

Saint Luke Athletic Program Policies

Approved 5/16/2011

Supercedes all other policy documents

1.) Administration

The St. Luke Athletic Committee (SLAC) is established as the policy-making and planning body for St. Luke parish athletics. For more information, please refer to the SLAC By-Laws.

The Athletics Program is managed by the Athletic Director(s). The Athletic Director(s) report directly to the Parish Manager. **Athletic Directors are responsible for establishing all procedures necessary to administer the athletic program.**

At the discretion of the Athletic Directors, individual Sport Commissioners may be established. The commissioner's role will include assisting with team evaluations, coach training, game-day operations and other roles as assigned by the AD.

Job descriptions for Athletic Director(s), Sports Commissioners and Coaches are attached as Appendix 1.

All sports are conducted in coordination with the Indianapolis Catholic Youth Organization (CYO). All rules and regulations of the CYO apply to the St. Luke Athletic program. CYO policies can be found at cyoarchindy.org.

2.) Participation

St. Luke's Athletic Department encourages all school and parish children to participate on CYO athletic teams. No school or parish child will be denied the right to participate on a CYO team given that the participant must adhere to the St. Luke Athletic Department's guidelines pertaining to registration and participation, as well as all CYO rules and regulations.

The Athletic Director will give sufficient notice of time to register as well as advertising of the sports. The registration fee for the sport must be paid prior to or on the deadline day to be guaranteed a spot on a team.

3.) Academic Requirements

To participate in St. Luke Athletics, students must maintain passing grades in all subjects. Academic eligibility is determined by mid-quarter and end-of-quarter grade reports.

According to our policy, a child must be excluded from extra-curricular activities, including all CYO athletics both games and practices, if academic requirements are not met at their respective school. The exclusion is for the remainder of the grading period.* The Athletic Director will notify the coaches.

*Child may appeal for a one –time per year exception following the guidelines listed below.

The student, not a parent, must make the appeal.

- 1) The student is suspended for a minimum of 7 days.
- 2) The student brings his or her grade up to at least a C
- 3) The student requests a release of suspension form from the principal.
- 4) The form is signed by student, parent, teacher of failing class, coach and athletic director.
- 5) The student maintains at least a C average for the remaining part of quarter or to the next mid-quarter

A student who does not attend a full day of school because of illness or any other reason will be unable to participate in any athletic activity on the same day.

Following CDC guidelines, students who vomit, run a fever or 100 degrees or higher, or have diarrhea may not participate in ANY athletic event until they have been free of these symptoms for 24 hours.

4.) Registration and Financial Policies

Registrations:

1. All registrations must be completed online within the published deadline(s) to avoid a late fee.
2. A late fee of \$10.00 is applied to the registration fee once the regular registration deadline has passed.
3. If you are unable to register online, please contact the Accounting Department in the Parish Office regarding online registration difficulties.
4. If you need to make special arrangements for payment (Cash, Scholarship Assistance), please contact Athletics or the Parish Office.
5. Payment should be received prior to evaluations (regular registration); any late registrations must be received by the completion of evaluations, or the child 's name will not be posted on the rosters.

6. Teams are submitted to CYO by the posted deadlines. Rosters are submitted to CYO by the posted deadlines. After player evaluations and teams are internally rostered, late registrations will be accepted on a case by case basis only using team size restrictions and draft process guidelines.

Registration fees are determined annually by SLAC. Specific registration deadlines and procedures will be communicated annually by the Athletic Department.

Scholarship assistance:

1. Scholarship Assistance is available through the Athletic Department Fundraising efforts.
2. Please contact Athletics for information. All inquiries are kept confidential.
3. Assistance is granted on a case-by- case basis until the allocated funds are depleted.
4. Each family will be asked to pay a portion of the registration fee with the remaining fee amounts covered by the Scholarship Assistance Fund.
5. It is the goal of the St. Luke Athletic Committee (SLAC) that no child be restricted from sports based on their inability to pay.

Refund policy:

1. Registrations should be completed by the posted deadlines.
2. A late fee applies to those who miss the regular registration deadline.
3. If you register your child within the posted regular registration deadline and you decide to withdraw, you will be given a refund for the entire amount minus a \$15.00 processing fee.
4. Once evaluations have taken place and teams are drafted, NO REFUNDS will be given for withdrawals from the sport. Please note: in the case of the sports without an evaluation process (cross country, football, cheerleading, soccer, baseball, softball and track), NO REFUNDS will given once the first practice has occurred. Refunds for medical reasons will be evaluated on a case by case basis.

5.) Volunteer Coach Policies

- a) **Selection**
 - i) The selection, notification, and communication with the coaches is the sole responsibility of the Athletic Director(s).
- b) **Guidelines for Selection of St. Luke Athletic Coaches:**
 - i) The St. Luke Athletic Committee and the Athletic Director(s) desire to have the best coaches possible working with our children. The Athletic Director(s) should strive to improve the effectiveness of our coaches through selection, training, clinics, etc.
 - ii) Consistent with the rich tradition established at St. Luke, the Athletic Director(s) should strive to involve as many parents as possible with coaching our children. SLAC prefers parent coaches, because the

objective of having high quality coaching is not inconsistent with parental involvement in the coaching experience.

- iii) In selecting coaches for an upcoming season, past coaches should be given first priority if past performance has been acceptable in the coach's evaluation process. This does not mean that coaches will necessarily be asked to coach the same time as previously coached.
- iv) The following criteria: parent evaluations, tenure with St. Luke Athletics, commitment to the parish and CYO philosophy, ability to serve as a Christian role model and ability to teach athletic skills
- v) The list of known candidates that the Athletic Director(s) will be considering for coaching should be provided to SLAC for review one month prior to the date of player evaluation. If any SLAC members has reason to believe that any of said candidates would not be suitable for coaching at St. Luke, such concerns should be brought to the attention of the Athletic Director(s) by the SLAC members.

c) Coach job description is attached in Appendix 1.

d) St. Luke Athletic Department Volunteer Coach Complaint Policy

1. Complaint must be in writing, include names and specific details regarding the expressed concern. A written complaint must be signed by the complainant and include contact information for follow-up.
 - Complaints must be received by the Athletic Department within one week of the stated incident.
 - Following the reception of a written complaint including the necessary requirements, the Athletic Director will phone the complainant to confirm the claim.
 - The Athletic Director must have written permission to communicate complaint with the coach(es) concerned and continue the Complaint Policy process.
2. Following the completion of Step 1 the Athletic Director and at the discretion of the A.D., the sport Commissioner will interview the coach regarding the claim. In the event multiple coaches are involved in the same claim, separate interviews will be held for each coach.
 - Within two days following the interview, the Athletic Director will make a recommendation for resolution and inform the complainant and all named coaches in writing.
3. If the resolution is appealed, in writing, within seven days to the Athletic Director and Parish Manager, a *Fact and Resolution Committee* will be appointed by the Parish Manager.
 - Only the initial complainant (or a coach named in the claim) may submit an appeal. Only appeals submitted by these individuals will be recognized by the Athletic Department on the authority of this policy.

-The *Fact and Resolution Committee* will consist of three members. The committee must include at least one senior coach. A senior coach shall be defined as a member of the St. Luke coaching staff with at least five years of service at the parish. The remaining two committee members shall be named, at-large, by the parish manager.

-The committee will meet with the involved parties and the Athletic Director and arrive at a consensus resolution recommendation to be submitted immediately to the Athletic Director and the Parish Manager for their final consideration.

4. The Athletic Director will inform the complainant, coaches named in the claim, and the *Fact and Resolution Committee* of the final determination.

6.) Evaluations and Team Selection Policy

It is the goal of team evaluations and team selections to insure that student athletes have a positive experience while participating in St. Luke Athletics. The objectives of our program are the enjoyment and personal skill development of the players, while demonstrating sportsmanship, school/team spirit and Christian values in a competitive environment. CYO sports are designed to have athletes compete at their appropriate skill levels. The Athletic Director and coaches attempt to place players on teams where they will be most successful. The selection is NOT based solely on athletic ability.

- a) Cut-off dates for sign up for a particular sport will be established by the Athletic Director(s) based on CYO registration deadlines. The dates will be publicized in a reasonable period of time ahead of the cut-off date. Exceptions to this sign up date will be decided at the discretion of the Athletic Director(s). SLAC will be made aware of all exception requests presented to the Athletic Director(s) at the next scheduled SLAC meeting.
- b) Team selection will be the responsibility of the coach based on team evaluations and the team selection process.
- c) In all cases in which student athletes must be split into multiple teams, an evaluation and team selection will occur. The Athletic Director(s) and the Sport's Commissioner are in charge of personally running and attending the evaluation process. The Athletic Director(s) is responsible for inviting all evaluators to the evaluation process. Student athletes will be evaluated separately by classification: fourth grade, fifth grade/sixth grade and cadet. Student athletes will be assessed on both individual skills and performance in a competitive situation. Evaluations can last one or two days if the Athletic Director (s) and Sport's Commissioner deem it necessary to properly evaluate the student athletes. Only the Athletic Director(s), Sport's Commissioner, Coaches and Pre-

assigned Evaluators are allowed to participate in the assessment process. NO PARENTS can attend evaluations unless they meet the above criteria.

- d) The Athletic Director(s), Sport Commissioner and Head Coach may solicit from the physical education teacher recommendations on the abilities of St. Luke grade school children due to participate in said sport. The recommendations will be in the form of “A, B, C” level designations. In addition, the Athletic Director(s) will insure that each coach will fill out an evaluation on each child’s ability during the evaluation process of each sport. Based on this data and on consultation with the sport commissioner, a determination will be made on how many “A, B, C” teams St. Luke will field in that sport. It is desirable for children to participate with players with similar capabilities to allow for a positive and competitive experience.
- e) The Athletic Director(s) will insure that we have enough qualified, competent coaches available prior to evaluations. It is the Athletic Director(s) and Sport Commissioner’s responsibility to determine how many teams to submit based on the participation level so we do not have too many players on any one team. It is **recommended** that teams have the following number of players for each give sport:

<u>Sport</u>	<u>Suggested number of players</u>
Football	no maximum
Kickball	11-15 players
Baseball/Softball	10-15 players
Soccer	no maximum
Basketball	7-10 players
Volleyball	7-10 players
Wrestling	no maximum
Track	no maximum

- f) Team selection: Immediately following evaluations, the teams shall be selected in the following order by grade level.
- i. The “A” team coach drafts the “A” team. We will field only one A team at each level.
 - ii. “B” team coaches will alternatively draft their teams. Draft will invert 1-2-3, 3-2-1.
 - iii. “C” team coaches will alternatively draft their teams. Draft will invert 1-2-3, 3-2-1.
 - iv. Only the Athletic Director(s), Sport Commissioner, and head coaches will be allowed at the team selection meeting.
 - v. Assistant Coaches are selected by Head Coaches after player draft has been finalized.

- vi. Evaluations by coaches to be collected/turned in to the Athletic Director(s) after team selections are completed
 - vii. Official rosters are sent by Athletic Director(s) to CYO
- g) When a team is selected, we will consider the child's feelings in this selection. Some feelings will be hurt by the selection process itself, but have we done everything possible to migrate this?

The goal, stated by the above policy, is to insure that teams are formed evenly at like skill level and abilities within the CYO designated leagues. If teams are formed with Student Athletes from more than one grade, every attempt will be made to put a minimum of two student athletes per grade on that particular team. Any special request or exceptions to this policy will be determined at the discretion of the Athletic Director(s) with input from the impacted parents and coaches.

7.) Volunteers

Operation of the concession stand and scoreboard provides revenue for the Athletics Program's operation. In conjunction with your child's participation in the Athletics program, it is the parents' obligation to assist in staffing the concession stand, gate, scorekeeping and other duties, as applicable, both during the regular season and during tournaments held at St. Luke.

At the option of the Athletic Director(s), an option to buy-out of your volunteer obligation may be provided. All procedures related to scheduling and administering the volunteers will be established and communicated by the Athletic department.

Due to concerns for safety, as well as efficient operation, children younger 14 are not allowed in the concession stand.

8.) Facility, Equipment and Uniform Management

Facility Usage

The Athletic Director(s) is responsible for scheduling all athletic facilities in accordance with the guidelines set the St. Luke Buildings and Grounds Committee.

As sport seasons change, the Athletic Director(s) should give a high degree of priority for scheduling gym time to the teams that are completing their season over teams that are beginning their season.

The Athletic Director(s) shall be responsible for assigning gym time for practices, games and other events. The Athletic Director(s) should make every effort to allow all teams to have equal access.

Once teams are assigned practice times, if other “fringe times” are available, then any team may request to use this time. The Athletic Director(s) should use discretion in allocating such times on a equitable basis among those requesting use of such times

The St. Luke Buildings and Grounds Committee will set the fees for non parish events.

There must be an adult supervisor in the gym at all times when activities are underway. The adult supervisor must be the Athletic Director(s) or his/her designee. Designee must be easily recognizable to those in attendance as the person who is in charge of the facility.

- a) All facilities and equipment are to be strictly accounted for and maintained by the Athletic Director(s), including:
 - i) an accounting of all uniforms and equipment, i.e., quantities, condition, etc.
 - ii) recommendation for needed items for the next season of that sport.
 - iii) recommendation on changes for operation of that sport for the next season.

Maintenance, security and liability concerns for the individuals, the facility, and the equipment must be paramount in all decisions of the Athletic Director(s).

All of the facilities, equipment and uniforms are to be used solely for St. Luke sponsored programs. Every effort should be made to keep the facilities and equipment in top shape.

Property Damage

In the event of accidental damage to any property of St. Luke or visiting sites caused by St. Luke participants, the person(s) causing the damage will be billed for the repair. If the act was intentional, it will be handled as vandalism and will result in the appropriate action taking place, according to the standard of conduct outlined herein.

Uniforms

The following govern the Uniform and Equipment Standard of St. Luke Athletics:

- 1) All uniform and equipment purchases are the sole responsibility of the Athletic Director (s).
- 2) The Athletic Director (s) will execute motions pertaining to uniforms and equipment approved by the St Luke Athletic Committee (SLAC).
- 3) Any concerns/comments regarding uniforms and equipment must be made in writing to the Athletic Department and the Chairperson of SLAC.

Uniform and Equipment Distribution and Collection

- 1) All necessary equipment will be issued to each team prior to pre-season training. It is the responsibility of each Head Coach to return the equipment

no later than 7 days after the season ends or the coach will be billed for the replacement of the equipment.

- 2) Game uniforms will be issued to the coaches 1 to 2 weeks prior to the commencement of the season. It is the responsibility of the coach to track which uniform is assigned to each player. *This uniform is the only uniform authorized by ST Luke Athletics for CYO related play.*
- 3) Each coach must reasonably attempt to collect and return all issued uniforms collectively *within 7 days after* the season ends. Any uniforms still outstanding should be reported (by the coach) to the Athletic Director for follow-up.
- 4) Any participant who fails to return the athletic uniform will be billed for replacement (see fees below) and be restricted from participation in the next sport of choice.

General Uniform Policies

- 1) Individual coaches and/or parents are not authorized to purchase game uniforms or equipment.
- 2) Any unauthorized purchase of uniforms:
 - a. Will result in collection of the unauthorized uniforms (past or current). These will be held until the end of the season then returned.
 - b. May result in disciplinary action for the coach.
- 3) Some sports have equipment that is not supplied by Athletics. The parent purchases this equipment.
- 4) Deposits on certain equipment may be assessed.
- 5) Replacement fees for outstanding uniforms and equipment are as follows:
 - a. Football Equipment (Helmet and/or Pads): \$300.00
 - b. Basketball Uniforms: \$75.00
 - c. All other uniform jerseys: \$30.00
- 6) Athletic uniforms are to worn for CYO games only. Athletic Uniforms **are not** to be worn for School Spirit Day, RAM Celebration Day, gym class, IBA or other non-league play. All uniforms are to be returned in good condition, therefore, financial penalties will be incurred if worn for other events.
- 7) Accessories: "Accessorizing" is defined, as the purchase of items, both uniform and non-uniform, not provided by Athletics. This includes but is not limited to: Shoes, warm-up suits, shooter shirts, knee pads, socks, and other facial, hair, and body accessories. If a parent or coach wants to gift the players on the team, he or she must do so in good faith of their own free will. *Donors may not be solicited and under no circumstances are the parents to be asked to contribute to the purchase of such items.* Please note: CYO Rules and Regulations for each sport may restrict certain accessories. Our colors are Royal Blue and Athletic Gold and any accessories must conform to these colors.
- 8) "Victory Shirts"- Athletics encourages all parents to read the St. Luke School Spirit Wear policy outlined below.
- 9) The following policy is outlined on Page 18 in the Uniform Section of the 2009-2010 St Luke School Handbook. (we will outline the policy- currently under revision which will be more restrictive in 2010-2011)

- 10) The school principal requests that all teams playing in championship games email him 24 hours in advance of the game(s) requesting permission, if victorious, to wear the athletic uniforms to school.

Donations of uniforms to the Athletic Department:

- i. Only the Athletic Director can authorize the purchase of uniforms or issue purchase orders for uniforms,
- ii. The uniforms must be purchased for the **entire** grade level of play (3, 4, 5/6 or Cadet),
- iii. All uniforms must comply with the uniform requirements set forth by CYO for each individual sport,
- iv. Names are not to be placed on the jerseys.
- v. Acknowledgement of the donation for tax purposes must be done by the Parish Office within the same calendar year of receipt of the donation.

9.) Standards of Conduct

The following actions will not be tolerated:

- a) The possession and/or use of alcohol, other illegal drugs, and other dangerous substances.
- b) Smoking or chewing tobacco
- c) Stealing of any kind
- d) Vandalism
- e) Use of vulgar language

Any other inappropriate conduct or behavior that is inconsistent with the Catholic Youth Organization's standards and Code of Ethics.

10.) Procedure for Dealing with Infractions

Infractions of the standard of conduct listed above will be handled consistently. Any or all of the following actions can be taken as deemed necessary by the Athletic Director(s).

- a) The athlete will be unable to practice with the team or participate in any games until the Athletic Director(s) and Coach have a chance to investigate and decide what action will follow.
- b) The athlete will be assigned duties by the Athletic Director(s) which must be satisfactorily completed before the athlete is allowed to rejoin his/her team.
- c) The athlete will be suspended for at least one game. The athlete will not be allowed to play or practice with his/her team until that game is over.
- d) The athlete will be dismissed from the team for the remainder of the season and will not be allowed to be present at the games that remain.

11.) Procedures For Voicing Concerns And Complaints

If a person has a concern regarding the athletic program, he or she should follow this process:

- a) Confer with the coach or adult in charge of the event or activity.
- b) If, after a reasonable period of time, a solution has not been reached, one should confer with the Athletic Director.
- c) If, after meeting with Athletic Director(s), the person remains dissatisfied about the expressed concerns, then contact the Parish Manager. If the Parish Manager feels that it is something that he or she can deal with directly, then he or she will do so. If not, the Parish Manager will offer to present the problem to the entire SLAC Committee, or offer to allow the individual to present the problem at an upcoming meeting.

12.) Awards

Saint Luke Student Athlete Award

The Saint Luke Student Athlete Award is given annually to recognize and honor the student athletes of Saint Luke Catholic School (one eighth grade boy and one eighth grade girl) who live up to the call of strong academics, team athletics, Christian service, and effective leadership

Criteria for the award are:

- Scholarship: Attained a “B” average with no grade lower than a “C” for the first three quarters of his/her eighth grade year.
- Athletic Participation: Played in at least two sports sponsored by Saint Luke Catholic Church during the eighth grade year.
- Mental Attitude: Through his/her behavior and conduct, the candidate displays a positive mental attitude that inspires peers on the athletic field.

It is the responsibility of the Athletic Director to conduct the Student Athlete Award selection process.

- The Athletic Director verifies a list of eighth grade students with the Saint Luke School Office by March 15.
- The School Office provides the Athletic Director with a list of students who have met the Scholarship criteria listed above by April 1.
- The Athletic Director verifies the Athletic Participation by April 15.
- All student athletes who meet the criteria will be given a biographical sketch form to be completed and returned to the Athletic Director, with an optional essay, by May 1 in order to be considered for this award.

- The Athletic Director will provide a list of potential nominees to the Cadet coaches and eighth grade teachers. Nominations from the Cadet coaches (maximum of two boys and two girls per coach) and the eighth grade teachers (maximum of three boys and three girls per teacher) will be due to the Athletic Directory by May 8.
- The Athletic Director convenes a meeting of Cadet coaches to select one boy and one girl Student Athlete by May 15.
- The Athletic Director gives the names of the award recipients to the Assistant Principal. It is the Assistant Principal's responsibility to get the plaques made for the recipients.

It is the responsibility of the Athletic Director to present the Student Athlete Award at graduation.

CYO awards

CYO presents annual awards to members of the community whose leadership, service and volunteerism have made a significant contribution to local parishes. These awards are the St. John Bosco Medal, Monsignor Busald Award and spirit of Youth Award. Details about these awards can be found at the CYO website. Nominations for these awards should be submitted to the Athletic Directors and/or Parish Manager. Nominations will be reviewed with Pastor and submitted to CYO as deem appropriate.

13.) Finance/Budgeting/Accounting

SLAC will receive monthly financial statements from the Parish Office. These will be sent to members in their regular monthly packet. SLAC should review these statements. Questions should be directed to the Athletic Director(s) or to the Parish Manager, as deemed necessary.

It is the responsibility of the Athletic Director(s) to present a budget for review and approval. It is the responsibility of the SLAC to review that budget and approve or suggest modifications to the budget. The process used for this presentation and review is determined by the Finance Council.

14.) Gifts to the Program

Cash gifts to the Athletic Program shall be processed like any other cash donation to the parish. Tax statements for the gifts will be generated in the normal parish process. SLAC will be made aware of such gifts through monthly financial statements.

Non-cash gifts shall be processed like any other non-cash gift to the parish. SLAC must receive reporting of non-cash gifts via monthly reporting by the Athletic Director(s).
