

HOLY APOSTLES ATHLETIC ASSOCIATION HANDBOOK



GO CHARGERS!!!

Holy Apostles Athletic Association Handbook

The Mission Statement of the Association

The purpose of this organization shall be to develop an interscholastic athletic program at Holy Apostles School providing a positive learning experience for Christian development through a competitive environment which teaches sportsmanship and teamwork while giving our students the opportunity to improve their knowledge of sports and skill levels. The program strives to develop self worth, sportsmanship, discipline, respect for authority, and physical well being. The Athletic Association will comply with all applicable policies and regulations of the Archdiocese of Milwaukee.

Objectives of the Athletic Association

1. Offer a positive Christian learning experience.
2. Foster a sense of sportsmanship; how to win with grace and lose with dignity.
3. Foster social interaction and teamwork among participants.
4. Aid in the physical development and self-esteem of the student athlete.
5. Teach fundamentals of sports and help develop athletic skills within a competitive environment.
6. Generate sufficient funds to cover the expenses of the Athletic Program.

Athletic Association Structure

The Principal of Holy Apostles School (the “Principal”) has ultimate control and supervision responsibility for all extra-curricular school activities, which include the athletic program as governed by the by-laws as set by the Holy Apostles Parish. Parents and other adults who serve as board members, coaches and other volunteers are accountable to the Officers of the Athletic Association and the Principal.

The general membership of the Athletic Association consists of all parents and legal guardians of children involved in school athletic programs, coaches, and other volunteers involved in the athletic program. The general membership provides input-suggestions, board nominations and approval, and support for the athletic program. The Athletic Board (the “Board”) of the Athletic Association has the responsibility for the ongoing administration of the athletic program. Board members are elected for a two-year term by the general membership at the annual general membership meeting. Board members serve two-year terms.

Parents and legal guardians of Holy Apostles student athletes are always encouraged to join the Board or become involved in any of the committees administered by the Board. As a voluntary organization, the Athletic Association is dependent on the membership for their time, talent, new ideas and leadership to continue to improve our Athletic Program. Anyone with a desire to join the Board or to simply learn more about its activities should contact the Athletic Director or another member of the Board at any point during the year.

The Athletic Association shall formulate and approve the sources and uses of funds related to the operation of the Athletic Program.

Eligibility

1. Only students enrolled in Holy Apostles School may participate in the athletic program. The student athlete must maintain eligibility as outlined in the Holy Apostles School Parent-Student Handbook.
2. A physical examination is required every two years for each student athlete. The physical exam verification must be on file in order for the student athlete to practice and compete with the team.
3. Payment of non-refundable participation fees is required. The amount of these fees (specific by sport) is established annually by the Athletic Board. [Fees are non-refundable as decisions regarding the number of teams committed to the various leagues are made based on initial enrollment numbers obtained via the sports signup sheets. If Holy Apostles is subsequently forced to reduce the number of teams due to student athlete attrition, the school is financially sanctioned by the various leagues. Exceptions must be submitted, in writing, to the Board for review.]
4. A Holy Apostles student athlete may not play the same sport for Holy Apostles and another team during the same season.

Programs Offered

Basketball	Grades: 5 th through 8 th , Girls and Boys Season: November 1 through March 31
Volleyball	Grades: 5 th through 8 th ; Girls and Boys Season: August 15 through November 7
Track	Grades: 5 th through 8 th ; Girls and Boys Season: April 1 through End of School Year

Leagues in which the School participates are determined annually by the Board.

Team Splitting Philosophy

Teams are split when there are enough athletes signed up to justify fielding two or more teams as determined by each sport's committee. Teams will be chosen by an impartial method conducted by the sport Coordinator, the coaches, and may include non-partisan experienced individuals approved by the sport Coordinator.

The Athletic Association has developed, and is continually refining, policies to address the very difficult process of splitting teams. There is not a foolproof method to follow. The ultimate decisions made are for the good of the Athletic Program and student athletes overall. Support of these decisions by parents, coaches and others involved in the Athletic Program is important in setting a positive example for our student athletes.

As a general statement, the overall philosophy of the Board regarding sports places importance on different factors dependent on grade level. Within 5th and 6th grade sports, the teaching of basic skills, teamwork and sportsmanship are stressed. At the 7th and 8th grade levels, all of these development aspects continue, along with more focus on competition, team standing and accomplishment.

The Athletic Association follows the established respective sport league policies as to "equal split" or "A/B" teams.

“A” Team Priority Policy – Volleyball/Basketball

If a student athlete is privileged to be selected to the “A” team, it is expected that they will make the Holy Apostles team their priority activity. Some student athletes may play more than one sport/activity and or have conflicts with their Holy Apostles basketball or volleyball team practices and or games. In these cases, the student athlete is asked to choose to commit the time and effort necessary to be a member of the ”A” team or, alternatively, opt for the “B” team. Choosing the “B” team will still allow them to participate in both the Holy Apostles sport as well as other extra curricular activities, which may conflict. The Sport Coordinator must be advised at the time of team splits of those student athletes not wishing to try out for the “A” team.

The following are rules that the coach is expected to use to apply this policy:

- 1) If an “A” Team player in a multi-team/tryout situation has (2) two unexcused absences from practice, they may be suspended for the next game.
- 2) If an “A” Team player in a multi-team/tryout situation has an unexcused absence from a game, they may be suspended for the next two games.

Definition of unexcused absence: Missing a Holy Apostles practice/game due to a conflicting non-Holy Apostles extra-curricular activity.

Enforcement of the policy is the ultimate responsibility of the Sport Coordinator.

Sport Team Policies

Basketball / Volleyball

5th and 6th Grade Teams

- Teams will be split as equally as possible.
- Skill development will be stressed and minimum (not equal) playing time of approximately six (6) minutes, or one quarter, per game (for Basketball) and approximately one full game per match (for Volleyball) will apply for all league games. For tournaments, however, there is no specified minimum amount of time/points. As per Archdiocesan rule, each student/athlete will play in every game. Players must however comply with the Player Responsibilities as outlined later in this handbook.

7th and 8th Grade Teams

- Teams will be split into “A” and “B” teams, the best suited players will be assembled to field the most competitive “A” team and the remaining players will make up the “B” team. The “A” Team Priority Policy will be taken into consideration when making the splits.
- A competitive format will be stressed, rewarding effort and skill development, and attempts will be made to prepare players for high school level play. There will be no minimum playing time. As per Archdiocesan rule, each student/athlete will play in every game. Players must however comply with the Player Responsibilities as outlined later in this handbook.

Track

1. The Track team competes in various meets.
2. Each meet has its own rules regarding splitting or combining of sex and grades into teams, but is typically all grades, boys & girls combined.
3. Teams may be entered in one or more meets, depending on size of each team and meet rules, to allow for adequate participation.
4. All athletes will participate in at least one event per meet but no more than the maximum allowed by the meet.
5. The coaches consider the needs and interests of all the athletes when determining who participates on which team and in what event.

Coaches Responsibilities and Selection Criteria:

1. Agree to follow the guidelines and policies of the Athletic Association and the decisions of the Board.
2. Distribute and collect all keys and equipment issued to the team.
3. Notify (in advance) players, their parents and sport coordinators of any disciplinary action taken against any player. If an infraction occurs for which the penalty is more severe than a one game/match/meet suspension, the matter must be reviewed with the sport coordinator and the Athletic Director before any action is taken.
4. 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 Athletic Association. Follow principles and practices of good sportsmanship at all times toward officials, players, parents, members of opposing teams, and all spectators.
5. Teach fundamentals of their respective sports, good sportsmanship and teamwork.
6. Conduct themselves in a Christian like manner which will set a good example for their players and bring credit to themselves, their players and Holy Apostles.
7. Be present and assume responsibility for all unsupervised players before and during practices and games, at times that players are asked to report before practices and games. After practices and games be present and assume responsibility until all players leave with their parent(s) or prior arrangements have been made. Appoint an adult, 21 years or older (preferably an assistant coach) to assume these responsibilities when it is necessary to be absent. Child safety is the number one priority.
8. Complete VERTIS training and other Archdiocese certifications.

Coaches Selection Criteria:

Head coaches are selected each year by the respective sport committees, chaired by the sport coordinators. Both parents and non-parents are eligible to coach. New application forms are typically turned in at the Annual Sports Sign-up or shortly thereafter. Factors taken into account include experience, coaching philosophy and commitment. Head coaches select their own assistants with approval of the sports coordinators.

Player Responsibilities

1. Maintain the minimum academic standards established by the Holy Apostles School Parent-Student Handbook.

2. Conduct themselves as ladies and gentlemen (in a Christian like manner) at all times before, during and after games and practices. Since players represent Holy Apostles, ALL school conduct rules will apply. Any violation will subject a player to suspension or dismissal from the team.
3. Respect property and facilities of Holy Apostles, other practice sites, and game sites. Any player found to have committed an act of vandalism will be responsible for restitution and potential disciplinary action.
4. Follow principles and practices of good sportsmanship at all times toward officials, teammates, coaches, parents, members of opposing teams, and all spectators.
5. Attend all practices and games unless excused by the coach. Players and/or parents should notify coaches in advance whenever they cannot attend a game or practice. Absenteeism, conduct and effort will affect playing time and status with the team.
6. In the event of a conflict, the player shall follow the protocol as outlined in the Conflict Resolution section.
7. Assume responsibility for uniforms and equipment issued to them by coaches and to return them at the time and place established by the coaches.

Parent's Responsibilities

1. Adhere to principles of good sportsmanship. As representatives of Holy Apostles, parents are expected to conduct themselves in a Christian like manner at games and be respectful of all players, coaches, and other parents and spectators, and game officials. Any violation will subject a parent to suspension or dismissal from the program and could result in the suspension or dismissal of your child from the program.
2. Support, in a positive manner, the teams on which their children participate as well as the entire Holy Apostles athletic program. Parents are encouraged to attend games provided their conduct is appropriate and non-disruptive.
3. Respect and cooperate with coaches. In the event of a conflict, parents shall follow the protocol as outlined in the Conflict Resolution section.
4. 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. If parents have made alternative transportation they are expected to inform the coach. Due to the open environment at track meets, parents must assume responsibility for their children and their belongings. Coaches are unable to monitor and supervise athletes during the meet, this includes areas in and around the track facilities, including the tent area.
5. Participate in kitchen duties as assigned. All attempts will be made to schedule parents to work when their children are playing at Holy Apostles. If you have a conflict with your assigned time, make arrangements to switch with another parent. Failure to work your assigned time may result in the suspension of your child from the next game.
6. Reimburse the Athletic Association for any lost or damaged uniforms or equipment assigned to their children.

Absence from School

Holy Apostles Athletic Association will follow the current WIAA rules regarding participation in extra-curricular activities on days in which a student has missed more than one half of the school day. In those situations in which a student athlete is absent from school for more than a half day, that student may not participate in any HAAA games, meets or practices. A Friday absence will NOT effect participation on Saturdays or Sundays.

Awards Ceremony

At the conclusion of each respective sport season, it has been our practice to hold an Awards Ceremony to recognize the players, coaches, coordinators and others associated with the program. Ceremonies are typically split, with 5th and 6th grades recognized on one night and 7th and 8th another. This keeps the length of the evening to 1 – 1 ½ hours, which holds the attention of the student athletes better. The ceremony consists of brief speeches by the coaches and sport medal and trophy presentations to the student athletes. Light refreshments (cookies, cake, soda and coffee) are served afterward.

Conflict Resolution

From time to time issues will arise throughout the athletic seasons, which may lead to conflicts between athletes, coaches, etc. To address conflict, the Holy Apostles Athletic Association expects the following guidelines to be adhered to.

1. When a conflict arises, all parties are expected to adhere to a 24 hour cooling off period before discussing the issue.
2. Parents are encouraged to have their student athlete address the issue directly with the coach. Parents should feel free to provide guidance to their child in the manner in which to question the matter with the coach.
3. If this matter is not addressed to the satisfaction of both parties, coaches, parents and student athlete shall meet at a prearranged time and an appropriate venue for further discussion.
4. If the matter is still not resolved, parents should address the matter with the sports coordinator. Ample time should be allowed for the sports coordinator to sufficiently research the matter in order to reply in an appropriate manner.
5. If the matter is still not resolved, parents should address the matter with the Athletic Director. Ample time should be allowed for the Athletic Director to sufficiently research the matter in order to reply in an appropriate manner.

If the matter is still not resolved, parents should address the matter with the Principal. Ample time should be allowed for the Principal to sufficiently research the matter in order to reply in an appropriate manner.

Student Athlete Team Commitment Policy

Purpose:

The Holy Apostles Athletic Board has instituted the Student Athlete Team Commitment Policy to require student athletes to accept the responsibility of playing on a team. Failure to fully commit to a team can adversely affect a team and opposing teams, resulting in possible forfeiture of games and imposition of forfeiture costs against Holy Apostles. A student athlete is encouraged to be dedicated and loyal to his/her school, coaches, and teammates once agreeing to participate in a sport.

Commitment:

It is understood and agreed by each student athlete and his/her parents/guardians that once the student athlete signs up for a team, he/she is committing to reasonably participate in all team functions including practices, games, matches, meets and/or tournaments. This commitment is for all student athletes, including those on the A and B teams.

Petition to Withdraw:

If a student athlete desires to withdraw from a team after July 15th for volleyball, September 15th for basketball, and March 15th for track, a petition to withdraw must be filed with the Holy Apostles Athletic Board. Forms are available from the Athletic Board. The Executive Committee, in its sole discretion, will decide whether to accept or reject the petition. A student athlete will be allowed to leave the team immediately upon acceptance of the petition the Executive Committee. If the petition is rejected, the student athlete is required to participate in all team functions, including practices, games, matches, meets and/or tournaments. Failure to do so will result in sanctions imposed against the student athlete to be determined in the sole discretion of the Executive Committee. The sanctions may include suspension from participating in athletics at Holy Apostles of up to 25% of a season, whether the same or another sport.

Defacto withdrawal:

If a student athlete has numerous unexcused absences from practices, games, matches, and/or tournaments, the coach may notify the Athletic Board. The Athletic Board will give notice to the student athlete and his/her parents/guardians that the student athlete's actions may be considered a withdrawal from the team. The student athlete and his/her parents/guardians will be given an opportunity to file a written response to the Athletic Board within five (5) business days of the notice as to their position, including, if so desired, filing a Petition to Withdraw. The Executive Committee, in its sole discretion, will decide whether any action should be taken, including sanctions. The sanctions may include suspension from participating in athletics at Holy Apostles of up to 25% of a season, whether the same or another sport.

Decision:

A ruling on the Petition to Withdraw will be made by the Executive Board and Sport Coordinator with a majority vote being the final decision.

Change History

Updated 10/9/01 - "A" Team Policy

Updated 4/15/03 – Participation when absent from school

Updated 8/31/04 – General Revision

Updated 12/05/07 – Student Athlete Team Commitment Policy

Updated 6/20/08 – Eligibility