

## CHRIST KING ATHLETICS HANDBOOK

### PHILOSOPHY

It is the primary purpose of the Christ King Athletic Committee and the Christ King Athletic Association to provide an extension of the Catholic educational experience. The parish athletic program is designed to provide enjoyable extra-curricular activities for children and teach the fundamentals of sports. The program strives to develop self-worth, sportsmanship, discipline, sound judgement, and physical well-being.

### ADMINISTRATIVE STRUCTURE FOR CHRIST KING ATHLETICS

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. The Association is a subcommittee of the Community Life Committee. Its primary responsibilities are fundraising and volunteer work for Christ King athletics.

The Association shall be overseen by three officers: a Vice Chairperson, Secretary and Treasurer (the "Association Officers"), each of whom will be elected by the general membership of the Association. Each family which is a member of the Association will have one vote in the election of the Association Officers. The terms and responsibilities of the Association Officers are set forth on Exhibit I.

The Association shall meet at least twice each year to give the membership the opportunity to formally raise issues, ask questions and generally communicate their thoughts and ideas on athletics. Members are welcome to attend monthly meetings of the Athletic Committee as well.

All funds raised by the Association will be incorporated into the Athletic Committee's annual budget.

Athletic Committee. (a) Composition of the Committee. The Athletic Committee is a sub-committee of the Christian Formation Committee. It consists of the Pastor, a Parish Council Liaison, a Chairperson (who will be appointed by the Pastor), the Association Officers and the Grade and Religious Education Representatives (who will be elected as described in (b) below).

(b) 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 which 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 which 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.

(c) Responsibilities of the Committee. The Athletic Committee is 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.

(d) Coordinators. The following coordinators will be appointed by the Athletic Committee, subject to approval by the Pastor: CYM Coordinator, Equipment Coordinator, Gym Coordinator, Membership Coordinator, Tournament Coordinator and Volleyball, Basketball and Softball Coordinators. Coordinators are not members of the Athletic Committee, but will participate in Committee discussions relevant to their area of responsibility.

(e) Terms and Responsibilities of Committee Members and Coordinators. The terms and responsibilities of Committee members and Coordinators are set forth on Exhibit I.

(f) Action on Policy and Guideline Changes. All policy and guideline changes will be decided by a recorded, majority vote of the Committee members and coordinators present at the meeting. Committee votes on policy and guideline matters 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 Association Officer.

#### OBJECTIVES

1. Offer a positive Catholic learning experience.
2. Foster a sense of sportsmanship, how to win with grace and lose with dignity.
3. Provide an opportunity for wholesome and enjoyable use of time by children through sports activities.
4. Provide an opportunity for parents to become involved in sports programs and to set good examples for their children.

5. Foster teamwork and unity among participants.
6. Aid in physical development and well-being.
7. Teach fundamentals of sports and help develop athletic skills.

#### 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 School and Religious Education Parent handbooks for participation requirements.
2. A physical examination is required every two years for every player.
3. Payment of participation fees are 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 complete concurrently in only ONE sport, on only ONE team in the same sport, and in only ONE league during the sport season. For example, a student-athlete on a parish-based team who attends a public school may not play on the parish team and the school team concurrently. A student may not play on a school/parish team and another team such as a select all-star, club, tournament, AAU or recreation league team at the same time during the season. Participation in sports not governed by the Archdiocese, such as swimming, gymnastics, hockey, etc., are not subject to this regulation."

#### PROGRAMS OFFERED

##### Basketball:

Grades: 5-8, Girls and Boys

Season: November - March

Team Size: 6-13 players

CYM basketball for high school boys and girls

##### Volleyball:

Grades: 5-8, Girls and Boys

Season: September - November

Team Size: 7-14 players

##### Softball:

Grades: 5, 6, 7 and 8, Girls and Boys

Season: April - May

## 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. There will be tryouts in the 7th and 8th grade for purposes of dividing teams when there are A/B 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 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. 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" 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 assistant coach(es) with Committee and Pastor approval.
- (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.

### 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 teams at a particular level when necessary:

(a) Teams in the fifth and sixth grades will be divided equally.

(b) At the seventh and eighth grade levels, if the athletic league in which our teams participate has an A/B format, the teams will be organized into "A" and "B" teams. If the league does not have an A/B format, our teams will be organized as equal teams. If the number of players participating in a sport requires the formation of more than two teams, the Athletic Committee shall review any and all information available in deciding the final formation (i.e. 2 "A" teams and 1 "B" team or 1 "A" team and 2 "B" teams). Information to be considered includes parental input, the competitiveness of that particular grade and league considerations.

(c) Coaches and others designated by the Athletic Committee will select players for equal teams, equalizing the talent on both teams by a draft or similar system with alternate selection of one player at a time or as otherwise agreed to by the coaches. There will be provisions to place members of the same family on the same team. Assistant coaches will be assigned after the selection of players.

Reassignment of players on equal teams may be made each successive year 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.

(d) Selection of players for "A" and "B" teams will be made annually (once for each season). Player selection will be made by a panel consisting of the A team head coach(es), a knowledgeable Athletic Committee member, and a knowledgeable independent observer selected by the Athletic Committee, each with 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 participates on the panel with each member of the panel having an equal share of the vote. Ties will be broken first by giving weight to the coaches' votes. If still a tie, the independent observer's vote will break the tie. Tryouts and past performance will be used as criteria for team assignments. The B team head coach may also attend the tryout 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.

(e) When "A" teams are being formed, only players who are at the tryouts are eligible for the "A" team and those players must be eligible to start practice at the start of the season (as defined by the Archdiocese's Policies and Regulations for Athletics). Exceptions to the foregoing rule may be made in the

case of injury, illness or other excused absences. If a player is chosen for the "A" team and decides to play for another team outside the parish, a spot on the "B" team can be held for the player until he/she is eligible to participate. A player may compete concurrently in only one sport, on only one team in the same sport, and in only one league during the sport season.

(f) Members of the Athletic Committee will evaluate the resulting team assignments for all teams. Once team assignments have been approved, team assignments are final.

(g) The Athletic Committee and sports coordinators will determine the placement of all teams into the appropriate leagues based on grade talent and what is judged to be the best competitive situation for the children.

#### PLAYING TIME GUIDELINES

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 provisions of "ENFORCEMENT OF PLAYER RESPONSIBILITIES" below).

##### Basketball:

5th Grade: Equal playing time for every player

6-7-8th Grades: The equivalent of one quarter minimum total playing time for every player in every game

Exception for teams of 12 or more players: If a basketball team has 12 or more players in the 6th, 7th, or 8th grade, then the minimum playing time shall be an average of one quarter per game over a three game period. All players are still expected to play in each game in this situation.

##### Volleyball:

5-6th Grades: As close to equal playing time as possible: one full game minimum per 3 game match for teams with 12 or more players, more than one full game minimum per 3 game match for teams with less than 12 players

7-8th Grades: One full game minimum per 3 game match for every player

## 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, the pastor, and the 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.

## COACH RESPONSIBILITIES

1. Know and follow the policies and regulations of the Archdiocese of Milwaukee Policies and Regulations for Athletics, the Christ King athletic program and the decisions of the Athletic Committee. Attendance at the preseason meeting as set by the Athletic Committee 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 an infraction occurs for which the penalty 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 guidelines 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 Athletic Committee Chairperson 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 they cannot attend a practice or game. Unexcused absences will affect playing time and status with the team.

2. Assume responsibility for uniforms and equipment issued to them by coaches and return them at the time and place established by the coaches. 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 will subject a player to suspension or dismissal from the team.

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.

#### **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 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 supervision of the gym when assigned.

#### **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.

3. If an infraction occurs for which a one-game suspension or any more severe penalty is to be imposed, the coach must review the matter with the sport coordinator and the Athletic Committee Chairperson before any action is taken. The matter will be reviewed at the next Athletic Committee meeting.

#### **ENFORCEMENT OF COACH/PARENT RESPONSIBILITIES**

1. If a coach is ejected from a game, he or 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 (which will be the team's next game if the ejection occurred during tournament play and the next league game if it occurred during league play). The coach will not be allowed to have any contact with his team at practices or games during the suspension. Other complaints regarding conduct of parents or coaches will be reviewed by the Athletic Committee.

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

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

4. 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.

5. Financial responsibilities: 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.

6. Return of uniforms: Children will not be allowed to participate in a sport unless uniforms from the previous season are returned.

7. 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 or she had been ejected, as provided in paragraph 1 above.

## WORKING OUT CONCERNS

If parents or participants have any concerns with any aspect of the athletic program they should first try to work them out by discussing the matter with the coach(es) involved. If the problem(s) cannot be resolved in this manner, the matter may be brought before the Athletic Committee; the Athletic Committee Chairperson should be contacted to place the matter on the agenda for the next board meeting.

**EXHIBIT I**  
**COMMITTEE MEMBERS' & COORDINATORS' RESPONSIBILITIES**

<b><u>POSITION</u></b>	<b><u>HOW SELECTED</u></b>	<b><u>* TERM</u></b>	<b><u>RESPONSIBILITIES</u></b>
<b><u>ATHLETIC COMMITTEE (11 MEMBERS)</u></b>			
Pastor		Ex-Officio	Selects chairperson & approves changes in policy.
Parish Council Liaison	Appointed	Ex-Officio	Communicates information from, and to, Parish Council.
Chairperson	Appointed by Pastor	2 - 3 years	Serves as Pastor's delegate, coordinates the administration of athletics, runs committee meetings, accountable to Pastor.
CKAA Officer ("Vice Chair")	Elected by CKAA	2 years	Coordinates the fundraising activities of the CKAA, acts on behalf of Chair if the Chair is unavailable.
CKAA Secretary	Elected by CKAA	2 years	Records committee's minutes, assembles monthly <i>Sports Page</i> .
CKAA Treasurer	Elected by CKAA	2 years	Handles receipts and disbursement of all cash generated thru athletics, adheres to Parish policy & budget guidelines, prepares monthly financial reports, coordinates the annual budget process.
5th thru 8th Reps. (4 separate reps.)	Elected by CK School grade which they represent	2 years	Works with coordinators to communicate all information (i.e. roster sign-ups, fitness evaluations, membership, liability waivers) 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.

\* Any elected member could serve two, 2-year terms, but would have to serve them in different positions.

**COORDINATOR POSITIONS (8 TOTAL)**

**Note:** Similar to how other parish committees obtain members, the Chair 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 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. Recommend purchases.
- Gym Coordinator** - Coordinates practice times and "game day" family supervision assignments.
- Membership Coordinator** - Disseminates & assembles roster sign-ups, fitness evaluations, liability waivers, and family memberships in CKAA.
- Volleyball, Basketball, Softball Coordinators** - Coordinates team formation, league placement, and works with coaches to disseminate all other administrative information (i.e. game schedules, available tournaments) related to their specific sport.
- Tournament Coordinator** - Coordinates the scheduling and running of tournaments at Christ King.