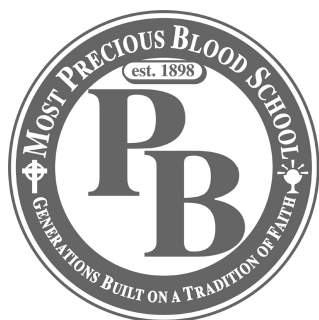


Most Precious Blood School

**Athletic Handbook**  
*for Players, Parents & Coaches*

2011-2012



## **Most Precious Blood School Athletic Program**

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Special Note: Any update, revision, letter or memo pertaining to school policy that comes from the administration to the parents during the school year will be regarded as having the same authority as anything already contained in this handbook. The rules and guidelines in this handbook are subject to change. This handbook will remain in effect until it is replaced.

#### **2011-2012 Athletic Committee Members**

President – Juan Giron

Secretary – Pat McLaughlin

Treasurer – Dave Bowyer

Boys Coordinator – Tony Quinn

Girls Coordinator – Raquel Hanic

Fundraising Organizer :Tournament Coordinators – Jodi Kahlenbeck & Renee Muessling

Fundraising Organizer: 50/50 Club – Ellen Stauffer

#### **2011-2012 Student-Athlete Fees**

Junior Varsity - \$20.00 per sport per athlete

Varsity - \$20.00 per sport per athlete

Football - \$20.00 per athlete

## **I. Purpose/Philosophy**

The Most Precious Blood School athletic program seeks to develop the total student-athlete who represents the school and parish.

Besides the actual preparation of the student-athlete to play and compete in various sports, the primary goal of the athletic program is the teaching of sportsmanship, proper conduct during and outside competitive events, teamwork, and sound fundamentals. The importance of effort in school and a competitive desire are also important goals, which are all based upon a strong Catholic/Christian faith and tradition.

A student-athlete's education is the most important element in attending Most Precious Blood School. A student's participation in any sports program at Most Precious Blood School is viewed as extracurricular activity and in no way should interfere with academic achievement.

## **II. Affiliation**

Most Precious Blood School is a member of the Fort Wayne Catholic Youth Organization (CYO), which sponsors Varsity and some JV sports for the students of Catholic Grade Schools in the Fort Wayne Diocese.

The CYO program goals are to provide reasonable physical education, to instill a Christ-like code of sportsmanship and to give an opportunity for organized recreation in the grade-school level. The underlying theme of the CYO program shall be "It is not important who wins: it is important that youth play".

Each Catholic grade school in the Fort Wayne Diocese is eligible for membership in the CYO and shall have one or more Parish Representatives to serve in the organization. An election of CYO officers is held each year. Officers include President, Vice President, Secretary and Treasurer. Parish Representatives serve as the governing body of the CYO.

CYO officers and Parish Representatives meet four times annually – the second Wednesday in August, November, March and the last Wednesday in May.

The CYO is responsible for establishing rules and policies governing each sport program. The CYO determines divisions in each sport and schedules regular season CYO league contests and the CYO post-season tournaments.

### **III. Administration**

The school athletic program is administered by the Most Precious Blood Athletic Committee, a standing committee of the Most Precious Blood School Board.

It is comprised of at least six voting members: President, Secretary, Treasurer, Girls Coordinator, Boys Coordinator, and Fundraising Organizers. Each member serves a two-year term that is renewable at the end of two years. At least three members are parents who have children in the school and the principal serves as an ex officio member. The parish priest may also serve on the committee as a voting member if the pastor so desires. There may also be a teacher representative who is an ex officio member.

The 50-50 Club is a fundraising effort to assist the athletic program at Most Precious Blood School. Participation involves a small annual entry fee, of which goes to the athletic fund and the other half is distributed to “club” members through monthly drawings.

### **IV. Participation**

The Most Precious Blood School athletic program is designed so that any student who wishes to participate, and whose parents permit it, may register for a sport at the start of a given season, provided the student is in the required grade level for that sport.

The Most Precious Blood athletic program operates under a no-cut policy. No student-athlete in the required grade level will be “cut” or dismissed from a team except as specified in the school’s ineligibility policy.

Playing time is at coach’s discretion based on leadership abilities, effort, and practice participation. Coaches and parents are expected to have open communication regarding leadership abilities, effort, and practice participation throughout the season.

A nominal fee may be charged for each student participating in each sport in order to offset equipment costs.

1. VARSTIY: The Varsity sports program is geared to 7<sup>th</sup> and 8<sup>th</sup> grade students and is governed by rules and regulations of the CYO.

Varsity coaches who cannot fill a roster because of an insufficient number of players may use 6<sup>th</sup> graders, but only after a mutual agreement of the PB Athletic Committee, the Varsity and Junior Varsity coaches for that sport, and the parents.

In some circumstances a student in the 5<sup>th</sup> grade or below may play on a Varsity team.

2. JUNIOR VARSITY: The Junior Varsity sports program is geared to 5<sup>th</sup> and 6<sup>th</sup> grade students and is sponsored by participating schools and their athletic committees, and those determined by CYO.

Under no circumstances may a 7<sup>th</sup> or 8<sup>th</sup> grade student play on a Junior Varsity team.

3. SPORTS: Most Precious Blood School offers five sports for boys and six for girls. Students are eligible only for the sports offered to their gender.

Boys: Football, Basketball, Wrestling, Soccer, Track

Girls: Volleyball, Basketball, Cheerleading, Softball, Soccer, Track

4<sup>th</sup> Grade Boys: Basketball, Soccer

4<sup>th</sup> Grade Girls: Basketball, Soccer, Cheerleading

3<sup>rd</sup> Grade Boys: Basketball, Soccer

3<sup>rd</sup> Grade Girls: Basketball, Soccer

*Sports are offered only if volunteer coaches are available.*

## **V. Eligibility Policy**

A student-athlete may be declared ineligible to participate in sports or extra curricular activities in the following instances:

1. Smoking, drinking or using illegal/unauthorized drugs
2. Vandalism to school property
3. As determined by a coach for infraction of established team policy (i.e. – three unexcused absences from practice)
4. As determined by the administration for infraction of the established extracurricular rules/policies
5. Ineligibility due to grades

Students will not be eligible to participate in practices or games of a sporting activity for a minimum of two (2) weeks if they receive an “F” in a core course on a midterm report or report card. The student may become eligible again after two (2) weeks, provided a reinstatement form is filled out and signed by the appropriate teacher and principal stating the student has improved and is currently passing the core subject they were failing. These core courses include religion, math, reading, social studies, science, health, and physical education classes.

In extracurricular activities covering multiple grading quarters, such as cheerleading, a student-athlete will be allowed two (2) ineligibility periods. Upon the third (3) ineligibility period, the student-athlete will

forfeit eligibility for the remainder of the season in order to focus on bringing up poor grades.

6. Suspension

If a student is suspended from school, in-school or out-of-school, the student is ineligible to participate in practices and/or games during the suspension, including weekends. In addition, the student is suspended from practices and games for the week (7 calendar days) following the completion of serving the suspension.

If a student is suspended twice (2) during one season of one sport, the student will forfeit eligibility for the remainder of the season.

On the rare exception for an entire team's eligibility to start a game, the Athletic Committee may be contacted by the coach. The school principal and the Athletic Committee must approve all exceptions.

7. Sports only – by a CYO Referee for infraction of CYO game policies
8. By the student-athlete's parents, who deem it necessary for the scholastic general welfare of the student-athlete

## VI. Coaching Guidelines

1. Coaches are parents of school children, or parishioners, who are at least 18 years of age. Exceptions may be made after consultation with the PB Athletic Committee.
2. The following documentation must be on file in the school office prior to the start of the season:
  - a. Background Check for the current school year
  - b. Verification of viewing the Diocesan Safe Environment Video (*only has to be viewed once*)
  - c. Verification of viewing the Blood Borne Pathogens Video (*viewed yearly*)
3. It is recommended that coaches take CPR and First Aid courses when offered.
4. Coaches are to attend required meetings as announced.
5. Coaches are to obtain the following items from student-athletes:
  - a. A physical form signed by a doctor
  - b. A parent/guardian consent form
  - c. CYO participation fee & any uniform/equipment feesA student-athlete is ineligible to participate in practices or games until proper forms are submitted.
5. Coaches are to submit the above items to the appropriate sports coordinator prior to the season. The school principal will forward the CYO consent and roster to the CYO office.
6. Coaches are to enforce gym rules as outlined by the gym manager.

7. Coaches are encouraged to have a pre-season meeting with parents.
8. Coaches are responsible for seeing that all uniforms and equipment are promptly accounted for at the end of each season (one week after season is completed).
9. Keys given to a coach are to be returned to the appropriate sports coordinator at the end of the season (one week after season is completed).
10. The use of tobacco products by coaches is forbidden in the gym, on school grounds, during practices or games. Attending practices or games while under the influence of alcohol or drugs is forbidden.
11. Abusive language or excessive force directed at any participant or game official will not be tolerated.
12. Coaches shall begin and end all practices promptly as scheduled.
13. Coaches are to notify the following in case of schedule changes for games or practices:
  - a. Principal, so that an announcement can be made at school
  - b. Parents or guardians of team members
  - c. Cheerleading moderator (game changes only)
14. Varsity teams cannot scrimmage against Junior Varsity Teams in practice or in game situations in a contact sport (football, basketball, soccer).
15. Gym needs to be clear of trash and debris after practices and games. The chairs/tables need to be put away.
16. Coaches need to have Accident/Injury Incident forms on hand in case of an emergency (accident/injury) to student-athlete. Coach needs to fill form out when an accident/injury occurs. Turn incident forms into the school office. **THIS IS A MUST!**
17. Coaches will be responsible for scheduling parents/guardians to work the door at scheduled games.
18. It is recommended that coaches call the school day of or Friday before a weekend game to verify that all student-athletes were in attendance.

## **VII. Student-Athlete Guidelines**

1. Student-athletes must submit the following items to their coach before they are eligible to practice or play:
  - a. A physical exam form signed by a doctor
  - b. A parent/guardian consent form
  - c. CYO, uniform & equipment fees
2. Any student-athlete absent from school on the day of or Friday before a weekend game or practice due to illness shall not be permitted to play or practice that day.
3. Unexcused absences from practice could jeopardize a student-athlete's standing with the team.
4. Uniforms and equipment:
  - a. Each student-athlete is responsible for the care of his/her uniform and equipment as issued.
  - b. Student-athletes may wear clean jerseys to school on the day of a game or the school day before a weekend game.

- c. Girls are urged to wear an athletic bra. Boys must wear a protective supporter at all practices and games.
- d. All uniforms and equipment must be cleaned and returned to coaches promptly at the end of the season. Student-athletes will be held financially responsible for damaged or missing (lost) uniforms/equipment.
- 5. Student-athletes are to exhibit a sportsmanlike attitude at all games and practices. Respect your opponent. Respect the Officials. Respect your coach and teammates.
- 6. While at practices and games, students are under the supervision of their coaches, and all rules/regulations of the coach must be observed.
- 7. Disruption of practices or games involving teams that a student or student-athlete is not part of is strictly prohibited.

### **VIII. Parent/Guardian Guidelines**

Parents/guardians play an important role in the athletic program at Most Precious Blood School, whether as volunteer coaches, game/event workers, or simply as supportive fans.

Since the athletic program is an extracurricular activity at Most Precious Blood School, parents/guardians should not place athletic participation above academic achievement.

- 1. Parents/guardians and fans of Most Precious Blood School athletic teams are expected to exhibit a sportsmanlike attitude and conduct at all games. Respect your opponents. Respect the officials. Respect our coaches and teammates.
- 2. Parents/guardians must ensure the following items are promptly submitted to the coach so the student-athlete can be eligible to participate:
  - a. A physical exam form signed by a doctor
  - b. A parent/guardian consent form
  - c. CYO, uniform & equipment fees
- 3. Transportation of student-athletes to and from games and practices is the responsibility of the parent/guardian.
- 4. Parents/guardians are urged to have adequate insurance for student-athletes in case of accidents.
- 5. Every parent/guardian of a student athlete is required to work at the door for one game in volleyball and basketball. These will be scheduled by the coaches.
- 6. Holiday Tournament:
  - All parents of all athletes (5<sup>th</sup>-8<sup>th</sup>) are expected to help with this fundraiser in December. The times for volunteers will be scheduled by the Holiday Tournament Coordinator. This tournament allows us to keep our fees low.
- 7. If parent/guardian can not adhere to these guidelines, CYO policies may apply.

## **IX. CYO Policy**

### Article I – Mission

The athletic program is to provide reasonable education, to instill a Christ-like code of sportsmanship and to give an opportunity for participation in athletics at the grade school level.

### Article II – Theme

The underlying theme of every program shall be: “It is not important who wins, it is important that youth play.”

### Article III – Eligibility

Section 1 – Age: any player 16 years old on or before August 1, is ineligible to play in the CYO program that school year.

Section 2 – Gender: Boys must play in boys’ sports and girls in girls’ sports.

Section 3 – School: A student must be registered in the school they are playing for and have not completed the eighth grade. Any student added to the school squad after the season starts may become eligible in the CYO league, provided all other rules are observed and the student’s name is submitted to the CYO office by the coach.

Section 4 – Multiple & Single Teams: This policy applies to varsity (7<sup>th</sup> & 8<sup>th</sup>) teams.

- a. For a school that enters 2 teams in any sport: each athlete may play on a higher grade level, BUT MUST stay on that team for the duration of the season and tournament.
- b. For a school that enters only 1 team in any sport: each athlete may play on a higher grade level if the school does not have enough players to make a team. That same athlete MAY also compete on a team of his/her own grade level.
- c. Please see individual sport rules for exceptions to these 2 rules
- d. A player may only play on one tournament team with the exception of Rule b.
- e. One team per grade level can be entered in tournament play.
- f. The name of any player that will be moving up (per rule a and b) and reason must be submitted by the Parish Representative to the CYO Office for approval.

Section 5 – Scholastic Suspension: It is the CYO Policy for the Pastor/Principal to handle all discipline and scholastic problems.

### Article IV – Team Requirements

Section 1 – CYO Consent Forms: CYO Consent Forms MUST be signed by a parent or guardian and returned to the CYO Office by the date given for each sport. Only one consent form per year.

Section 2 – Physical Forms and Player Fees: Each player must have a physical form on file with their school. Also, a player fee per sport (including cheerleading), must be turned into the CYO Office prior to the start of each season. Violation of this

rule will result in the athlete not being allowed to play until the situation has been corrected.

Section 3 – Team Roster: In the 7<sup>th</sup> & 8<sup>th</sup> grade division each team may dress a total of three complete teams for any game, however more players may be carried on the roster.

Section 4 – Awards: All awards will be presented after the championship tournament game of each division.

#### Article V – Miscellaneous

Section 1 – Game Changes: ALL game changes must be arranged through the CYO Office.

Section 2 – Division:

- a. Enrollment figures will be used for division placement if more than one division is required.
- b. A team may request to move up or down a division (based on ability). Final decision is the responsibility of Executive/Divisions Committee.
- c. Combining of Schools: Schools wishing to combine with another school(s) to create a combined team must submit a formal request through their Parish Representative to the CYO Board.
  1. The following criteria will be considered: enrollment, geographic location, and number of available athletes.

Section 3 – Determining Regular Season Tie-Breakers

- a. Two-way ties: Head to Head winner
- b. Three-way ties:
  1. Head to Head
  2. Team with most total net points against the other two tied teams
  3. Coin toss

Section 4 – Adult Supervision: The CYO recommends a female adult be present on the bench, in the locker room, and suggested to be at all practices if a girl's team has a male coach or coaches. Vice versa if a boy's team has a female coach or coaches.

Section 5 – CYO Workers: Priority of workers will be given to students of the Catholic High Schools.

#### Article VI – Penalties

Section 1 – Protest Rules: There is no protest rule in the CYO. The official's game decision are final. A grievance of any nature must be submitted in writing to the CYO Office.

Section 2 – Penalty of eligibility: Infractions is an automatic forfeiture of all game in which the player or team participated in.

Section 3 – Unsportsmanlike Conduct: Any use of profanity, gestures, physical display of temper or verbal/physical harassment of officials, coaches, player or spectators will constitute unsportsmanlike conduct.

Section 4 – If a player, coach, or spectator is ejected from a game, they will be suspended from the next scheduled CYO game.

Section 5 – Any ejected player or coach may appeal this ruling within 48 hours of incident with a written request to the CYO Office. The Parish Representative will file this request. The official will also file a report. The officers will then make a decision as to whether the player or coach may be reinstated for the next game. The findings of the officers will be final and binding. If the official's report is not submitted within 48 hours, the suspension from the next CYO game will not be upheld.

Article VII – Grievances

Section 1 – A grievance of any nature must be submitted in writing to the CYO Office through the school's Parish Representative.

**Parents/Guardians and all students and coaches participating in athletics for Most Precious Blood School need to sign below that the Athletic Handbook has been read and will be abided by:**

\_\_\_\_\_  
Mother/Female Guardian

\_\_\_\_\_  
Father/Male Guardian

\_\_\_\_\_  
Student                      Grade

\_\_\_\_\_  
Student                      Grade

\_\_\_\_\_  
Coach

\_\_\_\_\_  
Assistant Coach

**Please sign and return to the school office. Thank you!**