporting their children to and from games and practices. If a parent is not able to transport their child they must make arrangements with another parent. In order for a child to be allowed to ride with anyone else other than that child's parent, St. John Bosco must have a Transportation Consent Form on file and it must be notarized. SJB cannot arrange car pools. Coaches are not permitted to transport team players unless the athlete is their child or part of their car pool. Accidents should be reported to the school administration immediately and parents should be notified even if athletes are not injured.

## **Suspension and/or Removal from the Team**

Players must follow school & CYAA guidelines while participating for St. John Bosco Interparish School. An athlete who violates the rules in this handbook could be removed from the field, suspended or removed from the team.

### ***Removal from a contest***

Failure to abide by codes of conduct as outlined in the parent or student contract is grounds for dismissal from a contest. Administration, a coach, another parent, or a student all have the responsibility to ask another to leave an event if their behavior is outside the code of conduct.

### ***Suspension from Team***

- Receiving any notices of concern that the administration determines is substantial enough to warrant disciplinary action.
- Unexcused tardies or absences from practice/games.
- Misconduct during practice/games.
- Violation of the Athletes Code of Conduct
- Inappropriate behavior toward a coach, teammate, official, or the opposing team.

### ***Removal from Team***

- Any action the administration determines is substantial enough to warrant this disciplinary action.
- Athlete is suspended from the team three times.
- Excessive unexcused tardiness or absences from practice/games.
- FIGHTING – during school, practice and / or games.
- Excessive inappropriate behavior towards coaches, teammates, officials, and or the opposing team.
- Failure to maintain a GPA of 2.3 and/or misbehavior in any class.

Not following the code of conduct may result in a minimum of a one game suspension to a maximum of being excluded from athletic participation for one calendar year. Furthermore, if team members do not exhibit the characteristics or values of St. John Bosco School, the team may be disbanded for the remainder of the school year for one calendar year, depending on when the violation occurs.



## **Athletic/Parent Code of Conduct**

### **Student-Athlete**

*St. John Bosco Interparish School student athletes are expected to represent themselves, their team, and the school in an exemplary manner at all times. Athletic participation is considered a privilege, not a right. Each student athlete is to be a positive influence on his/her fellow students at all times during the school day and at athletic or school-sponsored events, both at home and away.*

All participants in St. John Bosco School athletics agree to abide by the following Code of Conduct:

I will be a worthy representative of my faith, St. John Bosco School, my coaches, and my team.

- I will treat opponents with respect and shake hands after each contest.
- I will respect the judgment of officials and abide by the rules of the contest.
- I will accept seriously the responsibility of representing St. John Bosco School by displaying positive behavior at all times.
- I will refrain from using foul, obscene or threatening language or gestures.

I will be a responsible, team player.

- I will act in a positive manner, reflecting Christian values at all times. I will exhibit the highest standards of sportsmanship.
- I will attend every practice and game unless excused by the coach.
- I will support my teammates and interact with them in a positive manner, always showing mutual respect, not participating in gossip, hazing, harassing, making derogatory remarks or any other behaviors that may bring dishonor to my team, St. John Bosco, or myself.
- I will help earn the respect of my teammates and student body, which is the core of developing effective school spirit and student involvement. Being a highly recognizable representative of St. John Bosco School, I am in a position of great influence; therefore, high standards of conduct are expected of me. I will demonstrate positive personal behavior and act honorably to enhance squad cohesiveness.
- I will place the good of the team over my own personal achievement or aggrandizement.
- I will properly care and maintain all equipment and uniforms provided. I will promptly return these items in good condition at the end of the season.
- I will maintain the academic requirements to remain eligible to participate in the athletic program.
- I will maintain a passing grade of at least 70% in every class.
- I am aware that, if placed on an academic contract, I must abide by the conditions set forth in my contract or I will become immediately ineligible.

## Parent and Spectators

As a parent or spectator I will maintain acceptable standards of behavior at all times. I will:

- Remember that the players are young adults and are playing for their enjoyment NOT mine.
- Respect decisions made by contest officials.
- Be a role model by positively supporting teams and by not shouting instructions or criticism to the players, coaches, and officials. I will not coach from the stands or approach coaches or officials before or during the contest.
- Make NO derogatory comments or gestures to players, coaches and parents of the opposite team, officials or league administrators.
- Follow the chain of command to resolve an issue, speaking first to the coach then to the Athletic Director if a resolution cannot be reached.

Consequences to acting in a manner contrary to either the Student-Athlete Code of Conduct or the Parent – Spectator Code of Conduct will result in Disciplinary Action for the student or parent, or both. (See Suspension and Removal from a Team in the Athlete Handbook)

\_\_\_\_\_  
Student-Athlete Name (Print)

\_\_\_\_\_  
Parent Name (Print)

\_\_\_\_\_  
Student-Athlete Signature

\_\_\_\_\_  
Parent Name Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## **Especially for Coaches**

This manual was designed to assist coaches in their everyday tasks to organize and promote St. John Bosco Athletics. Additional handouts may be distributed throughout the year as new information is published by the CYAA.

Our coaches will be knowledgeable of the CYAA rules, regulations, policies, and guidelines in order to build solid relationships with their athletes. The coach's success will enable student-athletes to reach their full potential through positive encouragement in a Christian atmosphere.



## **Saint John Bosco Mission Statement**



With Christ Jesus as our Guide, we are called to become one community that provides a safe and nurturing environment dedicated to developing the whole child. We promote critical thinking, self-discipline, and excellence in Catholic education, while empowering all community members to be lifelong learners who serve God and God's creation.

## **Coaches Checklist**

This checklist will help you start your team off to a great season. All these items need to be checked off before your first game.

1. Fill out roster form and return to the Athletic Director.
2. Fill out Coach Information form (found in CYAA handbook) and return to the Athletic Director. Attach the sign-off page from the Coaches Code of Conduct. (Includes: information on fingerprinting, safe environment training and First Aid/CPR).
3. Read CYAA Handbook and rules
4. Prepare for Parent/Team meeting:
  - Introduce athletes/parents /yourself
  - Go over team rules, code of conduct for both athletes and parents, and goals.
  - Hand out practice and game schedule (if available)
  - Review St. John Bosco general policies.
5. Recruit at least one assistant coach before first practice.
6. Assign a team parent to be responsible for phone calls, arranging carpools, assigning snacks, assigning concession stand workers, helping with sports banquet, and setting up and picking up after athletic contests. This is a “team” effort where everyone is involved.
7. Plan your practice according to the appropriate age level and skill level. If you need guidance, please do not hesitate to ask the Athletic Director.
8. Practice and scheduled games are held more than three times per week during the regular season. (All other times will be considered “Volunteer” and will not affect game playing time for a participant)
9. Coaches or designated adults must be present before team members arrive for practices or games. (If you are running late contact athletic director, office, or the assistant principal)
10. Before the first practice, review the athlete’s code of conduct. Be firm about expectations of upholding the code of conduct and academic requirements.
11. HAVE FUN!!



## Coaches Code of Conduct

Since coaches are representing St. John Bosco School they must follow a code of conduct at all times. The following is the code of conduct.

1. I hereby pledge to live up to my responsibilities as a coach at St. John Bosco School.
2. I will place the emotional and physical well-being of my players ahead of myself.
3. I will remember to treat each player as an individual, remembering the large spread of emotion and physical development for the same age group.
4. I will play each player up to or beyond the standards set forth by the CYAA.
5. I will do my best to provide a safe playing situation for my players.
6. I promise to review and practice the necessary first aid principles needed to treat injuries of my players.
7. I will lead, by example, in demonstrating fair play and sportsmanship to my players.
8. I will use coaching techniques appropriate for each of the skills I teach.
9. I will insure that I am knowledgeable in the rules of the sport that I am coaching.
10. I will be sensitive to the score and the game conditions so as to not embarrass or belittle an opponent.
11. I will respect the judgment of the officials and their interpretation of the rules.
12. I will put sportsmanship over winning.
13. I will always model ethical behavior and sportsmanship.
14. I will remember that I am a youth coach, and the game is for the athletes and **NOT THE ADULTS.**

\_\_\_\_\_  
Signature of Coach

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Athletic Director

\_\_\_\_\_  
Date