

POLICY ON ACADEMIC & BEHAVIOR STANDARDS FOR STUDENTS IN THE ATHLETIC PROGRAM:

This policy is written as a positive guide to the development of participants in the athletic program at Queen of Apostles. It is intended to set guidelines for conduct that will help students develop in maturity and Christianity.

Students participating in the school athletic programs (conference and tournament play) shall be required to meet the following academic and behavior standards set by the Waukesha Area Catholic Conference (WACC) League, Archdiocese of Milwaukee, Queen of Apostles School staff and the Athletic Director (AD).

WAUKESHA AREA CATHOLIC CONFERENCE (WACC) LEAGUE

Queen of Apostles School belongs to the WACC League. The league supplies us with referees and teams to play against during the sport's season. The league also sets up rules and regulations for the particular sport to follow. Visit their website at www.wacconference.org for bylaws of league, sports guidelines, standings and schedules, executive committee members, athletic directors, gym directions, forms and Archdiocesan policies, regulations and complaint procedures (forms 6145.2(e) & 6145.2(f)).

Eligibility

- I. Medical Eligibility – Before attending the first practice, all students must submit or have on file;
 - A valid Physical Examination Form signed by a physician or authorized medical practitioner (**good for 2 years dated after April 1st**)
 - A Medical Information and Emergency Consent Form
 - Risk Acknowledgement and Consent to Participate Form
 - Sportsmanship Pledge (Parent and Student Athlete)
- II. Academic Eligibility - The participating student must work to his/her individual potential in all subjects of the curriculum. If a teacher feels a student's participation in athletics is causing a problem with classroom work, the teacher will contact the principal regarding participation via an Action Plan. Students failing a class are not allowed to participate in practice or play. The student will be placed on an Action Plan.
- III. Behavior Eligibility - A student who shows a pattern of failing to cooperate with teachers/coaches or who repeatedly causes disturbances will be placed on an Action Plan. (See attached). In addition to infractions listed on the Action Plan all Queen of Apostles School Handbook behavior standards will also apply.

Absences – A student must be free from fever for 24 hours to be eligible to participate in practices or games.

ATHLETIC ACTION PLAN

- Teachers and coaches may initiate an Action Plan as needed. Action Plan request is completed with the approval and signature of the principal.
- The following situations may be cause for initiating an Action Plan:
 1. Failing a class will cause immediate drop to step 3 on the Action Plan
 2. Serious infractions as described in the Queen of Apostles School Handbook will cause immediate drop to step 2 on the Action Plan
 3. Inappropriate language
 4. Disrespect toward those in authority/leadership
 5. Unsatisfactory response to requested improvement in behavior, language, class work
 6. Falling behind in academic work
 7. Disruptive behavior
- The party initiating the Action Plan:
 1. Fills out the form
 2. Informs the student and collects required signatures
 3. Turns the form in to the homeroom teacher
- The homeroom teacher is responsible for informing the principal, A.D. and parent(s) about the action taken. The homeroom teacher is responsible for carrying out the described action.
 1. Calls/gives notice to the A.D.
 2. Makes a copy of the Action Plan for the classroom file.
 3. Sends a copy of the Action Plan to the parent(s).
- The A.D. notifies the coach of any Action Plan and consequences regarding practices and games
- All Action Plans will be terminated at the end of each quarter with the exception of Step 3.

ATHLETIC TOGETHERNESS ACTION PLAN

The following action is to be taken regarding:

Student/Athlete _____

Sport/Coach _____

Step 1. _____ (Warning)

Warning given because academic performance/homework is not up to the student's ability *and/or* situations as described in the Queen of Apostles Handbook and below have been addressed without improvement. If the student shows consistent and steady improvement following this warning, he/she may continue to practice and participate in games. If unsatisfactory improvement is shown, the next step(s) will be taken. The student will be on probation for two weeks.

- ___ Inappropriate language
- ___ Disrespect toward those in authority/ leadership / teammates /classmates
- ___ Disruptive behavior
- ___ Falling behind in academic work or not working to student's level or potential.

One written warning will be allowed per subject.

The next infraction after a warning will result in a drop to Step 2.

Step 2. _____

One-week suspension for the next practices and game(s)

___ Serious infractions as described in the Queen of Apostles School Handbook and behavior standards.

___ 2 or more warnings in the same subject have been issued

If no improvement is made within that week, the student drops to Step 3.

Step 3. _____

Denied participation in practices and in games until further notification based upon discretion of teacher or coach.

- Upon signature of the principal, the Action Plan will be enforced.

Signed _____ Date _____

(Party initiating action)

Signed _____ Date _____

(Homeroom teacher)

Signed _____ Date _____

(Student/athlete)

Signed _____ Date _____

(Parent/guardian)

Principal _____ Date _____

There will be a new form initiated for each occurrence (or step) of Action Plan.

The Homeroom Teacher is to be responsible for distributing copy of form to the principal, parents, and the A.D.

CC: classroom file

In order for the Action Plan to end, signature from parent/guardian must be obtained and returned to the school office.

ATHLETIC PROGRAM PURPOSES & OBJECTIVES

The purposes and objectives of Athletics at Queen of Apostles are to:

1. Introduce and instruct students in competitive sports.
2. Teach students not only the rules of the game, but also how to play the game as good Christians.
3. Teach students to play to the best of their own capabilities.
4. Develop individual and team play.
5. Teach sportsmanlike conduct, as well as proper values and attitudes associated with winning and losing games.

To further the primary goals of our program, the following minimum playing time guidelines will apply to Queen of Apostles grades 5-8. It is the responsibility of the coach to see that they are followed:

Volleyball

(Exceptions can be made with more than 9 players on the team)

Regular Season/League

5th through 7th grade teams: play approximately 33% of each match
8th grade teams: play approximately 10% of each match

Tournament

5th through 7th grade teams: play approximately 33% of the tournament
8th grade teams: play approximately 10% of the tournament

Basketball

(Exceptions can be made with more than 10 players on the team)

Regular Season/League

5th and 6th grade teams: play approximately 50% of the game
7th grade teams: play approximately 25% of the game
8th Grade teams: play approximately 10% of the game

Tournament

5th and 6th grade teams play approximately 50% of the tournament
7th grade teams: play approximately 25% of the tournament
8th grade teams: play approximately 10% of the tournament.

Coaches may limit the minimum playing time (at any level) for any of the following reasons):

1. Unexcused absence from practice the week prior to the game.
2. Unexcused absence from a previous game.
3. Unacceptable behavior at practice or during a game. Any behavior problems will be communicated to parents via the "Athletic Togetherness Action Plan".
4. Less than desirable effort or attitude, as determined by coaches, on the part of the student athlete may affect playing time.
5. Coaches must document to AD within 1 week of game that minimum play time was not met due to 1 - 4

PARENT RESPONSIBILITIES

Parents are required to fulfill certain requirements prior to and during athletic seasons in order for the student athlete to remain eligible.

1. Complete five forms: Archdiocese of Milwaukee-Physical Examination Form, Medical Information & Emergency Consent Form, Risk Acknowledgement and Consent to Participate Form, Sportsmanship Pledge.
2. Parents are expected to set the example of good sportsmanship and Christian values for their children.
3. Due to liability issues, all student athletes must be supervised before and after practice. Parents are encouraged to use STAR or Extended Care to provide supervision until pick up.
4. Parents are not to drop athletes off for practice and leave without verifying that the coach is present. Promptness in picking up athletes is expected.
5. Parents are expected to provide transportation to and from all practices and games.
6. Work in concessions and admissions during home sporting events.
7. Complete requirements of Booster Club membership.

GRIEVANCE PROCEDURES

1. If/when problems arise with athletics; players must first discuss the concern with the coach.
2. Parents are required to observe a 24-hour "cooling off" period before approaching coaches. Most problems can be resolved at Step 1 or 2.
3. If a concern cannot be resolved with the coach it should be brought to the attention of the coordinator for the sport.
4. If the coordinator is unable to resolve the concern, the Athletic Director will be consulted.
5. The pastor or his designee will determine any unresolved concerns.

BOOSTER CLUB

The Booster Club is an organization that:

- Promotes a spirit of friendship and cooperation among parents and students;
- Provides financial assistance to school and parish athletic programs through fund-raisers, Booster concessions, and athletic fees for uniforms, sports, playground and Phy. Ed. equipment, league fees, etc.;
- Assists the Athletic Director and coaching staff; provides financial support for athletic extracurricular activities.

Booster Club Membership

All parents whose child/children participate(s) in an interscholastic sport at Queen of Apostles are automatically a member of the Booster Club. This club depends on parental support to efficiently operate the program.

During the course of the school year, Booster Club members with athletes will be required to work at various sports functions, either at the concession stand or taking admissions. Buying out of Booster Club does not release you from this requirement. Your cooperation and support at these times is critical to keep expenses down and the athletic fees to a minimum. Your failure to fulfill your commitment could result in your child being dropped from his/her sports team.

Because scheduling is a tremendous task, your scheduled time to work may not always correspond with your child's game schedule. If you are unable to work your scheduled time or the time you volunteer for, it is your responsibility to find your own substitute.

Expenditures of the Booster Club funds are discussed at meetings and voted on by the Booster Club officers.

Booster Club Structure

The Booster Club's officers may be elected or volunteers. The positions are as follows:

BOOSTER CLUB MANAGING COMMITTEE MEMBERS

<u>Position</u>	<u>Name</u>	<u>Telephone</u>
President	Greg Riemer	691-3456
Vice-President		
Treasurer	Dave Bieganski	628-8523
Secretary	Michele Toby	691-4096
Athletic Director	Larry Brown	695-0297
Basketball Coordinator	Amanda Haas	719-8407
Volleyball Coordinator	Tom Genske	691-2415

Alberte Center Activities Director	Bob Rohde	691-1402
Concession Coordinator	Yvette Hurtgen	695-9622

ATHLETIC FEE

There will be only one athletic fee per athlete for all sports. This fee is used to defray the cost of registration fees, equipment and uniforms. Parents who work the designated fundraiser, per athlete, will have these fees waived. To encourage a serious commitment from parents and players and to discourage dropouts from the teams, the athletic fee is non-refundable. The Booster Club will annually review the athletic fee structure. The current athletic buyout fee is **\$300 per athlete**. This buyout fee does not exempt parents from working concessions during sports season home games.

ATHLETIC DIRECTOR

The Athletic Director is responsible for the day-to-day operation of the Queen of Apostles Athletic Program. Athletic Director Duties include:

- Own and enforce QA Athletic Handbook.
- Act as contact for the WACC and insure all required forms are completed on time
- Identifies coordinator for school sports
- Decide team makeup (mergers) and the number of teams with the assistance of the coaches, sports coordinators
- Communicate and maintain a good working relationship with the School Committee, Booster Club, principal, faculty, coaches, parents, and volunteers

SPORTS COORDINATORS

- Recruits and establishes coaches for teams and insures they have met requirements of the Archdiocese
- Inform coaches of available coaching clinics and manage Archdiocese coaches' certification requirements
- Submission of all required athletic information to the WACC by due date
- Hold coaches meetings to disseminate rules and determine practice times prior to start of season
- Attend WACC league meetings
- Organize paid timers and scorers for all home games
- Organize, distribute, and order all uniforms, first-aid supplies, and sports equipment

COACHES' RESPONSIBILITIES

The Athletic Director/Sports Coordinators will assist in selecting coaches. Coaches must comply with the objectives and policies of the Athletic Program. Coaches will be required to sign a Sportsmanship Pledge from the Archdiocese.

Coaches are responsible for the well being of the athletes as well as for teaching their particular sport. Thus, they are expected to deal fairly and consistently with all members of the team.

Coaches must enforce the policy that no team member is allowed in the gym until the coach has arrived for practice. There must be one adult coach, 21 years or older, present during the entire practice. It is strongly recommended two adults be present during all practices.

All practices must be scheduled through the Alberte Center Activities Director or their designee.

The last coach to use the gym for practice on any given day or evening is responsible for checking and locking all doors and turning off all lights.

All coaches are responsible for gym equipment and maintaining security of the building during their use of it. Alberte Center rules are reviewed and signed by all coaches.

Coaches Certification Policy

- All coaches must have completed background checks.
- Safeguarding All God's Children training is required.
- The Athletic Director/Sports Coordinators are accountable for keeping insuring coaches have the proper training prior to coaching

TEAM UNIFORMS

Uniforms will be handed out prior to the first game. Because they are the property of Queen of Apostles Athletics, the uniforms may be worn only for scheduled athletic events.

Players are responsible for the uniform issued to them. Uniforms must be returned to the coach after the last game of the season/tournament season. If the uniform is not returned, or is returned in an unusable condition, the student will be held responsible for the cost of replacing the uniform.

To keep the uniforms clean and to help extend the life of the uniforms, it is recommended that warm-ups be worn over uniforms before and after games. Please wash the uniforms in cold water and hang to dry.

TOURNAMENTS

The Booster Club will sponsor up to two tournaments per team/sport if budget allows. Entry fees for the 8th Grade Padre (BB) and Seton (VB) invitational tournaments will also be sponsored. If a coach and team decide to enter more than two tournaments (subject to WACC tournament rules), they will need to pay their own entry fee. All Queen of Apostles guidelines are still in effect (including playtime). Coaches are responsible for all tournament applications

PRACTICE SCHEDULES

All practices must be scheduled through the Alberte Center Activities Director or their designee.

**Queen of Apostles Congregation
Alberte Center
Athletic Usage Agreement for Coaches**

All coaches/supervisors must read and sign this agreement prior to usage of Alberte Center. All coaches/supervisors must abide by the rules of this agreement of face possible loss of center usage privileges.

Outside Parking

All cars must park in designated parking areas. No parking next to the building, in front of the entrance doors or in the marked roadway.

Enter and Exit

All people using the Alberte Center must enter and exit at the main entrance on the west side of the building.

Center Usage

The coach/supervisor is responsible for ALL areas of the Alberte Center during its use. This includes the locker rooms, storage areas and the lobby area. If you cannot supervise non-team members during practice, they should not be allowed in the center.

At no time will any teams, team members, or small children be left unsupervised in the Alberte Center. Their parent must accompany all small children.

1. When entering the building, unlock only one of the entrance doors and re-lock when leaving.
2. Turn on the lights between the doors and the lobby lights.
3. **Coach/supervisors are the only persons allowed to turn on/off gym lights.** When entering the gym, turn on light switch #'s 3-4-5-6-7. Make sure you push the key in, then down when turning off switches.
4. Don't adjust the heat/cool controls in the lobby. Gym can be heated/cooled by turning the timer on 1-2 hours on the gym control panel.
5. A phone, AED, and a first aid kit are available for use in the coach's room.
6. No practice may run later than 8:00 p.m. for 5th & 6th grades and 9:00 p.m. for 7th & 8th grades unless otherwise approved by the principal or his designee (9:30 p.m. maximum).
7. The Alberte Center Activities Director or their designee will set up all practice schedules. It is the responsibility of all coaches to contact the Alberte Center Activities Director in the case of schedule changes or

cancellations.

8. Priorities for scheduling of practices will be determined based on the following: A) Queen of Apostles School, B) age of team and C) seniority of coaching staff.
9. No practice that day if the school is closed for weather reasons.

Players

1. Alberte Center is closed to all Queen of Apostles Grade School students at 9:00 p.m. on nights prior to school ((unless approved by the Pastor or his designee (9:30 p.m. maximum))).
2. Black soled shoes can mark up the floor in the center. It is the coach's responsibility to insure that players with shoes that mark the floor remove all marks and/or replace the shoes.
3. All players using the Alberte Center during the winter or wet season must change from their "street" shoes into a dry, clean pair of athletic shoes. This keeps water and sand off the floor.
4. No kicking of balls allowed. (Exception: soccer practice)
5. No food and beverages are allowed in the gym area during practice.
6. No climbing or sitting on the closed bleachers is allowed.
7. All jackets, bags and shoes must be kept in locker rooms. No clothing is allowed along the wall or bleachers.

CHECKLIST FOR LEAVING ALBERTE CENTER

- 1) Are all messes cleaned and mopped up?
- 2) Is everybody out of the Alberte Center? (Check locker rooms)
- 3) Are all lights off? Coach's room and locker room light shut off automatically.
- 4) All lobby lights off? Entrance lights off?
- 5) All doors locked?
- 6) Put keys back in lock box and turn dial.