

St. Michael's Athletic Handbook

St. Michael Athletic Committee

The St. Michael's Athletic Committee is comprised of: 1) School Principal; 2) School Assistant Principal (if any); 3) Athletic Director; 4) All Head Coaches; 5) Parent At Large; and 6) One Parent Representative that represents 1st through 3rd, 4th through 6th, and one parent from 7th & 8th Grades.

The Head Coach of each sport is expected to attend the Athletic Committee scheduled meetings, unless their sport is in season. While excused, an effort should be made by sending an Assistant Coach to these meetings. Often business of the "in season" team will come up and there is no one to address these issues.

The Athletic Committee's purpose is five-fold: 1) It is responsible for fundraising for the Athletic Fund; 2) Approving equipment and uniform requests for all extracurricular sporting teams and gym; 3) Approving all staffing and oversight decisions relating to Coaches; and most importantly, 4) Developing policy(s) and procedures for Coaches and Players, and, 5) Setting the Athletic Participation Fee.

The Athletic Committee meets about 6 – 7 times per year, mostly during the school year. The dates of the meetings will be outlined during the September meeting.

To get on the Athletic Committee's Agenda to discuss an issue, a member must simply contact the Chairman of the Athletic Committee 5 days before the next scheduled meeting. If a person other than a member wishes to address the committee, that person will contact the Chairman. The Chairman will consult with the other officers on the Athletic Committee and determine the appropriateness.

The Officers of the Athletic Committee will consist of the following: 1) Chairman; 2) Vice-Chairman; 3) School Principal(s); and, 4) Secretary. The Chairman will be the Athletic Director and will be appointed by the Principal, and shall serve at the pleasure of the Principal. Only the Vice Chairman and Secretary will be elected annually at the April meeting. Anyone interested in serving as an Officer, will submit their name to the Chairman by March 31st via email or letter, and must be a member of the Athletic Committee.

Introduction

Catholic Organizations have unique and specific goals that cannot be taken for granted, nor can it be assumed that all persons know and agree with them. At St. Michael's School and Parish, our overall goals are:

- 1) To teach the Gospel of Jesus Christ;
- 2) To promote Gospel Values;
- 3) To demonstrate values through ordered priorities;
- 4) To give each student human dignity and respect;
- 5) To develop the full human potential of each student in every area of human development;
- 6) To achieve excellence in all areas consistent with the Church's mission.

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Athletics

It is recognized and agreed that a goal of athletics is the development of talent: to develop the full physical and mental potential of each student in the light of their God given ability. God sends us vulnerable children who need responsible adults to provide care, encouragement, protection, guidance, direction and training. It is never to be forgotten that the student athlete is the reason for the program. Student athlete means they are students first and athletes second. Athletics teaches the students to develop the values of learning skills, character development, participation, and proper behaviors when dealing with authority.

Duty to Report Suspicious or Illegal Activities

As a coach in the State of Ohio, you have a duty and obligation to report suspicious or illegal activities, such as, but not limited to child abuse, sexual abuse or the taking or selling of illegal or non-prescribed drugs. You are to report this activity to the Principal or AD, immediately or as soon as possible. All coaches have the responsibility to keep children safe and this is your first priority; therefore, if needed you are to remove the child to a safe environment. You are never to use physical force. Instead notify the police immediately if you believe the child is in an unsafe environment. Once the child's immediate safety is secured, then you need to report your concerns, suspicions or the knowledge that you have gained. You are urged to get assistance from the Athletic Director or Principal immediately. It is important that you do not attempt to investigate on your own, as the School, Parish and Police Authorities will do this.

Coaching Behavior & Conduct

It is required and expected that **ALL** coaches and parent helpers conduct themselves and behave in a responsible and mature Christian manner at all times including, but not limited to, all practices games, scrimmages or while engaging in school, parish, or athletic events, will show respect for authority, and will engage in no activity or conduct which in any way is disrespectful, combative, confrontational, abusive to students, players, coaches, parents, visitors, school administrators, or referees, or questions the jurisdiction of the pastor, teachers, administrators, AD and referees. If a coach or parent helper is in violation of this policy, the AD and Principal can impose punishment they see fit, including immediate termination.

Student Athlete Eligibility

Eligibility is determined by the Ohio High School Athletic Association and St. Michael. Except for academic or disciplinary, eligibility is determined by the OHSAA. The rules are very complicated and if there is any question about an athlete's eligibility, the matter should be referred to the AD. As new student athletes enter St. Michael and there is a question about eligibility the Principal and AD will discuss the issue.

As for academic eligibility, every student athlete will have no F's and permitted only two D's either **at interims or at the end of the quarter**. This applies to all subjects. The ineligible student athlete is ineligible for two weeks beginning on the Monday after the end of the interim report or report card is issued. Notice will be sent home on the Friday before the suspension period. The suspension period may

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be shortened or lengthened at the discretion of the principal. Head Coaches will be notified by the school office if any of their student athletes are ineligible. The student athlete may not participate in any games or practices until the athlete becomes eligible.

At the discretion of the Principal, any student athlete can be ineligible for disciplinary reason. This is over and above the Disciplinary Policy (See St. Michael Athletic Committee Disciplinary Policy). The Principal will notify the Head Coach as to the disciplinary ineligibility and determines the duration. The student athlete will not be able to practice or play in games until the suspension is eliminated. The Coaches needs to support this decision and reinforce the importance of following the rules inside and outside the class room.

Academic and disciplinary ineligible student athletes may not dress for games but are required to sit with the team, unless the Principal and/or AD directs otherwise.

Required Athletic Forms & Athletic Fees

The OHSAA, Youngstown Diocese, and SMS Athletic Committee are requiring the following documents from **players** for all sports:

<u>FORM TYPE</u>	<u>LOCATION</u>	<u>MISC.</u>
1) Emergency Medical Form;	School Office & Web Site	copy kept with coach at all times
2) Permission To Play;	School Office & Web Site	office file
3) Physical Form (OHSAA)	www.ohsaa.org	office file
	School Office & Web Site	
4) Code of Conduct Form	Code of Conduct Policy	office file
	School Office & Web Site	

All coaches in fall sports (i.e. Football, Golf, Cheerleading, etc.) are required to collect all Physical forms, Emergency Forms and Athletic Fees prior to competition (See Operational: Player Documents Needed by Coaches). **The Physical Forms and Emergency forms must be collected before the 1st practice.**

Every Head Coach is to check with the AD to determine the appropriate fee to charge. This fee may change, so the coach is to get the proper fee from the AD. Also, the Athletic Fee must be collected and turned into the School Office Secretary **before the 1st game**. The School is not responsible for collecting these forms or monies. The coach is to get a team mom/dad to help with this responsibility. If the student athlete does not produce the proper paper work or pay appropriate fees, the student athlete **cannot** participate in games or practices. **If parents say they do not have the money, please refer to the School Office and do not pursue payment. The Student Athlete will be allowed to participate until a decision is made by the Principal.**

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Once school begins, all forms and fees (Emergency and Physical) must be turned into School Office, as they will be copied and returned to the head coach. The Physical form will be returned only if contains medical information that the coach needs to be aware of. **The Head Coach or Assistant Coach will bring these forms with him/her at every practice and/or game.** At the end of the season, these copies **must** be returned to the School's Secretary immediately, as he/she will pass them to the next coach or shred them.

The winter and spring Head Coaches will be given the appropriate paper work and the fees will be collected by the School's Office, provided a player roster is given to the Office in a timely manner (see Coaches: Schedules, Rosters)

Requiring Additional Fees

It is the position of the Athletic Committee that **no coach shall require any additional fees** of players or parents without the approval of the School's Principal or Athletic Director. Many times coaches will want to buy extra uniforms or hoodies for their team. While the intent is genuine, it is becoming too expensive for some parents. Typically, students can be in 3 – 4 different sports throughout the year, and if each sport demanded the students to buy something for \$25.00, that is an extra \$100.00 per child.

St. Michael's is always open to specifically directed donations, as long as the School's Principal approves. So, if there is a parent, a group of parents, or a donor that wants to donate a specific item, please forwarded this request to the School's Principal for approval.

In all sports, the above forms are required to be completed and returned. Under no circumstances is a child permitted to practice or play any game if the above paperwork is not turned in **prior to the 1st practice.** If the sport does not start in the summer, then some of your players may already have these forms on file in the office. You will be given all appropriate forms, but you must give the School Office your team roster. For sports beginning practice in the summer, all of these forms will have been mailed to the student athletes (usually in June). The School's Office is open beginning in August if you need additional forms. If forms are needed before August, please contact the Athletic Director.

As for the Permission to Play and Code of Conduct Forms, these can be turned into St. Michael's School Office when they are complete, but no later than the 1st practice.

All sports will require a Physical Form to be completed by a physician (M.D. or D.O.). Only authorized Physical Forms can be used. Each athlete will need a physical exam for that current year. Under no circumstances can an athlete participate in any physical activity until this Physical Form is signed by the physician (M.D. or D.O.), parents and student athlete. These are good for one calendar year.

Except for the sports that begin in the summer, all forms can be turned into the school's office. All timelines must be adhered too. In other words, all forms must be turned in by the 1st practice. Summer sports will collect their own forms and hand them into the office. The Head Coach will be given a copy of the Emergency Medical Form for his/her records.

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After the last game, the Emergency Medical Forms and any Physical Forms will be turned in to St. Michael School Office.

Remember, these forms contain confidential medical information. Coaches are not permitted to discuss information on these forms with others and these forms should be kept in a secure location. They should never be out so that other children, athletes, or parents can see. Please discuss with AD if you are unsure of anything.

Mandatory OHSAA Meeting

The OHSAA requires a mandatory meeting be scheduled for all players and parents. Throughout the year, St. Michael's will have 3 of these meetings, usually prior to each sporting season (except for sports that begin in the summer). Summer sports will have a mandatory meeting shortly after school starts or just prior to.

Attendance must be taken. The player is not permitted to play until this meeting has been attended. The player only has to attend one OHSAA Mandatory meeting per school year. The coach may require a "sports oriented" meeting that will occur after each scheduled OHSAA Mandatory meeting, especially reviewing the sport specific rules, practice times, etc.

Coaching Your Own Child

Before you can coach your son or daughter, you must be approved by the Athletic Director. Once approved, please keep in mind the following thoughts:

- Seek a second opinion about playing your child and their role
- Avoid both favoritism or prejudice
- Treat your child as you treat every other player
- Do not over correct, over criticize or expect your child to be different from other Student Athletes
- Leave sports on the field – don't bring it home
- Explain to your child that criticism will come to them and you about you being the coach
- Give your child as much praise as everybody else's child
- You are a parent first and a coach second. Don't allow coaching to hurt your parent/child relationship

Practice Time

The head coach and assistants plan each practice in advance

- Tight organization, start and finish on time
- Plans include details about each segment of practice
- Teams may work in smaller groups with adult supervision (each Adult Supervisor must be approved by the Athletic Director and Principal and have necessary paperwork completed (See Mandatory Coaching Requirements).

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- ❑ Follow modern practices on warming up and stretching (See back of Coaching Handbook)
- ❑ Players are always engaged—downtime leads to disciplinary problems
- ❑ Directions are clear – all do what is assigned
- ❑ Constantly remind about the importance of practice
- ❑ Student Athletes like routine and clear expectations
- ❑ Don't forget opportunities to teach values
- ❑ **PRACTICE TIMES MUST CLEARLY BE COMMUNICATED TO PARENTS AND STUDENT ATHLETES AS FOR INADVANCE AS POSSIBLE**

All interior spaces for practices, games, scrimmages and meetings must be reserved through the Parish Rectory. The Rectory's phone number is 330-492-3119. If you are unsure who to ask for at the Rectory, contact the AD or School Principal or Secretary.

Each August there is a scheduling meeting called by the AD for the Fall, Winter and Spring sports that need gym time or interior space to practice. This meeting is mandatory, if the Head Coach cannot make it, he/she should send a representative (another coach or parent). It should be known to all Head Coaches that beginning in October gym time is very limited; therefore, even if a Fall sport had gym time pre-scheduled, it may change!

Proper utilization of time is critical when practicing. The goal is not to keep the student athletes for long periods of time. It is to optimize the time you do have. If you have questions, please contact the AD.

Student Athlete Playing Time

The coaches will pick the starters, backup players, and the rotation of the players. It will be done with a sense of fairness to the players and game. Before the first game, each player will have discussed their anticipated playing time with the coach. Every student athlete is expected play. Game situations may occasionally dictate or change playing times, but not on a regular basis. Game rotations should be done as soon as the coach feels comfortable in the lead or that a loss is inevitable, but not with only seconds to play in a half, quarter or in the game. In other words, it is inappropriate to put players in during the last 30 seconds of a quarter or half or not put second or even third string players in when there is a commanding lead or inevitable loss. Playing time is very important and sensitive to players and parents. The coach is to be respectful of this, and to provide ongoing communications to parents and players.

Schedules, Rosters & Assistant Coaching Staff

All team schedules (including practice schedules), team rosters, and list of Assistant Coaches must be turned into the School Office and the Athletic Director **prior to the first official practice**. These can be emailed or turned in to the School Office with a copy for the School Secretary and the Athletic Director.

The Head Coach can select the Assistant Coaches, **with the approval of the Principal and AD**. All Head Coaches, Assistant Coaches, and/or Parent Helpers need to meet requirements prior to coaching/helping. Only the Athletic Director or Principal can authorize an exception to this standard, and will be only for a temporary period of time. **Please refer to the Operations: Mandatory Coaches Requirements of this manual to determine the requirements.**

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Dividing Teams

The intent of the Athletic Committee is to feature as many teams as is feasible and manageable. When there is more than one team per grade, the teams will be divided by talent. The Division of talent will be selected by the Head Coach or his/her designee. **The Athletic Committee has determined that the teams can be divided by an allocation of talent of no more than 60% for team "A" or "White" and no less than 40% of the talent on the "B" or "Green Team".** It is the intention of the Athletic Committee to have a stronger and a weaker team, but it is not the intention to have all of the talent on one team and no talent on the other team.

It is always permissible to achieve a 50/50% split in the division of talent, **but it is unacceptable to intentionally to go over the 60/40% split.** The Athletic Committee understands that dividing the teams is not an exact science, which will result in the skewing of the desired divisions at times. It is, however, unacceptable for the Head Coach to intentionally divide the teams incorrectly.

The School Principal and Athletic Director have the right to change any team composition to achieve the desired split. This does not mean the School Principal or Athletic Director will micro-manage the composition if an honest-human mistake was made, but reserves the right to change the teams if there is a large discrepancy.

Because the coaches usually do not know who will be on which team until just prior to the start of the season, their specific team roster is not due until the first game. A roster of students, however, must be submitted to the School Office and Athletic Director prior to the first official practice.

Emailing & Communication with Players & Parents

All coaches are encouraged to communicate with their players and parents on a regular basis. The more written communication a coach has with his/her players and parents, the more informed everyone will be with accurate information.

It is required that all communications be copied to the Athletic Director. All handwritten communication can be forwarded to the School Office for the Athletic Director. If emailed, just cc the AD.

Equipment/Uniform Inventory & Maintenance

The Head Coach is ultimately responsible for the Equipment Inventory and maintenance of the equipment. At the beginning of each sport, when equipment is being handed out, the Head Coach or designee will make an Inventory List of every item that was given to each Student Athlete. A copy of that list will be kept by the Head Coach and a copy forwarded to the Athletic Director. This will be done prior to the start of the first game.

At the conclusion of the season, the Head Coach or designee will collect all distributed equipment/uniforms. Any player that does not return an item shall be reported to the School's Secretary for collection. The name of the person and exactly what equipment or part of the uniform that was not

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collected shall be given to the Secretary for follow-up. When the Head Coach or designee develops the Equipment/Inventory List, he/she must have the following:

- 1) Type;
- 2) Size;
- 3) Description; and
- 4) Condition of the uniform/equipment. The condition will be graded:
 - A) Excellent;
 - B) Good;
 - C) Fair;
 - D) Needs Replaced.

A final Inventory/Equipment List must be given to the Athletic Director 1 month after the season is concluded.

The Head Coach shall notify the Athletic Director if additional equipment is required or needs replaced. Please refer to the Operations: Procurement Procedure to obtain additional equipment or uniforms. Equipment and uniforms are on a schedule of replacement.

Attending Church

You and your team are required to attend one Mass and you can choose the time and day (Sun or Sat). Of course, allowance for absences for valid reasons can be made for Student Athletes, but it is the intention to have each St. Michael's team represented at church. Please notify the Rectory at least 1 week in advance of your attendance.

Most often, players can wear their jerseys with appropriate pants or skirts. The Head Coach can decide.

Compliance with Administrative Rules & Directives

It is **mandatory** that all coaches and Parent Helpers follow the rules of the Parish, School, Athletic Committee, Athletic Director, and School Principal. The Coaches Handbook covers many of the rules and procedures set forth by the Athletic Committee. Should the School Principal or Athletic Director advise you to go in a certain direction or do a certain thing, it should be done as requested. Failure to abide by these directions or a violation of any rule or directive may result in a verbal warning to termination/removal by the Principal and/or the Athletic Director. Please remember, even though you are a volunteer, and your volunteerism is greatly valued, if you cannot carry out the directives of the Principal or Athletic Director, your services may be terminated. **Additionally, you may lose the right to ever coach at St. Michael again.**

Discipline & Consequences

Obedience is required and earned

- Obedience and respect are gained by coaches who are totally prepared for every practice and game and waste no time

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- All players are on time and ready to go
- Respect for all coaches and players is insisted on and taught
- No bad language, back talk – total and full cooperation
- No bad behavior or rule violations are tolerated
- Coaches do not back down from consequences for fear of losing.

Coaches Rules: ALL RULES NEED TO BE WRITTEN AND GIVEN TO THE ATHLETES AND PARENTS BEFORE THE SEASON STARTS. Explain the way things should be done and the way they cannot be done.

- Set rules creating an atmosphere of compliance, respect and cooperation. (Don't do anything bad.)
- General expectations – not covering every possible situation.
- Student responsibilities in school, good discipline, family, friends, work, etc.
- Commitment to team.
- Consequences for every infraction.
- Control of self, temper, tongue and actions.
- No corporal punishment or verbal abuse (belittling, threatening, etc.), including drills which exhaust or involve hitting (child abuse).
- Must not be in conflict with School Rules, Athletic Code of Conduct, or any Athletic Committee Rules
- Are subject to review by the School and Athletic Committee

In addition to any written coach's or school rules, all student athletes will be subject to the Discipline Policy of the Athletic Committee:

Disciplinary Policy

It will be the policy of the Athletic Committee, which governs all extracurricular sports sponsored by St. Michael School that when formal disciplinary action occurs in school, sanctions will occur in the extracurricular sport. It is incumbent on all coaches to abide by this policy without exception. It is important for the athlete to understand that behaviors and conduct in and away from school have a direct impact on their eligibility in extracurricular sports.

Should an athlete receive a detention the Head Coach will be notified by telephone, email or in writing and the athlete's name and infraction will be discussed. It will be at the discretion of the Head Coach as to what if any actions should be taken against the athlete. At minimum, the Head Coach will need to discuss the positive aspects of leadership and behavior. Punitive punishment or singling-out the athlete is not appropriate.

Should an athlete receive an in-school or out-of-school suspension the Head Coach will be notified by telephone, email or in writing and the athlete's name and infraction will be discussed. The athlete is to sit-out (not dress or play) the next game. If more than one suspension day is given, the athlete will sit-out one game for each day the athlete is suspended. The athlete will be suspended from any practices on the day(s) of the suspension. If there are days in between the suspension and the next game(s), the athlete may practice with the team (after the suspended practices), but may not participate in games or external

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scrimmages. The coach may not select the game the athlete is to sit-out, as it will occur on the next game and run consecutively, as necessary.

If another occurrence of suspension(s) occurs the Athletic Committee shall review the circumstances and determine if this athlete should participate in extracurricular sports at St. Michael's, and if so, under what conditions. Additional suspended games and/or practices may be instituted or complete elimination of the Athletic Sport may ensue. The Athletic Committee decision is final.

Each new school year shall represent a clean slate for the athlete. In other words, if the athlete was suspended and held out a game in one school year, that is not cumulative into the next year. However, the discipline is cumulative for that school year and will be cumulative through each sport in that school year. In other words, if an athlete is suspended (in-school) in the football season and suspended (out-of-school) in basketball season, the discipline is cumulative.

Coaches will not have any latitude to alter the discipline policy to their advantage. Coaches, however, are expected to have a strong impact to help the athlete positively change their behavior. For example, at the detention stage, the coach can voluntarily not have an athlete play a game or practice to make a point. Or, the coach may decide that extra physical requirements, such as running, push-ups, sit-ups, etc. are needed. These are permissible within reason. This first stage is when the coach can have the greatest positive impact on the athlete. Any such treatment should be consistent between student athletes for similar offenses.

It is the Coaches responsibility, if needed, to exercise discipline on the field of practice, games, scrimmages, and when traveling. Profanity, taunting and/or bullying is expressly prohibitive and needs, not only corrective action, but a comprehensive discussion with the student athlete. The Head Coach will share the infraction and remedy with Athletic Director and/or Principal, especially for taunting, bullying and other serious events. It is important both the coaching staff and academic staff are communicating for the well-being of the student athlete. While game and practices should be consistent, it is understood that under game conditions, when everyone is watching and there is an expectation of "needing this player to win" immediate discipline is difficult, but necessary. Depending on the severity of the infraction, but especially for disrespecting authority or infliction of personal injury (or even the intent), the student athlete needs immediate and swift disciplinary action that may require removal from the contest.

All league and OHSAA rules must be fully enforced. Any such treatment should be consistent between athletes for similar offences.

Procurement Procedures (Obtaining Equipment)

1. The Head Coach (of each sport), Athletic Director, School Principal and/or a member of the Athletic Committee are the only persons permitted to submit a Purchase Request.
2. When ordering equipment or items, the Purchase Request shall be used (next page).
3. The Purchase Request is a written document demonstrating the need(s) and justification for equipment, uniforms, etc. Included within the Purchase Request is a detailed list of requested

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items. Accompanying the Purchase Request will be at least 3 price quotes from separate vendors for items on the Purchase Request. Any additional charges for shipping or handling must be included. The Purchase Request will be signed and dated. The form will be submitted to the School Principal.

4. The School Principal or Athletic Director will review the Purchase Request and bring it to the Athletic Committee (under new business). The School Principal may require that the Head Coach attend the Athletic Committee Meeting to field any questions or provide support for the requested items.
5. The Athletic Committee will make motion to accept or deny the Purchase Request, and the motion must be seconded. Then the Athletic Committee will discuss the merits of the Purchase Request. After discussion, the Chairman will call for a vote. The Athletic Committee may need additional information prior to approval; therefore, the Request would be tabled until additional information was provided. The Athletic Committee reserves the right to approve and/or disapprove any portion or all of the Purchase Request.
6. Once approved, the School Principal will advise the Head Coach, Athletic Director or Committee Member. The Principal will advise the Head Coach which bid was accepted. The Head Coach will contact the Vendor and proceed with the Order.
7. Unaccepted Purchase Request may be challenged by the Head Coach. The Head Coach will contact the Chairman of the Athletic Committee to be put on the Agenda at the next business meeting.
8. Emergency Requests for equipment can be approved if the School Principal and Athletic Director agree the purchase is necessary. This will be done during the summer or if the Athletic Committee is not scheduled to meet or has postponed its meeting.

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Requesting Coach: _____ Sport: _____

Vendor: _____ Date: _____

Address: _____ Phone: _____

City: _____ State _____ Zip _____

Salesman (Contact Person): _____

Qty	Item(s)	Unit Price	Total Price

Received Date: _____ Approved Date: _____

Date: _____

Principal or Athletic Director

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Key Control Policy

Throughout your season, you will need keys to get into the locked supply area or into the gym. Over the past several years, there was never a key control policy, until now.

The Athletic Committee understands that coaches need access to the gym and/or supply areas. Coaches need to understand that the reason keys are necessary in the first place is to limit access. To this end, keys will only be administered to Head Coaches. If needed, the Head Coach can give the Assistant Coaches the key to use on a temporary basis (see below).

The Head Coach needs to pick-up their key at the main office in the school. He/she will sign for the key (please see St. Michael's Key Agreement). The key is to remain in his/her possession at all times. Again, the coach is permitted to give the key to another assistant coach on a temporary basis, especially if the head coach cannot attend practice, etc. **No one else is to have the key or have the key copied without the approval of the AD or Principal.** If the key is lost or stolen, the coach should report this to the AD or Principal.

The coach will be permitted to keep the key throughout the season. Once the season is over, the coach must return the key to the main School's Secretary. The coach will then sign the key back in. **There will be no exceptions to this rule.**

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I, _____ (print name) hereby agree and acknowledge that I have been given a _____ key(s) by St. Michael's for the express purpose of opening and locking the gym and/or storage room when my team is scheduled for practice. At no time will I or have others gain access into the gym unless it is properly scheduled. I understand that I will not let other people into the gym or storage room with my key. I also understand that when my team practice is over, I am responsible for making sure all the doors are locked, including all storage doors whether I used the doors or not, unless there is another function or practice in the gym.

I further acknowledge and understand that I will not have my key(s) copied under any circumstance, and I will not have other people copy the key. If the key is copied, I will be personally and financially responsible for the re-keying of the entire gym _____
(initials).

I further understand that should I lose my key, I am to report this immediately to the Principal or Athletic Director.

I further understand that I will return the issued key(s) 2 weeks after the completion of my team's season. I agree and I am obligated with all the above conditions:

Signature

Date

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Awards Ceremony

There will be one award ceremonies sponsored by St. Michael Athletic Committee for Jr. High Teams. It will usually occur after the end of the Track season in late May. **Each sport has specific trophies approved by the Athletic Committee, which are listed below:**

GOLF

7th Boys Lowest Average
7th Girls Lowest Average

8th Boys Lowest Average
8th Girls Lowest Average
Most Improved Boy
Most Improved Girl

FOOTBALL

Msgr. Robert Fannon Award (Sportsmanship)
Outstanding Offensive Player
Outstanding Defensive Player
Outstanding Lineman Award
Viking Award/Most Improved

CHEERLEADING

7th Spirit Award
8th Spirit Award

VOLLEYBALL

7th Sportsmanship
7th MVP
7th Most Improved

8th Sportsmanship
8th MVP
8th Most Improved

BOYS BASKETBALL

8th David Kolp Award (Sportsmanship)
8th MVP
8th Mr. Hustle (defense)
8th Most Improved (only one, even if two teams)

GIRLS BASKETBALL

7th Sportsmanship
7th MVP
7th Most Improved

8th Sportsmanship
8th MVP
8th Most Improved

TRACK

7th Outstanding Athlete (boy)
7th Outstanding Athlete (girl)

8th Most Improved (boy)
8th Most Improved (girl)
Marty Feldpusch Award (boy)
Marty Feldpusch Award (girl)

Coaches are not permitted to change the number or type of awards without prior written consent from the School's Principal and Athletic Director. Coaches often want to give out team awards to everyone because of an undefeated season. These awards are discouraged and not permitted. While there is no doubt much work has been put into the undefeated season, it is the position of the Athletic Committee giving out trophies to everyone is not appropriate for Jr. High School program, as many teams go undefeated at St. Michael's. At the Jr. High level, only awards that are authorized will be given out.

David Kolp Award (Boys' Basketball)

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The David Kolp Award is presented in tribute to the spirit of David Kolp who, while suffering from a fatal disease, lived his life fully and unselfishly in his desire to encourage others and to serve as an inspiration to all who knew him. The award is presented each year to the 8th Grade Basketball Player who best demonstrates the qualities of sportsmanship, unselfishness, spirit and loyalty.

Marty Feldpusch Award (Track)

This award for excellence in track and field is given in honor of Mary Feldpusch. Marty coached at St. Michael's School for nearly three decades. He has coached football, basketball, track and wrestling.

Marty also coached the girls' track team at Central Catholic High School. He has unselfishly given of his time and talents to the youth of SMS and CCHS for many years and believes time spent with children in pursuit of athletic excellence is time well spent. This award is presented each year to the student athlete in track (boy and girl) who demonstrates the qualities of hard work, dedication to team and persistence.

Msgr. Robert Fannon Award (Football)

This award for excellence in football is given in honor of our much-loved Monsignor Fannon. Monsignor played junior high football at St. Edward School. He played guard in varsity football at Ursuline High School in Youngstown, OH.

Monsignor was awarded a full football scholarship to John Carroll University in Cleveland. He transferred in junior year to St. Joseph College to prepare for the priesthood, where he played guard his last two years. Monsignor Fannon believed that children who participate in sports will experience a feeling of working together as a team toward a common goal and that those experiences can be carried forward into their everyday lives. This award is presented each year to the student athlete in football who demonstrates the qualities of leadership, sportsmanship and is of high moral character.

Team Pictures

You are permitted to get a team picture or individual pictures. The Head Coach or designee is responsible for organizing it. It must be an optional purchase plan. In other words, if parents choose not to buy a photograph, they will not be forced to buy a picture. Most professional photographers will give a free team photo as part of their package, if this occurs please turn this into the office. You are to notify the Athletic Director when picture day is and basic costs. Most firms will give a free picture to the school, please forward this copy to the school's principal.

Mandatory Coaching Requirements

All coaches and/or parent helpers must complete the required forms and courses prior to coaching. According to the Ohio Administrative Code (#3301-27-01) "All coaches, paid or volunteer, shall meet these standards (Pupil Activity Permit) in order to be in compliance with Ohio High School Athletic Association bylaws". It is essential that all 7th & 8th grade coaches obtain the Pupil Activity Permit prior to coaching. All 5th & 6th grade coaches will have to complete steps 1 – 5 but, at this time, will not have to obtain the Pupil Activity Permit.

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The Pupil Activity Permit Application is obtained in the School's Office. Prior to application, the coach will need to complete the following items:

Turn all receipts into the office. Fingerprinting and the Child Protective Class must be done before your first game or that person cannot coach. CPR and the Sports Safety Class must be done before the end of the season.

- 1) BCI Fingerprints (once)
- 2) FBI Fingerprints (once)
- 3) Attend a Child Protective Class (once)
- 4) CPR (every year)
- 5) NFHS Concussion Course
- 6) Sports Safety Training or Sport Education Program or NFHS First Aid Course (every 3 years)

#1 & #2) BCI & FBI fingerprints can most inexpensively be taken at the Early Childhood Resource Center (ECRC), located at 1718 Cleveland Ave. NW, Canton, OH 44703. The ECRC requires an appointment be made (330) 491-3272. They can generally be taken between Tuesday and Thursday between 9:30AM and 7PM. You need to get both sets completed. ECRC can bill St.Michael's directly for this service.

If you have been fingerprinted for your job, you need to ensure that they were taken for both the FBI and BCI. You need to bring the School's Principal your results.

#3) You must attend a Child Protective Class, and sign the Child Protective Form. The Child Protection Class schedule is at <http://www.doy.org/index.php/child-policy>

#4) Every coach and parent helper needs to be certified in a CPR at course. The Athletic Director often coordinates a CPR course on campus before fall sports begin or shortly thereafter.

#5) Every coach and parent helper needs to have a concussion course by NFHS. This is a free online course.

#6) **All coaches and parent helpers** must successfully complete ONE of the following within the last 3 years:

- a) A two-hour first aid training course as approved by the Ohio Department of Education (ODE);
OR
- b) A nationally recognized first aid training program that meets ODE guidelines. Currently approved programs are:
 1. American Red Cross Sport Safety Training
 2. American Sport Education Program
 3. National Federation High School First Aid for Coaches; **OR**
 - a. A College or university course on health and safety of participants in a pupil activity program within the past 3 years related to first aid or athletic training.

***NOTE:** *Holders of specific licenses (i.e., medical doctors, doctors of osteopathy, registered nurses, emergency medical trainers, licensed athletic trainers/athletic trainers) can meet the first aid requirement by submitting evidence of a current license in one of these areas.*

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The Pupil Activity Permit must be renewed every 3 years for 7th & 8th grade coaches.

Injury Report/Return to Athletic Participation

Whenever a student athlete is hurt enough for him/her to be removed from the game or practice, the Athletic Committee believes that the SMS administration should be notified. The injury report is not to be used for minor cuts or abrasions, or for that matter, minor injuries. It will be utilized when moderate to significant injuries occur. Coaches should use the guideline that if a player is out one or two plays (or a short time) and returns without problems, then the Injury Report is not needed. If, however, the student athlete comes off the field or court with or without assistance and cannot immediately return (one – two plays, etc.) then, an Injury Report is to be completed. They are on SMS's website.

Once completed, the Injury Report can be faxed or emailed to the Athletic Director the next day. If it occurred over a weekend, then it should be faxed or emailed the next Monday morning.

Once an injury has occurred, the student athlete cannot participate in practice or games until he/she has been released to do so by the examining physician. If medical or physician care was implemented, then a release must be signed by the health care provider, preferably the physician for conditional or a full release to return to activities. If a conditional release is completed, all restrictions must be identified. The Coaches will abide by this conditional release for its entirety. If the conditional release expires on a certain date, then the athlete may begin full activity after this. If the athlete does not feel as though he/she can return, notify the parents immediately and do not let them practice or put them in a game.

While our Return to Athletic Participation Form does not have to be used, it is encouraged. Nevertheless, a document with the child's name and disposition for returning to conditional or full activities must be signed by the examining health care provider.

If the student athlete does not seek medical attention, it will be up to the parents to authorize conditional or full return to activities. **The parents need to complete the Return to Athletic Participation Form.**

The Head Coach will keep all Injury Reports and Return to Athletic Participation Forms and turn them in at the conclusion of the season.

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This report must be submitted to the Athletic Director via email or fax no later than the day following the injury (if over the weekend, then report by Monday morning). The coach should retain a copy of this report.

Athlete's Name: _____

Sport: _____

Grade: _____ Sex: _____

Date of Injury: _____ Time: _____

Was ambulance called? _____

Were parents notified? Yes _____ No _____ Time: _____

Was first-aid given? Yes _____ No _____ Type _____

If yes (check all that apply), Ice; Ace Wrap Where? _____;

Bandage Where? _____; Splint Where? _____

Was the injury a concussion (possible) or head injury? Yes _____ No _____

If yes, was the Concussion Test Performed: Yes _____ No _____ By Whom? _____

Did injury occur in: Practice _____ Game _____ Scrimmage _____ Other (explain) _____

Was athlete advised to see a physician? Yes _____ No _____ By Whom? _____

If so: Name of physician: _____

Name of hospital: _____

Did the student athlete return to the game/practice? Yes _____ No _____

Was the athlete given a release date by the physician/parent (circle one) to return to participation?

Yes _____ No _____ Release Date _____

Description of injury and how the injury occurred: _____

Signature of Coach Submitting Report

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Code of Conduct & Permission Contract (in back of Athletic Code of Conduct Book)

I hereby request St. Michael School to grant permission for my student to participate in St. Michael School athletics. I understand that I am entering into a voluntary contract between myself, the parent of a St. Michael School student, and St. Michael School for participation in school-sponsored athletic activities.

I agree to cooperate with and support the rules and regulations of the Diocese of Youngstown, of St. Michael School and school board, and to be governed by these rules and regulations as announced to me by the pastor or principal of St. Michael School, as published in the Student-Parent Handbook, the Coaches Athletic Handbook, the Athletic Code of Conduct, and as announced or published in other places by the school administration. I understand that I must be familiar with and accountable for these rules and regulations and the policies and procedures which govern participation in athletics representing St. Michael School.

As a player, I understand that I must fulfill all religious and academic responsibilities to St. Michael School and Parish, and conduct myself as a committed Christian in school, outside of school, and in particular at any activity involving athletic competition representing St. Michael School. I will conduct myself in a responsible and mature Christian manner at all times, at all practices and games, that I will show respect for authority, and will engage in no activity or conduct which in any way is disrespectful, combative or confrontational, or questions the jurisdiction of the pastor, school, principal, coach, officials or anyone connected with the conduct of St. Michael School athletics. I agree to be bound by the rules and regulations regarding athletics and to submit myself voluntarily to the applications of the rules. I agree to remain free from tobacco, alcohol and other drugs or not to associate with students who do. I understand the coaches, Athletic Director, Principal, and teachers will be available to help me.

As a parent of a St. Michael School or Parish athletic participant, I understand my responsibility and obligation to see that my student fulfills his/her religious and academic responsibilities including school work and homework assignments and complies with the rules and regulations for participation in St. Michael School athletics. I further agree that, as an adult, I will conduct myself in a responsible and mature Christian manner at all times, at all practices and games, that I will show respect for authority, and will engage in no activity or conduct which in any way is disrespectful, combative or confrontational, or questions the jurisdiction of the pastor, school, principal, coach, officials or anyone connected with the conduct of St. Michael School athletics.

As a player and parent, we acknowledge that a violation of the rules and regulations may result in forfeiture of ability to participate in athletics representing St. Michael School. We have read and understand the athletic policies and the consequences for violations of these policies.

Our signatures mean that we understand and accept these conditions for the participation of our student and family, which are binding through our student's graduation from St. Michael School.

STUDENT NAME: _____

Date

STUDENT SIGNATURE: _____

Date

PARENT NAME: _____

Date

PARENT SIGNATURE: _____

Date

Please sign and return to School Office