

CHRIST KING ATHLETICS HANDBOOK

PHILOSOPHY

It is the primary purpose of the Christ King Athletic Association to provide an extension of the Catholic educational experience to its members. The parish athletic program is designed to provide enjoyable extra-curricular activities for children and teach the fundamentals of sports and help develop athletic skills. The program strives to develop self-worth, discipline and sound judgment. It also offers the opportunity to foster a sense of sportsmanship, winning with grace and losing with dignity. It provides an opportunity for wholesome, enjoyable use of time by children through sports activities. There are opportunities for parents to become involved in sports programs and set examples for their children. Sport programs aid in physical development and well-being.

ATHLETIC ASSOCIATION

The Christ King Athletic Association consists of families whose children participate in Christ King athletics and pay the annual fee required for participation in the athletic program. Its primary responsibilities are fundraising and volunteer work for Christ King athletics. All funds raised by the Association shall be incorporated into the Athletic Committee annual budget. The Association shall have an annual meeting at a time and place to be determined by the Athletic Committee, to give the membership information regarding programs offered, player and parent responsibilities. At this meeting, the membership will also have the opportunity to formally raise issues, ask questions and generally communicate their thoughts and ideas on athletics. Members are welcome to attend the monthly meetings of the Athletic Committee as well. The Association shall be notified of meetings by the Athletic Committee.

Composition of the Committee. The Association shall be managed by the Christ King Athletic Committee. The Athletic Committee is a subcommittee of the Christian Formation Committee. The voting members of the Committee consist of the Pastor, a Parish Council Liaison, a Chairperson, Vice Chairperson, Secretary, Treasurer and the Grade and Religious Education Representative (who will be elected as described below). The non-voting members of the Committee consist of the School Committee Liaison, Coordinators and any other elected/appointed positions. The terms and responsibilities of the Athletic Committee members are set forth on Exhibit I. Each family who is a member of the Association will have one vote in the election of the Vice Chairperson, Secretary and Treasurer.

(a) Chairperson: The chairperson is appointed by the Pastor to a 2-3 year term. They shall serve as the Pastor's delegate, coordinate the administration of athletics and run committee meetings. The chairperson is accountable to the Pastor.

(b) Vice Chairperson: The vice chairperson is elected by the CKAA to a 3 year term. The vice chairperson acts on behalf of the Chair if the Chair is unavailable and assumes other duties as assigned by the Chairperson.

(c) Secretary: The secretary is elected by the CKAA to a 3 year term. The secretary records the committee's minutes and assumes other duties as assigned by the Chairperson.

(d) Treasurer: The treasurer is elected by the CKAA to a 3 year term. The treasurer works with the Parish Administrator and handles receipts and disbursement of all cash generated thru athletics, adheres to Parish policy & budget guidelines, works with Parish Administrator to prepare/obtain monthly financial reports and coordinates the annual budget process.

(e) Grade Representatives and Religious Education Representative. There will be a representative for each Christ King School Grade 5 through 8 and for the Religious Education Program. These Representatives will be elected by the parents of the grade or program they represent. Each family who is a member of the Association and has children in Christ King School will have one vote in the election of a representative for each grade in which they have a child. Each family who is a member of the Association and has children in the Religious Education Program will have one vote in the election of the Religious Education Representative.

(f) Coordinators. Similar to how other parish committees obtain members, the Chairperson and Athletic Committee will seek out individuals who they feel have certain talents required to perform these jobs. The names would then be submitted to the Pastor for his approval. The coordinator positions would not have a “term”, but it is anticipated these individual could hold the position for 2-3 years. Coordinator positions can include, but will not be limited to, a CYM Coordinator, Equipment Coordinator, Gym Coordinator, Membership Coordinator, Tournament Coordinator and Volleyball, Basketball and Track Coordinators.

Terms and Responsibilities of Committee Members. The terms and responsibilities of Committee Members are set forth on Exhibit I.

Responsibilities of the Committee. The Athletic Committee shall be responsible for the following areas in connection with the athletic program at Christ King: Policy Formation, Planning, Budget, Evaluation of Programs, Public Relations and Assisting in Administrative Hiring. The actions of the Committee will be governed by the Archdiocese’s Policies and Regulations for Athletics and by this Handbook.

Committee Meetings. The Athletic Committee shall hold monthly meetings during the course of the school year. Additional meetings shall be held on an as needed basis. All actions taken by the committee at its meetings shall be taken by a majority vote. A quorum of 5 is required, unless otherwise specified in this handbook.

ELIGIBILITY

1. Only students enrolled in Christ King’s Parish School or Parish members actively and satisfactorily participating in the Christ King Religious Education Program may participate in parish athletic programs. Please refer to the School and/or Religious Education Parent Handbooks for participation requirements.
2. A physical examination is required every two years for every player.

3. Payment of participation fees is required as established by the Athletic Committee. Requests to waive participation fees due to financial hardship should be directed to the Pastor for review and approval.

4. Archdiocese rules mandate that “a student-athlete may participate with a non-archdiocesan team in the same sport during the season provided that the student’s priority and commitment is with the parish/school team, and the student maintains the eligibility requirements established by the school administration and published locally.” Christ King athletes are expected to make their Christ King team their first priority.

PROGRAMS OFFERED

Volleyball

Grades 5-8, Girls and Boys

Season: August-November

Team Size: 13 or less players-1 team

14 or more players- at least 2 teams or more

(If there is an odd number of players, the Athletic Committee will exercise its discretion to place the extra player on the appropriate team as circumstances warrant)

CYM Volleyball for high school girls and boys

Basketball

Grades 5-8, Girls and Boys

Season: November-March

Team Size: 11 or less players-1 team

12-20 players-2 teams

21 or more players-at least 3 teams

(If there is an odd number of players, the Athletic Committee will exercise its discretion to place the extra player on the appropriate team as circumstances warrant)

CYM Basketball for high school girls and boys

Track

Grades 5-8, Girls and Boys

Season: March-End of School Year

TEAM FORMATION

1. Participation: All students wishing to participate will be accepted on teams. There will be tryouts in 5th grade for purposes of dividing teams equally. Reassignment of players on equal teams may be made for 6th grade, but only if absolutely necessary to maintain approximately equal caliber of the teams or to correct for numerical imbalance. The Athletic Committee will be responsible for such assignments. There will be player evaluations in 7th and 8th grade for purposes of dividing teams when there are A/B/C teams.

Playing time restrictions may be imposed for disciplinary reasons or unexcused absences from practice sessions. Excused absences shall have no effect on playing time or team status. Excused absences shall include absences for non-recurring family, school, religious, musical or other similar types of commitments or obligations. Examples

include, but are not limited to, funerals, weddings, baptisms and music recitals. Examples of unexcused absences include, but are not limited to, missing practices or games to attend other sporting events or extracurricular activities. If there is a question as to whether an absence is excused or unexcused, the decision of the Chairperson of the Athletic Committee shall be final. Any playing time restrictions will be imposed in accordance with “ENFORCEMENT OF PLAYER RESPONSIBILITIES” (page 9 below).

2. Selection of Coaches:

(a) One head coach is required for each team.

(b) All head coaches must be approved and assigned by the Athletic Committee and the Pastor. Each head coach will pick no more than two assistant coach(es) with Committee and Pastor approval. Assistant coaches must be at least 18 years of age and a high school graduate.

(c) All head coaches must be at least 21 years old. In the absence of a head coach at a game or practice, a person at least 21 years old (preferably an assistant coach) must assume responsibility for the team.

(d) The source of coaches is volunteers. Those interested in coaching should contact the coordinator of the appropriate sport or a member of the Athletic Committee.

(e) All coaches must be certified in a process set up by the Archdiocese of Milwaukee and are subject to policies related to background checks handled by the Pastor or School Principal.

(f) There are no restrictions on the number of teams that a person may coach (head or assistant), from sport to sport or within the same sport.

3. Team Size Guidelines:

Whenever the minimum player requirement cannot be met, players may be placed on teams at the next highest grade level. Whenever the maximum player limit is exceeded, two teams will be formed. Team sizes and the number of teams will be determined by the Athletic Committee.

4. Policies for Dividing Teams

The following guidelines will be followed for forming two or more teams at a particular level when necessary:

(a) In the 5th and 6th grades, players will be divided to form equally competitive teams.

(b) In the 7th and 8th grades, selection of players for “A”, “B” and/or “C” teams will be made annually at the beginning of each sports season. Player evaluations and past performance will be used as criteria for team assignments. Player selection will be made by a 3-person panel consisting of the “A” team head coach(es), if already determined, a

knowledgeable Athletic Committee member and a knowledgeable independent observer selected by the Athletic Committee or Sports Coordinator. If the "A" team head coach has not been selected prior to the player evaluations, the Athletic Committee will approve of a knowledgeable independent observer to take his/her place. Each member of the panel will have a 1/3 vote in deciding player selection. In the event there is more than one "A" team in a grade, each "A" team head coach shall participate on the panel with each member of the panel having an equal share of the vote. The 3-person panel shall act by majority. When there is not a majority, weight shall be given to the head coach's vote. The "B" team head coach may be invited to attend the player evaluation in order to provide the selection panel with additional information and observations about the players. Other than the selection panel and the "B" team head coach, only designated members of the Athletic Committee may observe the process.

(c) When "A" teams are being formed, only players who are present at all the player evaluation sessions are eligible for "A" team play. Exceptions to the foregoing rule may be made in the case of injury, illness or other excused absences.

(d) If a player quits at any time after the beginning of the first player evaluation session for his/her grade, the player's family will forfeit their registration fee. The Athletic Committee may administer various sanctions against the player and/or his/her family, such as but not limited to, suspension from future Christ King athletic programs, suspension of a younger sibling from future Christ King athletic programs, not allowing the player's parents to coach at Christ King and/or imposing a fine on the player's parents.

(e) The Athletic Committee and sports coordinators will determine the placement of all teams into the appropriate leagues and divisions based on grade talent and what it judges to be the best competitive situation for the children. If there are multiple teams placed in the same division, players will be divided to provide for equally competitive teams.

(f) When dividing players onto equally competitive teams, coaches and others designated by the Athletic Committee will select players by a draft or similar system with alternate selection of one player at a time or as otherwise agreed to by the coaches. Efforts will be made to place members of the same family on the same team if so requested.

PLAYING TIME REQUIREMENTS

It is the intent of the Athletic Committee that every player should play in every game. The following minimum playing time requirements are to be followed in regular season and tournament play and for all players, with the exception of disciplinary cases (which are to be dealt with in accordance with the provision of "ENFORCEMENT OF PLAYER RESPONSIBILITIES" page 9 below).

Volleyball:

5th Grade: As close to equal playing time as possible for league and tournament play

6th, 7th and 8th Grade

- For league play, the equivalent of one full game minimum per 3-game match
- For tournament play, the equivalent of 1/3 of the total tournament games played
- For 6th grade, equal playing time is strongly encouraged

8th grade Elizabeth Seton Tournament: Playing time requirements will be implemented at the discretion of the head coach.

Basketball:

5th Grade: As close to equal playing time as possible for league and tournament play

6th, 7th and 8th Grade

- 9 players or less: 1/4 of the total game time for league and tournament play
- 10-11 players: 1/6 of the total game time for league and tournament play
- 12 players or more: 1/8 of the total game time for league and tournament play
- For 6th grade, equal playing time is strongly encouraged

8th grade Padre Serra Tournament: Playing time requirements will be implemented at the discretion of the head coach.

Track: 5th-8th grade: Opportunity will be provided to each athlete to compete in as many events as possible as determined by the host track meet and coach.

SPORT COORDINATOR RESPONSIBILITIES

1. Solicit and recommend coaches to the Athletic Committee.
2. Make sure that league registration requirements for teams are met.
3. Obtain schedules, rosters, league rules and other pertinent information and distribute to coaches and the pastor or principal prior to the season. Inform coaches of schedule changes. Obtain tournament information and distribute to coaches.
4. Attend and represent the parish at league meetings
5. Make sure coaches are informed of and understand their duties, Archdiocese regulations and Athletic Committee policies.
6. Keep informed of progress of the athletic program. Act as liaison between coaches and the Athletic Committee.
7. Keep the Athletic Committee and, in particular, the Grade Representatives and Religious Education Representative informed about matters relating to the coordinator's area of responsibility.
8. When necessary, request an executive session of the Chairperson, Association Officers, Grade Representatives and Religious Education Representative to participate in discussions of a sensitive nature as deemed relevant to their area of responsibility.

9. When necessary, meet with specific grade/gender membership regarding a topic specific to the grade/gender and provide them the opportunity to formally raise issues, ask questions and generally communicate their thoughts and ideas about the said topic as relevant to the area of responsibility.

COACH RESPONSIBILITIES

1. Know and follow the Archdiocese of Milwaukee Policies and Regulations for Athletics, the Christ King Athletic Handbook and the decisions of the Athletic Committee. Attendance at the preseason meeting as set by the Sports Coordinator is mandatory.
2. Assume responsibility for all equipment issued to teams. Lost or damaged equipment (beyond normal wear) must be replaced by the coach/team.
3. Hold a pre-season meeting with parents of players. The purpose of this meeting will be to familiarize parents with (a) schedules for practices and games, (b) conduct expected of players and parents, (c) responsibilities of players, parents and coaches and (d) other pertinent information.
4. Keep attendance records for all games and practices and keep records documenting disciplinary actions taken and circumstances which made these actions necessary.
5. Notify (in advance) players, their parents and the sport coordinator of any disciplinary action taken against any player or parent. If a coach wants to impose a penalty that is more severe than a one-game suspension, the matter must be reviewed with the sport coordinator and the Athletic Committee Chairperson before any action is taken.
6. Provide players with equal opportunity to participate in practices, develop their skills and derive the benefits of the athletic program. Follow the playing time requirements of the program.
7. Teach fundamentals of their respective sports, good sportsmanship and teamwork.
8. Conduct themselves in a Catholic, Christian manner which will set a good example for their players and bring credit to themselves, their players and Christ King Parish.
9. Be present and assume responsibility for players during practices and games, at times that players are asked to report before practices and games, and after practices and games until players leave the school grounds or game site. Appoint an adult 21 years or older (preferably an assistant coach) to assume these responsibilities when it is necessary to be absent.
10. Complete Archdiocese certification program before the season.
11. Report to the Sport Coordinator of their respective sport, any technical foul assessed against them, any yellow card or red card they receive and any ejection from a game or match. The report should be made prior to the next practice or game in which the coach participates.

PLAYER RESPONSIBILITIES

1. Attend all practices and games. Players and/or parents should notify coaches in advance whenever the player cannot attend a practice or game. Unexcused absences may affect playing time and status with the team.
2. Assume responsibility for uniforms and equipment issued to them and return them at the designated time and place. Lost or damaged equipment (beyond normal wear) must be replaced at parent expense.
3. Conduct themselves as ladies and gentlemen, in a Catholic, Christian manner, at all times before, during and after practices and games and while going to and from practices and games. Failure to do so may subject a player to disciplinary action.
4. Since players represent Christ King Parish, all school and religious education good conduct rules will apply.
5. Follow principles and practices of good sportsmanship at all times toward officials, teammates, coaches, parents, members of opposing teams and all spectators.
6. Maintain themselves in good physical condition. Any player found using alcohol, tobacco or illegal drugs will be dismissed from the team.
7. Respect property and facilities of Christ King Parish, other practice sites and game sites. Any player found committing acts of vandalism will be subject to disciplinary action.
8. Maintain good academic standards and acceptable attendance levels in accordance with the Christ King School Handbook.

PARENT RESPONSIBILITIES

1. Be active members in good standing with Christ King Parish.
2. Support the teams on which their children participate as well as the entire Christ King athletic program. Parents are encouraged to attend games.
3. Provide transportation for their children to and from all practices and games. Drop off players at practices and games at times designated by coaches and pick up players promptly after practices and games.
4. Adhere to principles of good sportsmanship. As representatives of Christ King Parish, parents are expected to conduct themselves in a Catholic, Christian manner at games and be respectful of all players, coaches, other parents and spectators and game officials.
5. Respect and cooperate with coaches.
6. Provide volunteer service to the athletic program by helping with various programs or events.

7. Reimburse the Athletic Committee for any lost or damaged uniform or equipment assigned to their children.

8. Assist in the supervision of the gym when assigned. Parents of players will be assigned to run the concession area, collect admissions and/or supervise the gym. The amount of time required of a parent varies with the number of student participants in the sport, though a minimum of two dates for each child during the sports season will be required. Parents are responsible for finding a replacement if they cannot meet their assigned responsibility. No children under high school age are allowed to help with various programs or events unless supervised by an adult. The first time a parent fails to meet their scheduled time will result in a fine being assessed. The second time a parent fails to meet their scheduled time within the same sports season will result in a fine being assessed as well as their child's suspension from the next scheduled game.

9. While gym duty isn't required for families of children who register for track, those families will be required to assist at track meets and/or track practices.

ENFORCEMENT OF PLAYER RESPONSIBILITIES

1. Coaches have the primary responsibility for enforcement of player responsibilities and player conduct guidelines. Complaints received by the sport coordinator or the Athletic Committee regarding player conduct will be referred to coaches for action.

2. Coaches will notify players, their parents and the coordinators of their sports when disciplinary action is taken. Sports coordinators will notify the Athletic Committee Chairperson of any disciplinary action taken by coaches.

ENFORCEMENT OF COACH/PARENT RESPONSIBILITIES

1. If a coach is ejected from a game, he/she will be suspended. The suspension shall be effective immediately and shall be in effect for the team's next two practices and for one game. The coach will not be allowed to have any contact with his/her team at practices or games during the suspension. Other complaints regarding conduct of parents or coaches will be reviewed by the Sports Coordinator and/or the Athletic Committee.

2. If a coach is assessed a technical foul, receives a yellow card or red card or is ejected from a game or match and fails to report it to the Athletic Committee Chairperson as required under "COACH RESPONSIBILITIES" above, the coach will be suspended as if he/she had been ejected.

3. If complaints are deemed valid, the individual will be reminded of his/her responsibilities as listed in this Handbook.

4. If unacceptable conduct continues, a coach will be suspended for one week or a parent will be requested, by the Athletic Committee, not to attend the next game. If a parent refuses to honor this request, his/her child will not play in either that game or the next game.

5. If unacceptable conduct still continues, a coach will be dismissed or a parent will be asked not to attend games for the remainder of the season for that particular sport. If a

parent refuses to honor this request, the family will be dropped from the athletic program for the remainder of the season for that particular sport (and the next sport if in the final game of the season). Extreme circumstances will be reviewed and acted on by the Pastor or the Pastor's representative.

6. Children will not be allowed to participate in a sport and will not receive athletic awards unless financial responsibilities from the previous season have been fulfilled, however waivers are available in the case of financial hardship.

7. Children will not be allowed to participate in a sport unless uniforms from the previous sports season are returned.

GRIEVANCE POLICY

Hopefully, problems that develop with regard to sports programs and participation can be worked out quickly and easily.

If problems arise, players and/or parents MUST discuss the problem first in detail with the coaches involved. Most problems and misunderstandings can be resolved through discussions among players, parents and coaches. We ask that parents adhere to a strict 24-hour rule, meaning that you refrain from approaching a coach, until a 24-hour period has elapsed. Approaching a coach before, during or immediately following a game is not allowed. Approaching a sport coordinator before, during or immediately following the player evaluations is not allowed as well.

If parents feel their concerns have not been resolved to their satisfaction after meeting with the coach(es), they may contact the appropriate Sport Coordinator with their specific grievance. Grievances must be submitted at the time an apparent problem exists, and not in general terms at some future date. The Sport Coordinator will handle such grievances, with the assistance of the Athletic Committee Chairperson, if necessary.

If you have an issue with the sports program and the issue cannot be resolved through discussions with the coach or Sport Coordinator, you may address your concern to the Athletic Committee in the following manner:

1. Present the issue in written form to the Athletic Committee Chairperson
2. If necessary, final resolution of the matter will be determined by the Athletic Committee.

AWARDS PROGRAM

Dr. Michael Cary Cavalier Award

One of the primary goals of the Christ King athletic program is to develop good sportsmanship in our players. As a tangible way to show our players the importance of sportsmanship, the Athletic Committee has instituted the Dr. Michael Cary Cavalier Spirit Award. The award is given annually to one 8th grade male and female student athlete (school or religious education). The recipients are selected based upon their

demonstration of exceptional dedication to their team, their effort in practices and games and their Christian attitude towards teammates, opponent and coaches.

To be considered for the award, players must be nominated. Coaches, parents, or other participants or observers of the athletic program can make nominations. Players in any of the sports offered at Christ King (volleyball, basketball, track, etc.) are eligible. The nominations will be reviewed and the recipients determined by a subcommittee of the

Athletic Committee consisting of the chairperson, vice chairperson, volleyball, basketball and track coordinators, 8th grade representative and religious education representative. It is the hope of the Athletic Committee that the Pastor, Principal and 8th grade homeroom and religious education teachers will assist the subcommittee in an advisory capacity.

POLICY AND GUIDELINE CHANGES

All policy and guideline changes will be decided by a recorded, majority vote of the Athletic Committee members and sports coordinators present at the meeting. Voting on policy and guideline changes will be advisory and shall be subject to approval by the Pastor. The results of an advisory vote will be communicated to the Pastor by the Chairperson and at least one Committee Officer.

DISCLAIMER

From time to time, changes in Archdiocese regulations may occur which will result in revisions to this handbook. The most updated version of this handbook can be found on the Christ King Athletics website. If there are differences between statements in this handbook and the Archdiocese regulations, the Archdiocese regulations will prevail.

Exhibit 1
COMMITTEE MEMBERS' & COORDINATOR' RESPONSIBILITIES

ATHLETIC COMMITTEE

<u>Position</u>	<u>How Selected</u>	<u>*Term</u>	<u>Responsibilities</u>
Pastor		Ex-Officio	Selects chairperson and approves changes in policy
Parish Council Liaison	Appointed	Ex-Officio	Communicates information from, and to, the Parish Council
School Committee Liaison	Appointed	Ex-Officio	Communicates information from, and to, the School Committee
Chairperson	Appointed by Pastor	2-3 years	Serves as Pastor's delegate, coordinates the administration of athletics, runs committee meetings, accountable to the Pastor
CKAA Officer (Vice Chairperson)	Elected by CKAA	3 years	Acts on behalf of the Chairperson if the Chairperson is not available; assumes other duties as assigned by the Chairperson
CKAA Secretary	Elected by CKAA	3 years	Records committee's minutes; assumes other duties as assigned by the Chairperson
CKAA Treasurer	Elected by CKAA	3 years	Handles receipts and disbursement of all cash generated thru athletics, adheres to Parish policy and budget guidelines, prepares monthly financial reports; coordinates the annual budget process
5 th thru 8 th grade Reps. (4 separate reps.)	Elected by CK School grade which they represent	2 years	Works with coordinators to communicate all information which needs to be delivered to their specific grade
Religious Ed Rep.	Elected by Religious Ed families	2 years	Same as Grade Rep., except responsible for all Religious Ed students in grades 5-8

COORDINATOR POSITIONS

Note: Similar to how other parish committees obtain members, the Chairperson and Athletic Committee will seek out individuals who they feel have certain talents required to perform these jobs. The names would then be submitted to the Pastor for his approval. The coordinator position would not have a "term", but it is anticipated these individuals could hold the position for 2-3 years.

CYM Coordinator: Coordinates CYM team formation, practice times and league play.

Equipment Coordinator: Inventories, distributes and accounts for equipment and uniforms; recommends purchases.

Gym Coordinator: Coordinates practice times and gym use.

Gym Duty Coordinators: Coordinates "gym duty game day" family supervision assignments.

Membership Coordinator: Disseminates and assembles registration packets to include sign up forms, physical forms, liability waivers, sportsmanship pledges and family memberships in CKAA.

Volleyball, Basketball, Track Coordinators: Coordinates team formation, league placement, and works with coaches to disseminate all other administrative information (game schedules, available tournaments) related to their specific sport.

Tournament Coordinator: Coordinates the scheduling and running of tournaments at Christ King.

Event Coordinator: Coordinates events such as, but not limited to, the CKAA golf outing.