

HOLY FAMILY SCHOOL
ATHLETIC HANDBOOK
2013 - 2014



KNIGHTS



**Holy Family School Athletic Handbook
2013 - 2014**

**A Reference Manual for:
Coaches, Athletes, Parents, Faculty, and Administration**

The purpose of the Holy Family School Athletic Handbook is to provide an understanding and appreciation of the athletic program, and to enhance communication among the coaches, athletes, parents, faculty, staff, and administration. This handbook contains most of the practices, policies and regulations that govern extracurricular athletics at Holy Family School and the guidelines that have been set forth by the Catholic Youth Organization of Los Angeles. The Athletic Director and Principal have approved the policies in this handbook. The entire handbook will be reviewed annually by the athletic director, the faculty, the staff, and then approved by the principal. Finally, the athletic director and principal reserve the right to make changes to this handbook as deemed necessary. Parents will be notified in a timely manner of any changes or updates to the handbook.

Buzz Cook, MS, CAA

Athletic Director

**HOLY FAMILY SCHOOL
ATHLETIC HANDBOOK**

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MISSION STATEMENT

The athletic department at Holy Family School is dedicated and committed to helping students develop character, social growth and physical skills through a variety of individual and team sports. Beginning in fifth grade, Holy Family students may take advantage of the school's traditionally successful athletic program which competes in the [Catholic Youth Organization](#)'s Elementary and Junior High School Athletic Program. Holy Family's athletic success includes numerous league championships, and as a group, Holy Family teams have distinguished themselves by achieving the highest level of teamwork and sportsmanship.

ATHLETIC TEAMS

The following sports are offered at Holy Family:

Fall - Varsity and "B" Flag Football
Varsity and "B" Girls Volleyball
Coed Cross Country

Winter - Varsity and "B" Boys Basketball
Varsity and "B" Girls Basketball

Spring - Coed Track and Field*, Varsity Boys Volleyball,
Varsity Boys Soccer, Varsity Girls Soccer, Varsity
Girls Softball

All Seasons - Cheer, Bowling, Golf

*Students may compete in Track & Field beginning in 3rd Grade

ATHLETIC DEPARTMENT INFORMATION

The athletic department at Holy Family maintains a webpage on the school website:

school.holyfamily.org/knights

This site contains all pertinent information regarding schedules, results, and maps/directions to away games and sites. Additionally, parents, teachers, and coaches can call the athletic department information line at, 626-403-6178, for the latest updates in the event of schedule changes.

Additionally, the athletic department maintains a page on Facebook (Holy Family Knights Athletics) and a Twitter account (@HF_Knights) which can be accessed for the latest updates.

ACADEMIC POLICY REGARDING AFTER SCHOOL SPORTS

Students who wish to participate in after-school sports must maintain a "S" or above in overall Behavior, an "S" or above in Work Habits in all academic subjects, and a "C" or above average in all academic subjects. Students whose academic success is determined to be in jeopardy due to after-school sports may be removed from the team upon recommendation of the teacher and approval of the principal. Parents will be notified prior to final action being taken. Students and coaches will be expected to sign

a copy of the HFS Code of Ethics at the beginning of each season.

AFTER SCHOOL SPORTS CODE OF ETHICS

- After team sign-ups, cutting from that team may be made when the number of players exceeds the number a coach can effectively supervise and transport (CYO Handbook).
- Players who have made a team's roster must make a commitment to the team, the coach and their teammates. Participation in practices and games is not an option, but a requirement. While absences may be excused in some cases, coaches reserve the right to "bench" a student, or to cut a student from a team if he/she is habitually late or absent from practices and games.
- The coach must establish high standards of conduct and behavior and tolerate nothing else. These high standards for the team, the school, the coach and the parish cannot be compromised in order to win. The tradition of good sportsmanship must be a prime objective for everyone. The coach must set the climate of behavior for the team and spectators. The coach must demonstrate through his/her own behavior that he/she values self restraint, fair play, and sportsmanlike conduct, while in no way lessening the

importance of his/her team striving for their personal best.

- No coach will use profane, obscene, vulgar or abusive language at anytime.
- No coach will discuss publicly with spectators in a derogatory or abusive manner any play or decision, or his/her personal opinion of the officials during or after a game.
- No coach will in any way or manner either physically or verbally, abuse any player at any time.

CYO POLICIES, PROCEDURES AND GAME RULES

For further information regarding the policies, procedures, and individual game rules as mandated by the Catholic Youth Organization, please consult the CYO Manual. A copy may be obtained by going to: www.cyouusa.org

DISCIPLINARY ACTION

Students who participate in any school-sponsored activity are expected to maintain a strong academic standing, act as school leaders and conduct themselves as faith-filled Catholics. Students who do not fulfill the above stated requirements are subject to the following disciplinary action:

- Any student who fails to maintain the minimum GPA and Behavior/Work Habits standards after quarterly grades or progress reports are distributed will be placed on probation for 1/2 a quarter (approx. 6 weeks). The homeroom teacher, with assistance from other teachers as necessary, will administer a mid-quarter progress report for said student.
- If a student fails to improve in the areas indicated, he/she will remain on probation and will be removed from the team until marked improvement is shown.
- Any student who fails to meet the minimum standards for more than three progress report periods will be barred from future participation in school sports for the remainder of the school year.
- All teachers and the principal will keep in communication with students and parents regarding academic progress. The school asks that parents support efforts made on behalf of the school to encourage academic success. Teachers and the principal are present to assist students in their development; not to hinder them.

PARTICIPATION FEE

There is a \$20 participation fee per athlete, per sport. Families should fill out the attached Athletic Participation Fee Form (see Appendix E), and return to the school office along with a check for the appropriate amount due.

PLAYING TIME

Playing time at the JV and/or "B" level should be distributed equally. This level is deemed "developmental" and the philosophy is that everyone plays, in every game, for as equal an amount of time as possible.

Playing time at the Varsity level is not mandated, nor is it distributed equally. Playing time is based solely on the discretion of the head coach, a player's ability and the competitive circumstances of the game. However, varsity head coaches should make every effort to provide every player on their roster with as much playing time as possible throughout the course of the season.

PRACTICES

Practices days and times are designated by the coaching staff. It is suggested that practices, regardless of competitive level, takes place at least two days per

week. HFS requires coaches to be flexible in allowing students to participate in other non-athletic activities during their sport season. Coaches are asked to collaborate with players, parents and activity moderators to allow players to share practice time between two endeavors without the threat of penalty.

PROPER SPORTS ETIQUETTE

All spectators at HFS sporting events are reminded of the importance of being a good role model and representing the HFS school community.

No player, parent or family member should ever address a referee or opposing player with concerns at any time. Coaches should communicate officiating inquiries to referees with calm and respect, and should never visibly argue with officials or engage in heated interaction at any time.

PROTOCOL FOR ADDRESSING CONCERNS REGARDING SPORTS

It is important to speak first with the coach regarding any sports related inquiry and/or concerns. If a concern is not brought to closure after reaching out to the coach, parents are asked to contact the Athletic Director.

RESPONSIBILITIES AND DUTIES OF COACHES

- 1) CYO Coaches/Moderators must be at least eighteen years of age and have completed the CYO Certification Program.
- 2) CYO recommends that Coaches/Moderators contact the American Red Cross or other agencies to obtain First Aid and CPR Certification.
- 3) CYO Coaches/Moderators are held responsible for supervision and discipline (if needed) of their team and spectators as well as supporting the officials' decisions during the game. It is also the responsibility of the coaches/moderators to ensure that participants abide by the CYO Participants Code of Conduct and that spectators abide by the CYO Spectator Code of Conduct.
- 4) Sportsmanship and safety are priorities in the CYO program, therefore Coaches/ Moderators must:
 - a) Thoroughly read and abide by POLICY 10 - Sportsmanship in the CYO Manual.
 - b) Carry a first aid kit during every game.
 - c) Carry a copy of all participants' medical emergency forms.
 - d) Use equipment that meets CYO standards/requirements.
 - e) Take special precautions to ensure they meet CYO standards/ requirements.

- f) Inspect equipment regularly to ensure they meet CYO standards/ requirements.
- 5) CYO coaches cannot coach or assist more than one team in the same league.
- 6) CYO varsity coaches shall not officiate a varsity game in his/her league *unless* approved by CYO prior to the game.
- 7) Prior to the start of each sport/competition, CYO recommends that each Coach/Moderator conduct a meeting for the parents of each participant on their team to ensure that everyone thoroughly understands:
 - g) CYO Policies, Procedures, Rules and Regulations.
 - h) CYO Philosophy.
 - i) The responsibility of coaches/moderators, parents and participants.
 - j) CYO Spectators Code of Conduct.

CYO Coaches/Moderators Code of Conduct:

CYO Coaches/Moderators are representatives of their respective Catholic school, and share in the mission of the Catholic school. As such, the Coach/Moderator will always act, speak and dress in a manner consistent with the accepted code of Catholic Christian morality and professional ethics as based on the Code of Ethics as

outlined by the Archdiocese of Los Angeles, Department of Catholic Elementary Schools.

CYO Coaches/Moderators are committed to:

- 1) Students; therefore, Coaches/Moderators will:
 - a) Keep the students' best interest and safety in mind at all times.
 - b) Set a good example.
 - c) Teach sportsmanship.
- 2) Speak respectfully to and about students.
- 3) Speak respectfully to and about officials and opponents.
- 4) Parents; therefore, Coaches/Moderators will:
 - d) Keep parents informed of practices, games and events.
 - e) Respect any confidential information which parents share.
 - f) Report to parents about their child's progress.
- 5) Community; therefore, Coaches/Moderators will:
 - g) Promote God's Kingdom by modeling peaceful solution to conflict.
 - h) Encourage a spirit of cooperation and avoid extremes in competition.
- 6) The Profession; therefore, Coaches/Moderators will:
 - i) Preserve the reputations of colleagues, administrators, educators and students.

j) Refuse to use the profession to further personal ends through the sale of any goods, products or publications.

k) Strive to grow in knowledge of his or her profession.

Furthermore, a CYO Coach/Moderator shall not:

- 1) Publicly discuss his/her negative opinion of an official, official's decision or the CYO program with anyone.
- 2) Appear in an intoxicated condition or have in his/her possession any alcoholic beverage or illegal substance.
- 3) Verbally or physically abuse or assault anyone.
- 4) Threaten to physically attack anyone.

He/She will also take seriously his/her role as a mandatory reporter of suspected child abuse.

Violation of the CYO Coaches/Moderators Code of Conduct may result in disciplinary action by the school's administrator. If warranted, further action will be taken by CYO and/or the CYO Board on an individual basis, depending on the severity of the violation. It may result in, but is not limited to:

- 1) Probation.
- 2) Suspension from the CYO program.
- 3) Expulsion from the CYO program.

When it is alleged in writing, from any eyewitness account, that a CYO official has been assaulted, charges will also be filed against the alleged guilty party.

CYO Coaches/Moderators ejected from a game or competition will automatically be suspended for a minimum of the next two leagues, play-off games or competitions. If a Coach/Moderator is ejected during the last game/competition of the season, the suspension will carry over to the next sport/competition he/she coaches. The Coach/Moderator must notify the school administrator of any ejection within twenty-four hours.

A suspended Coach/Moderator who participates in a game or competition will cause that game or competition to be declared a forfeit and he/she will be subject to disciplinary action by the CYO and/or CYO Board on an individual basis, which may result in, but is not limited to:

- 1) Probation.
- 2) Suspension from the CYO program.
- 3) Expulsion from the CYO program.

The use of tobacco, or any form of tobacco products, by a Coach/Moderator or bench personnel on the field or court will result in the ejection of that person from the game.

CYO Coaches/Moderators are required to review the CYO Manual annually for any changes or updates that have occurred in the sport in which they are coaching.

CYO Coaches/Moderators must recognize a team's particular ability level and limit its activities accordingly.

SCHEDULING & RE-SCHEDULING OF ATHLETIC EVENTS

Game schedules are typically set at a pre-season meeting which is held several weeks prior to the beginning of the season. Once a schedule is set, games will only be cancelled or rescheduled due to unforeseen circumstances or inclement weather. Game schedules can be found online:

school.holyfamily.org/knights/

Additionally, the athletic department webpage is updated on a daily basis to include the day's activities. The athletic department also maintains a Facebook page (Holy Family Knights Athletics) and Twitter account (@HF_Knights). Either of these sites will provide families with the latest news with regards to HFS athletics. Finally, an athletic department info line (626.403.6178) is also updated daily. This line also serves as the voice mail for the athletic department.

SUPERVISION

All school athletic activities must be supervised by a coach. The following practices and safeguards should be met at all times:

1. A coach must be present at all games and practice sessions.
2. Coaches must make every effort to prevent accidents.
3. Individuals are not to be given permission to use school facilities for activities such as shooting baskets, etc. Such activities can be carried on only when they are under the supervision of a coach.
4. When your practice or game has concluded, you must stay until the last athlete has been picked-up by their parent and/or guardian or, if the practice is being held on campus, you must ensure that the athlete has checked themselves into Time Well Spent.

TRANSPORTATION POLICY

Transportation for athletic events is not organized by HFS. Each athlete is responsible for their own transportation to off campus facilities and events. Carpools are often organized by team parents. Please note, if you are transporting athletes other than your own child to an event and are leaving from the HFS campus, it is

required by the Archdiocese that the school office have copies of your driver's license and proof of auto insurance on file.

UNIFORMS

All sports uniforms are provided by HFS. Uniforms are distributed and redistributed each season and replaced as necessary. At the conclusion of the season, the uniform must be returned. All uniforms are expected to be returned in an acceptable and clean condition. Any uniforms returned with damage that is not due to normal game wear may result in a fee being assessed.



HOLY FAMILY ATHLETICS
Buzz Cook, Athletic Director; bcook@holyfamily.org

Code of Ethics

After School Sports Code of Ethics – Students

- Students in grades 5-8, who wish to participate in after-school sports programs must maintain a “S” or above in Behavior, a “S” or above in Work Habits in all academic subjects and a “C” or above average in all academic subjects. Students whose academic success is determined to be in jeopardy due to after-school sports activities may be removed from the sport upon recommendation of the teacher/coach and approval of the principal. Parents will be notified prior to final action being taken.
- Players are to treat coaches, volunteers, teammates, umpires, competitors and/or any other adult in a supervisory role with respect and dignity. Coaches reserve the right to bench and/or cut a player from the team if she/he consistently displays this behavior.
- Players who have made a team’s roster must make a commitment to the team, the coach and their teammates. Participation in practices and games is not an option, but a requirement. While absences may be excused in some cases, coaches reserve the right to bench and/or cut a player from the team if she/he is habitually late or absent from practices and games.
- All players will uphold the highest standard of behavior and integrity while representing Holy Family School on a sports team. Coaches will not tolerate the use of profanity, vulgarity or poor sportsmanship by any student. Coaches reserve the right to bench and/or cut a player from the team if she/he consistently displays this behavior.

After School Sports Code of Ethics – Coaches

- After school sign-ups, cutting from that team may be made when the number of players exceeds the number a coach can effectively supervise and coach (CYO Governing Manual).
- Coaches will establish high standards of conduct and behavior and tolerate nothing else. These high standards for the team, the school, the coach and the parish will not be compromised in order to win. The tradition of good sportsmanship must be a prime objective for everyone. Coaches must set the climate of behavior for the team and spectators. Coaches must demonstrate through their own behavior that they value self-restraint, fair play and sportsmanlike conduct, while in no way lessening the importance of their own team striving for their personal best.
- No coach will use profane, obscene, vulgar or abusive language at any time.
- No coach will discuss publicly with spectators in a derogatory or abusive manner any play or decision, or his/her personal opinion of the officials during or after a game.
- No coach will in any way or manner abuse, either physically or verbally, any player at any time.

Players

I have read the Code of Ethics and agree to adhere to its standards and practices. I understand that I may be benched or cut from a team if I refuse to comply with the Code of Ethics or participate in a behavior/activities deemed inappropriate by Holy Family School.

Coaches

I have read the Code of Ethics and agree to adhere to its standards and practices. I understand I may be reprimanded or asked to resign if I refuse to comply with the Code of Ethics or participate in behavior/activities that may endanger or compromise the players under my supervision.

Name (please print)

Signature/Date



HOLY FAMILY ATHLETICS
 Buzz Cook, Athletic Director; bcook@holyfamily.org

CONSENT TO TREAT

I / We, the undersigned, parents of _____, a minor, do hereby authorize Holy Family School as agents for the undersigned to consent to any x-ray examination, anesthetic, medical or surgical diagnosis or treatment and hospital care which is deemed advisable by, and is to be rendered under the general or special supervision of any physician and surgeon licensed under the provisions of the Medicine Practice Act on the Medical Staff of Huntington Hospital, whether such diagnosis or treatment is rendered at the office of said physician or at said hospital.

It is understood that this authorization is given in advance of any specific diagnosis, treatment or hospital care being required but is given to provide authority and power on the part of our aforesaid agent(s) to give specific consent to any and all such diagnosis, treatment or hospital care which the aforementioned physician in the exercise of his/her best judgment may deem advisable. This authorization is given pursuant to the provisions of Section 25.8 of the Civil Code of California. This authorization shall remain in effect until June 13, 2014 unless sooner revoked in writing to delivered said agent(s).

Dated: _____

Parent: _____

Telephone #: _____



Holy Family Athletics Participation Fee Form (2013 – 2014)

Unless otherwise indicated, there is a \$20 participation fee, per child, associated with each sport. Please fill out this form, attach a check for the appropriate amount that is due and return to the school office. Upon receipt a copy of this form will be provided for you.

If more than one, please indicate the number of children you anticipate participating in the given sport. Otherwise, simply place a check mark on the line provided. *In the event your child decides not to participate, a refund will be provided.*

Name: _____

Fall Sports

Flag Football _____ Girls Volleyball _____

Cross Country _____ Golf Tournament (\$35) _____

Winter Sports

Boys Basketball _____ Girls Basketball _____

Bowling Tournament (\$25) _____ Golf Tournament (\$35) _____

Spring Sports

Boys Volleyball _____ Girls Softball _____ Boys Soccer _____

Girls Soccer _____ Track & Field _____ Golf Tournament (\$35) _____

Total Amount Due: \$ _____

Received By: _____

Date: _____