

ALL SAINTS ACADEMY SPORTS PROGRAM
POLICY GUIDE

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INTRODUCTION & PHILOSOPHY

All Saints Academy is a Catholic School inspired by the Holy Spirit and dedicated to teaching and living as Jesus did. Our mission is to serve and partner with our families, parishes and communities as we focus on the spiritual, intellectual, moral, social, and physical development of our children.

The purpose of the All Saints Academy athletic program is to develop student athletes as they represent the mission statement of the school. We view the athletic fields and courts as extensions of the classroom and have the same expectations of athletes, coaches and parents as we do of students, teachers and parents.

The goals of the program are to recognize the spiritual nature of sports, promote the moral and character development of our youth, encourage physical fitness for the wholesome growth of the athlete, develop a healthy interest in sports by participation, provide an enjoyable athletic activity while developing Catholic attitudes of sportsmanship and fair play, and help the student athlete learn the importance of working in a team environment.

LEADERSHIP ROLES AND RESPONSIBILITIES

GRACEAC – The Grand Rapids Area Catholic Elementary Athletic Council supports the efforts of individual schools in the Greater Grand Rapids area. All Saints Academy is a member of GRACEAC and thereby must adhere to the policies and procedures established and administered by GRACEAC.

The primary goals of GRACEAC are to establish policies to administer athletics throughout the diocese that promote wholesome, competitive athletic programs, and to assist individual schools whenever possible while fostering Christian attitudes and beliefs. The primary function of GRACEAC is to maintain rules and regulations that ensure fairness and competition for the student athletes and a balance with other educational programs and activities.

GRACEAC maintains an Executive Committee responsible for establishing and maintaining a handbook with all rules and guidelines that provide necessary information to the Catholic schools and the Diocese of Grand Rapids.

In addition, individual schools are allowed to develop additional guidelines for their schools provided they are not in conflict with the GRACEAC handbook.

PRINCIPAL/CANONICAL ADMINISTRATOR – Final responsibility for the athletic program at ASA rests with the Principal and the Canonical Administrator. While authority for athletics may be delegated, it is essential that the Principal set the proper course and monitor activities of the Program.

The Principal must also establish the importance of fundamentals of good sportsmanship in the minds of the entire ASA family and all those associated with any school activities. Following are a specific number of responsibilities of the Principal in the effective operation of our athletic program:

1. Never allow any activity to interfere with the educational objectives of the school.
2. Establish eligibility guidelines and work with the staff and coaches on the enforcement of said guidelines.
3. Require the passing of a medical examination and receipt of parental permission before a student is allowed to compete.
4. Be honest in the certification of team members and base that certification on complete information concerning the student's athletic and scholastic

- status. Any questionable cases should be referred to GRACEAC before engaging in competition.
5. Encourage the assignment of coaches who are concerned with the whole growth of the student athlete.
 6. Give support to coaches and their efforts to carry out the ASA and GRACEAC policies.
 7. Take an active role in the development of the policies and procedures.
 8. Have a complete understanding of the policies of ASA and GRACEAC.
 9. Have a complete understanding with the Athletic Director about eligibility, schedules, care of fields and gymnasiums, handling of spectators, etc. and give the Athletic Director every assistance in carrying out such duties.
 10. Work with the ASA Athletic Department on the interview, selection and the evaluation of the Athletic Director.

ATHLETIC DIRECTOR - The Athletic Director is the official representative of All Saints Academy in athletic activities. Following are some of the specific responsibilities of the Athletic Director in the effective operation of our athletic program:

1. Attend GRACEAC Meeting and/or other league meetings and have a clear understanding of the GRACEAC rules and guidelines.
 - a) Be sure a coach or school liaison attends in the absence of the AD.
2. Communication, Scheduling and Organization
 - a) Make sure all athletes have physical completed after April 15th and before the first day of practice for any sport and consent to participate in sports on file before beginning practice.
 - b) Responsible for communicating information for sign up for sports.
 - c) Responsible for keeping the school office well informed of practices, sportsmanship of students and fans, and details about athletic events.
 - d) Work with school and Parish office on scheduling the use of facilities.
3. Post, review application forms, select and evaluate Coaches for each Sport and Grade Level
 - a) Inform Coaches of GRACEAC policies, individual league rules, league meetings and conduct expectations of Coach and Players.
 - b) Provide a schedule for each Coaches season.
 - c) Schedule practice times in the gym and/or field.
 - d) Facilitate/assist with the splitting of teams or mergers between grade levels and with other schools.

- e) Assign/Collect keys for the use of the gyms.
 - f) Ensure that all Coaches and volunteers are Virtus trained. Comply with Diocesan and ASA volunteer policies including criminal background checks and Virtus training.
4. Uniforms and Equipment
- a) Advise the Boosters Board of needed equipment and uniforms.
 - b) Make sure uniforms are in good shape prior to distribution and equipment meets minimum safety standards.
 - c) Work with school liaisons to distribute and collect uniforms at beginning and end of season. Work with sports boosters to collect fees for uniforms that are lost or not returned.
5. Gym Availability
- a) Submit gym availability to league presidents
 - b) Train Gym Managers for games hosted in our gyms;
 - c) Schedule gate workers and score table workers for each day of games.
 - d) Ensure a clean gym, hallway, restrooms and locker rooms before and after each day of games.
 - e) Manage invitational tournaments.
6. Budget Responsibilities
- a) Understand and stay within the ASA Athletic Department budget. Assist in developing, managing and keeping the ASA Athletic Budget in balance.
 - b) Coordinate with the ASA Athletic Department for the purchase of new uniforms or other sports equipment needed to run a safe program.
 - c) Notify the ASA Business Manager when dues, league fees and invitational fees are due and where they should be sent.
 - d) Estimate expenditures based on sign ups.
7. Reports
- a) Prepare a fall, winter and spring sports schedule to be distributed during each season to school families.
 - b) Prepare a monthly report for the School Board.
8. Cooperate with the School and Community in the development of a character building athletic program.
9. Parent/Student Communication
- a. Ensure Parents are informed of current athletic policies and procedures.
 - b. Host a parent, seasonal meeting regarding policy, expectations, uniform care, etc.

- c. Resolve athletic related issues as needed. Ensure sufficient adult supervision for spectator control.
- d. Report incidents involving poor sportsmanship to the appropriate school's athletic director. It is the responsibility of each respective school's athletic director to report incidents to their own Principal.
- e. Report incidents regarding questionable league concerns to the league President.
- f. Remove unruly or impolite spectators when their behavior impedes the smooth progress of the game.
- g. Use discretion and confidentiality in discussing student athletes and families with others.

COACHES – The Coach bears the greatest burden of responsibility for sportsmanship. Their influence upon the attitudes and behavior of the players and spectators is of utmost importance. Coaches are expected to coach in a manner that is consistent with the values of the Catholic Faith. Following are some of the specific responsibilities of Coaches in the effective operation of our athletic program:

1. Always set a good example for others to follow in word and action.
2. Teach the values of honest effort.
3. Encourage athletes to do well in their academic, spiritual and athletic pursuits.
4. Report to the Principal any behavior of a student athlete that is not consistent with the values expressed by ASA.
5. Conform to the rules of the respective sport.
6. Instruct the players in sportsmanship responsibilities.
7. Discipline student who display un-sportsman like behavior.
8. Respect the officials judgment and interpretation of the rules.
9. Publicly shake hands with the officials and opposing coach before and after the contest.
10. Lead the team in prayer before any practice or game.
11. Ensure all players are picked up or under the supervision of an adult before leaving practice.
12. Supervise student athletes at all times while entrusted to their care.
13. Coaches are not permitted to schedule events or activities with teams outside of the regular practice and game schedule without notifying and receiving permission from the AD. This applies to gatherings during or after the sports season.

SCHOOL LIAISON(S) – The school liaison(s) are members of the teaching staff of ASA and will be appointed by the school administration. School Liaison(s) are responsible for:

1. Assisting the Athletic Director with the sign up of athletes for sports teams.
2. Assisting the Athletic Director with the distribution and collection of athletic uniforms.
3. Collecting sports forms i.e. physical information, consent to play etc. and distributing to the Athletic Director.
4. Serving as a team member of the school intervention team when a student's eligibility is in question.
5. Working with AD to identify 'no play dates' so that athletic functions are not scheduled on dates which conflict with other ASA activities.
6. Informal communicating with student athletes about their experiences on ASA athletic teams. Reporting issues related to sports participation to the AD and the school administration.
7. Serving as school representative to athletic functions when requested by school administration.
8. Making sure ASA Athletic Department information is posted timely on the ASA website.
9. Other duties as requested by school administration.

ALL SAINTS ACADEMY SPORTS ADVISORY GROUP– The purpose of the ASA Sports Advisory Group is to make recommendations on behalf of the ASA athletic programs to the Athletic Director, school administration, Canonical Administrator, and Board of Directors.

The Sports Advisory Group will consist of parents and community members who are passionate about athletics as an extension of the classroom. Any person who is a member of Blessed Sacrament, St. Alphonsus, St. Isidore or St. Jude or has a child in the school is eligible for membership. The Athletic Director and the Principal are also automatic members.

Members will be chosen in May every year for the following school year. Membership may not exceed twelve members.

The all members of the Athletic Department will be responsible for planning the annual student athlete recognition event.

ALL SAINTS ACADEMY SUMMIT GROUP

The All Saints Academy Summit Group is a compilation of groups where fundraising is a major goal. Members of the ASA Summit group include the Athletic Department, Home and School, Eaglefest, "Eat, Pray, Run", Summerfest, and the Eight Grade.

ALL SAINTS ACADEMY SPORTS PROGRAM POLICIES

ASA Athletic Policy

ASA supports the philosophy for elementary athletics as outlined in the Diocesan policy. The ASA athletic program must comply with the minimum requirements as outlined in the GRACEAC handbook.

The athletic program exists for the benefit of all our 5th -8th grade children. Specific emphasis is placed on the development of sportsmanship, teamwork, physical fitness and fundamental skills. The ASA sports program is under the jurisdiction of the Principal and Canonical Administrator with policy being implemented and enforced by the Athletic Director.

Student Accidents (School Related) Policy

Each incident of a student, school related accident is to be documented on a form provided by the insurance carrier for the Michigan Catholic Conference. This form should be used to record all injuries occurring on school premises or during school sponsored activities.

All injuries of a serious nature are to be reported to the ASA administrative office as soon as possible or within 24 hours of when the injury occurred.

Sports Participation Requirements

A student or parishioner who wishes to participate in athletics at ASA must be an active member of the team no later than one week prior to the first scheduled game or match. Each student/parish athlete must have all physical and consent forms on file with the Athletic Director and School before being allowed to practice and must conform to all conditioning guidelines prior to participating in a game or match.

Parish Participation Requirements

In an attempt to continue to build a bridge between All Saints Academy and the founding parishes of Blessed Sacrament, St. Alphonsus, St. Isidore and St. Jude, the ASA Athletics Department will be allowing parishioners in grades 5th-8th to participate on ASA athletic teams.

The following items will be considered when determining eligibility;

1. Athletes must be *active* parishioners of one of the founding parishes (Blessed Sacrament, St. Alphonsus, St. Isidore, St. Jude) of All Saints Academy.
 - a. Pastors must sign off on the Active Parishioner Form.
2. Former students of ASA must be in good standing upon leaving to be eligible as a parishioner and requires a signature of ASA Principal. “Good Standing” may refer to academic, behavioral, and/or financial standing.
3. Parishioners seeking to play on ASA athletic teams must pay a \$100 fee to the ASA Athletic Department.
 - a. Payment must be paid in full to All Saints Academy Athletics prior to participation in practice or athletic contest of the athlete.
4. Parishioners will not be admitted to play if a new team must be created to accommodate the number of athletes. See the ASA Sports Policy Guide for more information on team splits.
5. Parents/guardians of parish athletes must follow the ASA parent guidelines. (See Parent Packet)
6. If deemed eligible, parish athletes must sign the ASA Code of Ethics form before participation.
7. It is the responsibility of the parents/guardians of the parish athlete to report academic and/or behavioral issues at current school to the coach and Athletic Director.
8. Parent’s line of communication is as follows in regards to resolving issues:
 1. Coach
 2. Athletic Director

Student Athletic and Extra-Curricular Code of Ethics

Athletic and Extra-curricular Participation Philosophy

The ASA staff considers the athletic teams and extra-curricular events an extension of the classroom learning process and encourages students to participate. We recognize that among other things, student athletes enjoy health benefits, friendship, experience the importance of teamwork, skill development, sportsmanship, coaches who model our shared values, and experience accepting losses with dignity and celebrating wins with humility. Extra-curricular events encourage exploration of student interest, instill confidence, compliment the curriculum and can be social activities where students enjoy the company of their friends in a supervised, nurturing environment.

The staff pledges to assist students with academic support and encouragement and to empower students to take personal responsibility for their learning and behavior. It is our goal that all student athletes remain eligible throughout the school year.

The following code of ethics will be signed by each student athlete:

Code of Ethics

I _____, ASA student athlete, and/or a participant of an extra-curricular activity agree, as a condition of my participation to abide by the following code of ethics during the 2010/11 school year.

I will:

1. Remember that athletic and extra-curricular activities are a privilege; I will keep my behavior on the playing field and/or at the event and in the classroom appropriate and reflective of the values and mission of ASA.
2. Understand that my academic schoolwork must come before participation in an athletic sport and/or extra-curricular event. The school work will be completed to the best of my ability.
3. Show respect for my teachers, coaches, chaperones, fellow teammates, and classmates.
4. Regardless of winning or losing, or the behavior of the opposing team, model good sportsmanship at all times on and off the field.
5. Participate in practice, games and/or extra-curricular events to the best of my ability.
6. Be on time for extra-curricular activities, practices and games and ready to participate.

I understand that if I violate this code of ethics, my participation in athletics and/or extra-curricular events may be in jeopardy. If at any time throughout the season, my eligibility is in question, I agree to work with my teachers, principals and parents to create a *Plan for Improvement*. I agree to follow that plan by giving it my best effort, so that I may remain eligible. I also understand that at any time, the principals, in consultation with my teachers and parents, have the authority to immediately suspend or remove me from any sports team for violations of this code of ethics.

Student Signature: _____ Date: _____

I/We have discussed our child's responsibility to his/her schoolwork, team and/or activity.

Parents Signature: _____ Date: _____

Minimum Participation Requirements

At all times the health and safety of the participant must be considered first and foremost. To insure total participation it shall be mandatory that any student who faithfully practices with the team be allowed to participate in the minimum amount of time per GRACEAC policy.

All Saints Academy strongly recommends coaches to go above and beyond the minimum amount of playing time suggested by GRACEAC and have equal playing time whenever possible.

These minimum participation standards shall apply to all regularly scheduled league games, and tournaments.

Absentee Policy

If a student is ill or receives an unexcused absence from the administrator for any part of a school day he/she may not participate in any event, meeting, practice, league game, or tournament on the day of the absence.

Team Splitting Policy

Consistent with GRACEAC rules, the Athletic Director should split groups into two teams when there are at least thirty (30) football players, fifteen (15) basketball players, twenty-three (23) softball players, twenty-three (23) baseball players, twenty-six (26) soccer players or sixteen (16) volleyball players. Otherwise the Athletic Director will have the discretion to split teams and grade levels when deemed necessary. This includes the authority to split teams with slightly smaller numbers than above when this is determined to be in the best interest of the players. If needed, the Athletic Director may combine grades for teams if the league allows. Teams in all sports in grades 5-8 will be split as evenly as possible for combined teams or grade-level teams.

Splitting of teams will take place after a minimum of two combined practices with all coaches present and in agreement. As deemed necessary, the Athletic Director will serve as witness to the process to ensure fairness. The highest priority will be given to splitting teams into two essentially equal teams.

A coin toss will decide who goes first; coaches will alternate making selections. Coach A 1st, Coach B 2nd, 3rd, Coach A 4th, 5th, etc.

A coach will automatically select his/her own child. The Coach may skip their child in the first round, but must select their child in the second round.

The evaluation of teams will be annually.

The listing of players should be done alphabetically.

Assistant coaches with children involved in the draw will not be assigned to a team until after the draw has been completed.

Coach Selection Policy

All persons desiring to be a coach at ASA must complete a Coaches Application Form. Each application will be reviewed by the Athletic Director for the purpose of selection. Interviews may or may not be held at the discretion of the Athletic Director. Factors used in selection of coaches include but are not limited to; the number of volunteers for the coaches positions, completion of Virtus training, completion on the "Play Like A Champion Today" sports as a ministry program, skill level, previous experience coaching, previous experience at ASA, relationships with and between student athletes and coaches/parents.

The Athletic Director is encouraged to consult with the Principal/Assistant Principal before announcing coaching selections if there is concern that the coaching selection may become an issue with ASA students, teachers, pastors and/or coaches.

Coaches who are less than 19 years of age must have adult-supervision at all practice sessions and athletic events.

Team Practice Location Requirements

All coaches involved in ASA sports will conduct practice sessions on founding Parish grounds. Exceptions to this policy will be team scrimmages hosted by opposing teams and practices held at offsite locations due to founding Parish practice facilities being unavailable.