

PHILOSOPHY OF THE ST. ANTHONY SCHOOL ATHLETIC DEPARTMENT

The athletic department at St. Anthony School (SAS) is an integral part of the overall school program. It is not more important nor is it less important than any other program offered by the school. However, in many respects, it is the only outside contact the general public has with the school. As a result, our coaches and our teams have the responsibility to represent SAS in the most positive manner possible. The way in which the players and coaches conduct themselves during games is extremely important to the school. Proper behavior by coaches and players is a must at SAS.

Obviously, it would be ideal if every player played in every game. At times this will not always happen. This is especially true in important league games and tournament games. The athletic director should do everything in his or her power to schedule enough games with various opponents to ensure a balanced schedule that will allow the coaches to play all of their players as much as possible.

Teamwork among all staff members is extremely important to the overall program at SAS. It is the expectation of the entire administrative staff that the coaches and athletic director will work together to make the SAS athletic department a successful part of the entire school's program. Decisions made by the athletic director and coaches should always be determined by what is best for SAS and its student body.

COACHES' RESPONSIBILITIES

- 1. Coaches' Absence-** It is the responsibility of the individual coach to notify the athletic director immediately if he or she will be unable to attend a scheduled game or practice. The athletic director will assign or be responsible for coverage. If the athletic director is unable to get coverage for the game or practice, it may be postponed, canceled, or forfeited. The coach who will be absent should meet in advance with whoever is taking over the team and review starting lineups, substitution patterns, and strategy for the game.
- 2. Rosters-** It is the responsibility of the individual coaches to submit a roster for each sport to the athletic director. It will be the responsibility of the athletic director to distribute rosters to teachers and other personnel. Coaches should also be sure that the team mother has a complete roster with telephone numbers for each player.
- 3. Officials-** It will be the responsibility of the league commissioner and/or athletic director to set up officials for all games. It is the responsibility of the individual coaches to arrange for scoreboard workers, scorekeepers, timers, etc. for each contest.
- 4. Scheduling-** All games will be scheduled by the league commissioner and/or athletic director. Any changes (additions or deletions) in practice schedules must be approved by the athletic director in advance. This includes any changes in time. The athletic director will check to make sure there are no conflicts with other SAS teams and/or non-SAS activities and then respond to your request. The athletic director will have final decisions in any schedule changes.
- 5. Team Mothers-** it is the responsibility of the individual coaches to select a team mother for each sport. The team mother could have numerous responsibilities. For example, the team mother could be helpful in setting up carpools from games. Also, she could set up a schedule to ensure our athletes have the proper snacks and liquids present at games. The team mothers could also serve as valuable communication links with parents. For example, should a game be rained out at the last second, the coach could call the team mother and she could get in touch with the other parents. The name and telephone number of each team mother should be submitted to the athletic director.
- 6. Equipment-** The equipment of each individual sport is the responsibility of each sport's coach. The athletic department will do all it can to provide coaches with the necessary equipment; it is up to the coach to take care of it. Any lost or damaged equipment should be reported to the athletic director immediately. At the end of each sport season the coach should submit to the athletic director a list of equipment that will be needed by that sport before the following season. All equipment used during practice should be returned to its proper storage place. It is the responsibility of the coach (not the team managers) to be sure everything has been properly stored before he or she goes home.
- 7. Transportation-** It is the responsibility of the parents to transport our teams to and from the games. It is the responsibility of the coach to remain until every child is picked up after the games. We cannot afford to leave any student-athlete unattended at a game or practice.

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- 8. Communication with parents-** It is the responsibility of the individual coach to stay in constant communication with their players' parents. This is a very essential part of our program. The team mother should be used as a means of communicating with parents. For example, the team mother could be responsible for calling up parents with a reminder that there is a game coming up or that there has been a practice changed from Monday to Tuesday.

SCHEDULING OF PRACTICES

Practice days and times will be determined at the beginning of each season. Normally, practices for middle school are held two days a week. Practices for all sports will be held between 3:00 to 5:00 p.m. Once the practice schedule is set, any changes must be approved by the athletic director. Any Saturday practices or late practices must also be approved by the athletic director.

Parents are responsible for transportation after practice. It is the responsibility of the coach to be on time for practice. If a coach is going to be late he or she should make arrangements to have someone begin practice. If you are the coach of a team it is your responsibility to be at your game. If you can not attend a game or practice for any reason, please notify the athletic director immediately so proper coverage or postponement can be arranged.

CONFIRMATION OF GAMES

Confirmation of games is the responsibility of the athletic director. Game, starting time, and location should all be confirmed. It is also the responsibility of the athletic director to obtain specific directions to the site of the contest. These directions will be passed on from the athletic director to the individual coaches and should be distributed to athletes and/or parents. All changes in game dates, times or location must be approved by the athletic director.

RAIN OUTS AND POSTPONEMENTS

Postponements of scheduled home games shall be the final decision of the athletic director. Cancellation of a scheduled practice is the responsibility of the individual coaches. All decisions on cancellations or postponements should be made before 2:00 p.m. if possible. The main office should be notified immediately of the decision. Parents will have to be notified because of carpool. The team mother might also assist in notifying parents of any changes in the schedule.

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IN-SCHOOL COMMUNICATIONS

Keeping our colleagues informed of what is going on is also a very essential part of the athletic department. The athletic director will distribute rosters to all teachers in the school. This will enable teachers to plan ahead when certain students may be absent from class due to an athletic event.

It will be the responsibility of the athletic director to see that all teachers are given a game schedule for each sport. Schedules will be distributed to the activities director for posting to the athletic website. All academic work that is missed because of early dismissal for sporting events must be made up. Athletes should check with their teachers for all assignments they may miss. Although it is not the coaches' responsibility to get these assignments, reminders to the athletes from the coaches are important. This will help to build support for our programs throughout the faculty.

MORNING ANNOUNCEMENTS

Morning announcements are an important part of the communication process. Forms for these announcements may be obtained in the main office. If possible, there should always be a morning announcement following a game. The score of the game and superior individual performances should be recognized. Always try to mention as many individual players as possible. Morning announcements may also be used to remind students to bring the proper equipment, to announce a change in schedule, or just as general reminders of the week's activities.

MEETINGS AND COACHING ASSIGNMENTS

There will be a general meeting at the beginning of the school year for anyone interested in coaching. Coaching assignments will be discussed and finalized for the entire year. The athletic director will make final coaching assignments. Everything will be done to place coaches with their preferred teams, but the school's program comes first. In addition, there will be a general meeting of all coaches prior to and at the end of each sport season. Coaches should be prepared to discuss budget requests and any general suggestions to improve the school's overall athletic program.

AWARDS AND END OF SEASON PARTIES

It is the responsibility of the individual coach to arrange end of the season parties. The team mother, once again, could be very helpful in this area. End of season parties and awards are subject to approval by the athletic director. The end of the year athletic banquet honoring our student athletes will be held in May. The individual coach is

responsible for filling out award certificates. These certificates may be obtained from the athletic office. Coaches will also be asked to submit their selections for the various individual awards given.

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REVIEW OF PLAYER ELIGIBILITY

It is the responsibility of the individual coaches to review eligibility requirements with their players the first day of practice. If possible, the athletic director should be present as well. Eligibility sheets should be reviewed and filed by the athletic director. Final decisions on a players' eligibility rests with the athletic director and appropriate school administrator.

ELIGIBILITY REQUIREMENTS

The following academic and behavioral standards have been established by the SAS faculty and administration for students participating on an athletic team:

A. Student/Athletes will be suspended for a period of one week for any of the following offenses that may occur during an athletic season:

1. Progress reports will be distributed every three weeks. Academic check and eligibility status to be determined. Grades indicate that the student is not progressing academically- (C average will be the guideline)
2. Receive academic/behavioral probation at the discretion of the principal
3. Receive excessive after-school detentions (three or more)
4. Coaches may discipline players who misbehave at practice, at a game, or en route to an athletic event. Circumstances should be discussed with the athletic director immediately and punishment should be approved by the athletic director and proper school administrator.

B. Student/Athletes will be dismissed from the team for any of the following offenses:

1. Suspended more than one time for any of the above
2. Receive excessive detentions (four or more) during an athletic season
3. Receive out-of-school suspension
4. Academic ineligibility: mid-season academic check and eligibility status to be determined.

INJURIES

Treatment of injuries sustained by players in practice or games is an important responsibility of all coaches. Proper hydration is an extreme necessity during training and competition. Also, all coaches should have a first aid kit readily available at every game and practice. The coaches should report to the athletic director when certain supplies are running low. It is the athletic director's responsibility to keep supplies in first aid kits up to date. An injury report form should be filled out for any injury sustained during a game or practice. This is for the coach's protection as well as for the school's protection. In the event of an injury, the coach has the responsibility to stay with the team. If an ambulance is needed and the player's parents are not present, another adult or SAS official should accompany the injured player. The coach should supply the adult with the necessary emergency information.

