

# ATHLETIC HANDBOOK



SAINT MARTHA

**ST. MARTHA PARISH**

**SPONSORED BY:**

**ST. MARTHA SPORTS MINISTRY**

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## **I. INTRODUCTION**

Welcome to the St. Martha Athletic Program. In the next few pages you will be provided with information concerning the Sports Ministry Organization and its' purpose. In addition, we have also included information pertaining to links for C.S.A.A. Rules and Guidelines, St. Martha Rules and Guidelines, Evaluation Forms, a Sports Calendar, and a Contact List. Communication is important in any successful organization, and we encourage and welcome your comments.

This handbook is meant to provide guidelines for decision-making purposes; however, it is understood that unusual and extenuating circumstances may occasionally arise that require decisions that may not be completely consistent with the guidelines. The underlying factor in any decision-making process should be in the best interests of the child(ren) involved. Only the Sports Ministry Board may make these decisions.

It is also understood that participation in St. Martha athletics is a privilege and not a right. All participants, both youth and adult, who do not follow guidelines, may be subject to disciplinary action.

## **II. MISSION STATEMENT**

The mission of the St. Martha Sports Ministry is to promote cooperation and fellowship among the people of St. Martha Parish by:

- A)** Organizing a sporting program that teaches fellowship, sportsmanship and fair play;
- B)** Working with the educators of the Church and school to teach our young members of the parish our religious and moral values;
- C)** Promoting and supporting all athletic activities for both adults and children;
- D)** Supporting all needed activities for the betterment of the St. Martha Church and School.

## **III. PURPOSE OF SPORTS MINISTRY**

The purpose of Sports Ministry is to conduct and finance a portion of the student athletic programs within the framework of the C.S.A.A. and to support other school and parish projects.

## IV. BOARD MEMBERSHIP AND OPERATING PROCEDURES

1. **Executive Board** - The Executive Board positions of the St. Martha Sports Ministry Board are elected by the general membership and are as follows: President, Vice President, Secretary and Treasurer.
2. **Term of Executive Board** – The Executive Board positions are elected for a one year term (August 1st to July 31st).
3. **Election of Executive Board** - Nominations are accepted at the May and June general meetings. Anyone in attendance during the July general meeting is allowed to vote. A Quorum (defined as a majority) of the Sports Ministry Board Members is required to be present for the election to be considered valid.
4. **Sports Ministry Board Membership** – Membership of the Sports Ministry Board consists of the Executive Board Members, three Members At Large, and all appointed positions to the Sports Ministry Board (See #5). A complete listing of the Sports Ministry Board can be obtained by going to the Sports Ministry website and clicking on “Sports Ministry Board Points of Contact” on the menu on the left side of the page.
5. **Appointed Board Positions** – The positions listed below are appointed by the Sports Ministry Board President. In addition to these positions, the President can appoint an assistant to any of the aforementioned positions or create a new position on the Board as approved by the Board for a special project, need or assignment.

Adult Cornhole Coordinator	Boys’ Equipment Manager	Girls’ Equipment Manager
Adult Kickball Coordinator	Cheerleading Coordinator	Martha Gras Coordinator
Adult Softball Coordinator	Communications	Parish Council Representative
Archery Coordinator	Concession Stand Mgr	Photography Coordinators
Adult Volleyball Coordinator	Field Manager – Front	Picnic Chairperson
Bethany Center Representative	Field Manager – Back	Special Events Coordinator
Boys Athletic Director (Grades 3 - 8)	Girls Athletic Director (Grades 3 – 8)	Athletic Director (Grades K – 2)

6. ***Sports Ministry Meetings*** - The Sports Ministry Board meets on the second Wednesday of every month at 6:30 p.m. in the basement of the Parish Office. If the second Wednesday falls on a Holy Day, the Sports Ministry Board will meet on the third Wednesday at 6:30 p.m. The general meeting is open to any Sports Ministry member and attendance is highly encouraged.
7. ***Sports Ministry Meeting Agenda*** - Anyone wishing to bring a topic before the board needs to contact the Sports Ministry President one week prior to the meeting so the item can be placed on the meeting's agenda. A time limit will be placed on the topic as well as the decision afterwards. The topic presented will then be discussed at the board meeting and if a reply is warranted, one will be given in writing within a reasonable time frame. If a topic requires a vote, only Sports Ministry board members are allowed to vote. A quorum must be present in order to vote and a simple majority decides the outcome.

## V. ST. MARTHA ATHLETIC POLICIES AND REGULATIONS

1. ***Scope Of Policies*** - the following policies and regulations are IN ADDITION TO the C.S.A.A. policies which can be viewed on their web site at [www.loucsaa.org](http://www.loucsaa.org).
2. ***Academic and Conduct Policies*** - Participation in athletics at St. Martha is conditional on acceptable academic performance and proper conduct. In the case of a violation or incident involving a St. Martha coach or player, the following will occur: the President will gather facts, interview those involved, review the situation and make recommendations to the Sports Ministry Board. The Board will vote on any necessary action and make a recommendation to the Pastor.
3. ***Zero Tolerance Policy*** – St. Martha Sports Ministry will not tolerate any coach being ejected from any sporting event. If a coach is ejected from any sporting event, he/she will be immediately relieved of their coaching responsibilities. Also, he/she will forfeit any future coaching opportunities at St. Martha.
4. ***Sports Ministry Registration & Membership Dues*** - Registration for 3<sup>rd</sup> through 8<sup>th</sup> grade sports at St. Martha is held during school registration. Membership dues are \$100 per year for the first child and \$25 for each additional child. This membership allows any student to participate in the grade school sports program at St. Martha as long as he/she meets the eligibility requirements in Item 8 below. This helps reduce the cost of uniforms, equipment and covers the cost of referees, league fees and management of the concessions stand. The membership dues are applicable no

matter how many sports your child(ren) plays. No child may participate in the sports program unless the dues are paid. ***Payment of the dues also makes that family a Sports Ministry member.*** The low membership dues are made possible by the efforts of the Sports Ministry in activities such as running the Parish picnic, operating the concessions stand during adult sports and C.S.A.A. leagues and special events (i.e. MarthaGras and the golf scramble). ***By volunteering to coach and to work at the various Sports Ministry functions you make our children's sports program possible!***

**K – 2<sup>nd</sup>** grade sport fees are on a per sport basis. Sports Ministry membership fee is not required.

5. ***Sports Ministry Handbook and Contracts*** - The Sports Ministry handbook is available on our website ([www.tinyurl.com/stmarthaboosters](http://www.tinyurl.com/stmarthaboosters)). Players and parents are asked to read this handbook. All players are required to sign a C.S.A.A. contract prior to participation in the first sport at St. Martha. Contact the appropriate Athletic Director for a copy. Copies will also be available at school registration.
6. ***Coaches Requirements and Policies*** – The following is a list of expectations and policies related to Coaches at St. Martha.
  - a. All coaches must attend an “Honor Thy Children” workshop and submit proof of attendance to the Parish Office.
  - b. All coaches must have a background check on file with the parish office
  - c. All coaches must agree to coach in the letter and spirit of the C.S.A.A. and St. Martha guidelines. A coach can be relieved at any time by the Sports Ministry Board for violating these guidelines.
  - d. It is preferred that Head coach positions will be filled by adults 21 years or older however the minimum age for a Head coach is 18. If the Head coach is younger than 21, he/she must have a full time assistant, present at all times, who is at least 21 and who has been approved by the Sports Ministry president. It is not required that coaches be members of St. Martha's parish.
  - e. A coach's performance will be evaluated by the parents through the use of an evaluation form. Coach evaluation forms can be obtained through the Athletic Director or downloaded from the Sports Ministry web site ([www.tinyurl.com/stmarthaboosters](http://www.tinyurl.com/stmarthaboosters)) under “Documents”.
  - f. Remembering that you are a positive role model, use of tobacco products, alcohol, drugs, and abusive language will not be permitted while in a coaching capacity.

- g. Coaches are to be on time for practice. Students may not be unsupervised at any time. Students may come to practice directly from school if an adult is present; otherwise, they must go home and return.
- h. Coaches are encouraged to attend any clinics or classes which might increase their knowledge and ability.
- i. Coaches have the responsibility to report any improper behavior by players, parents, opposing coaches, teams or fans to the appropriate Athletic Director.
- j. Coaches are responsible for returning all equipment they received to the Equipment Manager.
- k. Coaches are responsible for submitting their rosters to the C.S.A.A. by the established deadline. They are to provide copies to the Athletic Director.
- l. For reasons of liability and equity, only players on the coach's roster are allowed to play.

7. ***Responsibilities of Coaches*** – The following are a listing of the Responsibilities for Coaches in the St. Martha Parish:

- a. Promote and follow all the rules set forth by the C.S.A.A. and Parish;
- b. Conduct themselves in a Christian manner at all times;
- c. Say a prayer with the team before and after practices/games;
- d. Attend a team mass during the season (coach decides which mass time);
- e. Teach good sportsmanship and be a good sport;
- f. Teach fellowship among all participants;
- g. Collect all uniforms (when applicable) at the end of the season.

8. ***Coach Selection and Interview Process*** - Sign-up for coaching positions will coincide with player sign-ups. If two or more persons are interested in a coaching position, interviews will be held by representatives selected by the Sports Ministry President. After all interviews have been completed, the decision will be made by a majority vote. Coaches will not be guaranteed that their child will be on their team.

9. ***Player Policies and Requirements***– The following are a listing of policies and requirements related to a students participating in St. Martha Sports Ministry sponsored activities in addition to the expectations for those students.
- a. *Eligibility* - In order for a student to be eligible to play any CSAA sport for St. Martha he/she must be:
    - i. A student attending St. Martha school, an approved affiliated catholic school partner, OR
    - ii. If the student attends public school or is home schooled, all of the following must be satisfied:
      - a. His/her parents must be registered members of St. Martha or approved affiliated catholic school partner;
      - b. He/she must be baptized;
      - c. He/ she must be enrolled and faithfully attending Religious Education classes from the start of the previous years' Religious Education classes at St. Martha or their previous parish. Exceptions may be granted by the Pastor. Faithful attendance will be determined by the Director of Religious Education.
  - b. *Discipline of Athletes* - In order for a coach to teach the children sportsmanship and to assist them in their ability to play the game, he/she must have cooperation from all parents and athletes. To enforce this, a coach will have the right to suspend a player if a player becomes disruptive or abusive (including language) during a practice or game.
  - c. *Expulsion of Athletes* - In order for a player to be expelled from a team, the coach must present the situation in writing to the Athletic Director within 24 hours of the infraction. The Athletic Director will notify the pastor and then meet with the Executive Board. If further action is necessary, the Athletic Director, Principal and the pastor will make the decision. Parents of the student will be allowed to present their views to this group before a final decision is made. Destruction or theft of any school or athletic property is a major offense.
  - d. *Athletes Standard of Conduct* - In order for all athletes to benefit from St. Martha sports, a standard of cooperation must be set and enforced to insure the success



of the program. All students and their parents are required to sign and adhere to the "Players Code of Conduct". The form will be taken at registration.

- e. *Athletes Eligibility of Participation* - The Athletic Director or Sports Ministry President will be notified by school personnel or principal when a student is ineligible to participate in extracurricular activities due to suspension. In the spirit of fairness, any affiliated catholic school or public school student's parent/guardian must notify the Athletic Director or Sports Ministry President of any suspension. If a student becomes eligible after the suspension, he/she must obtain a written statement of eligibility signed by their homeroom teacher and principal before he/she is able to attend the activity.
  - i. *Conditions of Suspension* - While on suspension, a student does not participate in practices, games or meetings. A suspended player may attend games as a spectator but may not participate with the team and may not dress in uniform. These rules apply to all players participating on a St. Martha sports team.
- f. *Participation in sports practices or games on day of absence due to illness*
  - i. Due to health concerns, if a child is absent from school due to illness, he/she may not participate in sports practices or games on the day of such absence. If such an absence occurs on a Friday, the student may not participate in practice or game that night but may participate in practice or games on the immediate Saturday or Sunday after the illness.

Parents and/or guardians are urged to use their best judgment when allowing their child to practice or play on the weekend after a Friday absence due to illness. Parents are advised that a child should be free from fever (without the aid of medication such as Tylenol or Ibuprofen) for 24 hours before returning to practice or games.
  - ii. Coaches have the right (but not the obligation) to use their discretion to send a player home after confirming with the parent/guardian that the child was absent from school that day due to illness.
- g. *Grade Level Participation* - Players will always play at their academic grade level (i.e. 5th grade, 6th grade, etc.) unless they exceed the age requirements as set forth by the C.S.A.A. Any exceptions to this policy will be addressed by the appropriate AD and/or the Sports Ministry president.

10. ***Player Responsibilities***

- a. Follow all the rules set forth by the C.S.A.A. and St. Martha Parish.
- b. Listen and obey your coaches.
- c. Respect your fellow teammates.
- d. Be a good sport. e. Have a good attendance to practice and come prepared to practice.

11. ***Parish Eligibility of Other Catholic Grade School Students*** - If a child from another Catholic grade school is unable to play a sport at his/her school due to lack of numbers, he/she may play at St. Martha if they can be accommodated, i.e., if St. Martha is deficient in numbers to field a complete team. The cost of participation will be a reasonable fee determined by the Sports Ministry Board. They will also be required to follow the guidelines set forth in this and the C.S.A.A. handbook and will be required to work in the concession stand (if applicable) during that sport.

12. ***Expectations of Parents/Guardians*** – The following is a listing of the expectations of and the policies related to the Parents/Guardians of children participating in sports at St. Martha.

- a. ***Practice/Game Attendance*** - Parents/guardians cannot leave children unattended prior to or after practices and games. Bethany Center rules dictate that no unescorted child is allowed in the Bethany Center until the coach has arrived and takes responsibility for the child. It is the responsibility of the parent to escort their child or other children put in their care into practice or games at any venue and inform the head coach who will be picking the child up from practice/games if it is someone different than a parent of the child or the person who brought them.
- b. ***Registration (Sport Sign-ups)*** – A parent/guardian must register the child for any given sport on the Sports Ministry website (unless otherwise communicated). Failure to register within the designated time period will result in the child not being able to play.
- c. ***Sports Ministry Dues*** - Sports Ministry dues must be paid at the time of registration. Children will not be permitted to participate in practices or games until the dues have been paid.

- d. *Coaches Evaluations* -The evaluation form is available on the Sports Ministry website under “Handouts”. Parents are highly encouraged to complete the form for all sports/coaches in which their child participates. Both positive and negative feedback is welcome as this enables coaches and Sports Ministry to continually improve. The evaluations will be held confidential and reviewed only by the president and one unassociated board member. A summary of the comments will be shared with the coach and/or board members in a manner that assures confidentiality.
  - e. *Practice Participation - It is important that all parents, guardians, and children understand that participation in practice and games is important. All practices are open to parents. Every effort should be made to participate in all practices/games for a given sport in order to continually improve skills. Should participation not be possible the coaches should be notified prior to the scheduled time.*
13. **Playing Time** – The following policies govern playing time for all sports sponsored by the St. Martha Sports Ministry.
- a. *5th Grade – 8th Grade “1” Team* - Coaches of both boys and girls will be encouraged to give all team members playing time but the amount and timing will be at the coach discretion, i.e. not necessarily equal time for all team members.
  - b. *3rd & 4th Grade “1” Team* - Coaches of both boys and girls are expected to give all team members fair and equitable playing time in games and practices. Due to the rules and structure of some sports, i.e. football and baseball, equal playing time is not always possible. For tournament games, coaches will be allowed to allot playing time in a manner that will give the team, in the coach’s judgment, the greatest opportunity to win the contest without regard to fair and equitable playing time.
  - c. *“2”, “3”, “4”, “5” and all subsequent teams* - All Grades - Coaches will be encouraged to give all team members fair and equitable playing time in games and practices during the regular season. For ALL tournament games, the coach will be allowed to allot playing time in a manner that will give the team, in the coach’s judgment, the greatest opportunity to win the contest without regard to fair and equitable playing time.

- d. *Practice and Game Conflicts* - When practices overlap with other sport practices or games, the C.S.A.A. sport that is in active competition (in season) will have priority over the sport that is not yet in season both for player participation and facility usage. Coaches cannot in any way penalize players due to their participation in practice or games of the sport that is in season.
  - e. *Adjustments to Playing Time Coaches Discretion* - All coaches will have the discretion to adjust playing time for mitigating circumstances such as discipline problems, unexcused absences from games or practices, unsportsmanlike conduct, etc.
  - f. *Playing Time Policy Communication* - All coaches are expected to inform parents, guardians, and team members of the playing time policies as listed above.
14. ***Practice Guidelines*** - Practice guidelines are determined by the C.S.A.A. and are all inclusive, not per sport. In other words, when two sports are in a phase of potential concurrent practice times, C.S.A.A. practice times provide the maximum number of hours a player can participate in for all sports being played. For example, 3rd & 4th graders are allowed to practice a maximum of twice per week for 1 ½ hours each (3 hours) not twice per week for 1 ½ hours per sport (6 hours). It is up to the athletic director to educate coaches on these rules and insure their enforcement.
15. ***Team Selection*** – The following details the process used for the selection of teams for C.S.A.A. Sports.
- a. *Evaluations* - Players will be selected for a team based on one or more evaluations for any given sport. Evaluations will be organized by the appropriate Athletic Director and will include a series of drills designed to evaluate player skill and performance. If your child is unable to attend the evaluations, it is the parents' responsibility to contact the appropriate Athletic Director PRIOR to the evaluation and provide a reason for the absence. . The Athletic Director, Sport Coordinator and Executive Board will be responsible for determining if the absence is excused.
  - b. *Absence from Evaluations* – Extenuating circumstances will be considered when ranking players who were not present for evaluations. Players who do not attend evaluations due to excused absences will be discussed with the coaches, the Athletic Director, the Sport Coordinator and the Executive Board to determine their eligibility for the various team levels, i.e. "1", "2", "3", etc. Where possible evaluation results from the previous year will be consulted in

order to properly rank children who could not participate in the tryout process. If a child misses evaluations for a sport and does not have an excused absence, that child will not be eligible to be on a “1” team.

- c. *Evaluators* - Those selected to evaluate players will be individuals who have experience in the particular sport being evaluated. The evaluator will assign numerical scores to each player relative to their skill and performance. The scores for the various drills will be totaled and players will be ranked based on their cumulative score. In every instance a concerted effort will be made to avoid having parents of children in the group being evaluated conduct the evaluations. The exceptions may be Athletic Directors, Asst. Athletic Director and Coaches.
- d. *Team Selection or Draft Process* - *At the time of team selection, only head coaches will be present unless other arrangements are made prior to the meeting and this accommodation is cleared with the appropriate Athletic Director.*
- e. *Evaluation Results* – The Athletic Director will provide a summary of the evaluation to the coaches for use in their selection process. A ranking of the players based on the cumulative point totals from the evaluation process will be provided. These evaluation results will be shared in hard copy form only and except for a file copy all copies will be returned and destroyed.
- f. *Use of Evaluation Results in the “1” Team Selection Process (150% Rule)* - Coaches will use the cumulative point totals as their basis for team selection. However, head coaches will have the latitude to move down 150% of the number of players on their team, i.e. if the team will have 12 members the coach can go down as far as the 18th position of the ranked cumulative scores when selecting team members.
  - i. *150% Rule Waiver* – Due to the nature of the evaluation process the ranking of skills could skew the results in a manner in which the necessary components of a team the coach wishes to field may be unavailable to that coach. In these instances, the coach may petition the Athletic Director for one (1) waiver of the 150% rule in order to fill his roster. Adjustments over and above this single waiver up to a maximum of two (2) MUST be cleared with the Sports Ministry President in addition to the Athletic director. Examples are listed below to clarify the intent of this rule. By listing the sports below as examples it is not the intent to limit this rule only to those sports. This rule applies to all sports.

- ii.
    - 1. Example #1: Baseball/Softball evaluations may not weight pitching equivalent to hitting, fielding, etc. and a player known to be a good pitcher may not rate out in the top 150% when all skills are considered.
    - 2. Example #2: Basketball evaluations may weight skills disproportionately to the backcourt and not result in a process wherein frontcourt players are in the top 150%.)
  - iii. *150% Rule Waiver Clarification #1* - This Waiver cannot be used to pull a child into the top 150% for the purposes of establishing a head coach in those instances where two coaches both wanting to coach a particular team have expressed a desire to coach their respective child. In these instances we have sometimes had to use the result of the evaluation to determine who the coach ultimately is. For this reason the 150% rule waiver could not be applied towards selecting the coach of the team.
  - iv. *150% Rule Waiver Clarification #2* - In those cases in the selection of “1” teams when the rule requiring a minimum of two children from a class being selected on a team is being applied, the 150% Rule waiver cannot be used in this instance to pull a second child into the “1” team selection as a means to select the higher ranking child from that class. This is explained in section 14-g.
- g. *Team Selection Rules Concerning Number of Children from Different Grades* – We do not want to leave a sole child from a higher or lower grade on a team made of children from lower or higher grades. This would apply to the ALL teams. This means that a single student from one grade cannot be selected or left to play on any team with the following exception for the “1” teams only: If a single student from one grade is selected to play on the “1” team, the parents of the student will be given the option to allow that child to play as the only student from his/her grade. In all other cases (“2” and lower), there must be a minimum of two children from the same grade on any team or the team must be made up wholly of children in the same grade. In the latter case, the results of the evaluations should support such a selection process.
- h. *Number of Teams and Team Classification and Selection* - Teams will be selected in accordance with the C.S.A.A. tournament format in order to match our teams with C.S.A.A. tournament play. If the Tournament structure for C.S.A.A. is not known or finalized by the C.S.A.A. offices at the time of the selection process, the Athletic Director will establish the teams based on the structure employed by the C.S.A.A. in the previous season.

- i. *Team Selection Order* - Coaches will select teams in descending order beginning with "1". Each level of team(s) will be selected completely before the next level of team(s) is/are selected.
    - i. *"1" Team Selection* – The "1" team coach will select his roster using the 150% rule and a maximum of two waivers allowed above.
    - ii. *"2" Team Selection* - ALL students who, as a result of the evaluation process, were in the pool available for selection for the "1" team (150% Rule) should be strongly considered for inclusion on the "2" team. By strong consideration, the coach of the "2" team must explain to the Athletic Director why a child who has evaluated in the top 150% does not warrant inclusion on his team. Any exceptions must be approved by the Athletic Director and the Sports Ministry President. The coach may then select additional children available to complete their roster. Those children who are eligible for selection for the "2" team MUST come from the next group of children who would comprise the next "150%" after the "1" Team has been selected. (This language is in place to prevent a student who was eligible for selection for a "1" team from falling to a team not consistent with the results of the evaluation. This may still take place given special circumstances but it will be as the result of a discussion between the coaches and the athletic director.)
    - iii. *"3" Team Selection and beyond* - In the event that we will field one or more teams at any subsequent level, the coaches will completely select the team(s) at each level (Ex. "3") before proceeding to the next level (ex. "4", "5", etc.).
  - j. *Team Selection: Coaches Children* - Coaches will not be guaranteed that their child will be on their team.
16. ***Concession Stand and Field Policies***- The outdoor concession stand and athletic fields are a large revenue source for the St. Martha parish. During the summer, St. Martha hosts Adult Volleyball, Softball, Cornhole and Kickball. It is the responsibility of the Board members to run the leagues and concession stand by serving as Stand Manager for 4 nights during the summer. To be able to staff the stand adequately, the Board depends on parents of students who play sports at St. Martha (see 15e below). The Board also depends on parishioners to volunteer to work in the stand. If you are interested in volunteering you can indicate as such on the Time and Talent Intention Card or contact one of the Board officers.

- a. All activities must be completed by 11:30 P.M.
- b. No inning or game may start later than 11:15 P.M.
- c. No individual under 21 will be allowed in the beer selling area in the concession stand.
- d. No individual under 13 will be allowed in the soft drink and candy area of the concession area unless previously authorized by the concession stand manager.

## **VI. Form Exhibits**

- 1. **Registration Form**
- 2. **C.S.A.A. Student Eligibility Form**
- 3. **Code of Conduct Form**
- 4. **Coach Evaluation Form**