St. Joseph School

Athletic Handbook



Revised February 2020

Reformatted January 2017

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**Mission Statement**

As an integral part of the parish, the St. Joseph School Athletic Department is strongly committed to emphasizing the dignity of every student athlete as a child of God, while supporting their pursuit of athletics. We believe that all players, coaches, and parents will do their best to promote Christian values, and play/coach/support at levels of their respective leagues competitiveness.

Positive sportsmanship and respect for our coaches, players, and competitors must NEVER be compromised. We strive to maintain a cooperative spirit among parents, coaches, teachers, and student athletes that will make it possible for our student athletes to develop into Christian leaders and role models in the parish and community.

**Purpose Statement**

The Athletic Program, as established at St. Joseph School, is an extracurricular activity operated under the direction of the St. Joseph Athletic Board.

The Athletic Board’s purpose is to provide opportunities for intermediate and middle school youth to play in well-organized, supervised sports leagues. The St. Joseph Athletic Board will strive to select volunteer coaches willing to teach sportsmanship at all times and in all situations, while participating in these sports leagues; and to teach the participants to play the sport well. The teaching of young people to develop their God-given talents to the best of their ability while gaining a sense of good sportsmanship, fair play, and Christian values in a healthy, fun environment is of primary importance.

The Athletic Board will determine all playing rules, operating rules, participation fees, and budget for the program with oversight from the St. Joseph School Board.

In addition, the Athletic Board will select and approve all team managers, coaches, assistants, etc. for the programs they organize, fund, and/or direct. The Athletic Board will make recommendations to the St. Joseph School Board on candidates to serve in Athletic Director positions and on the Athletic Board.

The Athletic Program will be open to all St. Joseph School students in grades 3rd through 8th. Student athletes from local (Archdiocese of Louisville, non-Jefferson County) Catholic schools or parishes may, on occasion, be granted permission by the St. Joseph Athletic Board to participate in a St. Joseph program, if such a program is not offered at their school. Students attending other local, non-public schools may on occasion be granted permission by the board to participate, if they are members of the St. Joseph Church parish, actively participate in the Parish’s Religious Education Program, and there is no program offered at their school.

Winning is inherent to competition. The St. Joseph Athletic Board believes that there is an obligation to take sports seriously and that each player should be taught to play to their best of his or her ability to prepare for a contest. Teams should be coached so that progress is made in the techniques of the game being played and a competitive spirit is positively displayed at all times.

**Responsibilities of the Athletic Directors**

The St. Joseph School Board must approve all persons elected to the multiple Athletic Director positions. All directors must be St. Joseph School parents or St. Joseph Church parishioners.

All St. Joseph School Athletic Directors must uphold and aid in the implementation of the philosophy and guidelines established by St. Joseph School and the Athletic Board.

It is the responsibility of the Athletic Director to:

1. Establish an athletic board of up to fifteen people.
2. Develop an agenda for all athletic board meetings.
3. Develop and submit a yearly budget play with the parish business manager.
	1. This plan must be approved by the St. Joseph School Board.
4. Provide the athletic board with a monthly financial statement.
5. Recruit and Track coaches who are willing to abide by the philosophy and guidelines established by St. Joseph School and its athletic board.
	1. ALL coaches shall be approved by the athletic board.
	2. ALL coaches must have an up-to-date background check and have successfully completed the Archdiocese of Louisville’s Safe Environment Training: Honor Thy Children.
6. Schedule and conduct a coaches meeting to include discussion of the St. Joseph School Athletic Board’s philosophy and guidelines; as well as the league rules for the league in which they have been chosen to coach.
7. Attend all league organizational meetings and ensure all related league fees are paid promptly. He/She should also disseminate information to the assistant athletic director as well as the grade level/gender athletic director.
8. Meet with the school principal on a regular basis to communicate effectively the goals and challenges of the athletic program, as well as with Bethlehem’s Athletic Director and the St. Joseph Church Priest.
9. Manage an equal share of games with the Assistant Athletic Director and the Grade Level/Gender Athletic Director for each sport. Make certain the gym is clean and safe before and after games and/or other athletic functions, especially proper maintenance and cleaning of the gym floor.
10. Schedule at least one banquet for the school year; including acquiring all trophies and the main dish for the event.
11. Schedule & Supervise an equal portion of the tryout dates/times/judges.
12. Attend Open House and Back to School Night as the Athletic Board Representative
13. Make 70% of the Snow Day games decisions.
14. Take nominations and tally votes for the Knight/Lady Knight Awards and the Rick Smith Award; speaking at the appropriate venues for these awards.
15. Contact the Marketing Manager of St. Joseph School to ensure that all information on the St. Joseph School website is up-to-date for the athletic program.

It is the responsibility of the Assistant Athletic Director to:

1. Manage, maintain, and share with all involved parties the gym schedule for St. Joseph School’s gymnasium. Consideration should be made for PTO meetings, Sacramental programs, and other special school functions.
2. Sell and track all family passes sold.
3. Schedule at least one banquet for the school year; including acquiring all trophies and the main dish for the event.
4. Schedule and Supervise an equal portion of the tryout dates/times/judges.
5. Obtain needed equipment and maintenance on existing equipment; including, but not limited to game balls and supplies. Keep all equipment organized and easily accessible.
6. Communicate with the custodian on gym maintenance issues.
7. Make 30% of the Snow Day games decisions.
8. Manage an equal share of games with the Athletic Director and the Grade Level/Gender Athletic Director for each sport. Make certain the gym is clean and safe before and after games and/or other athletic functions, especially proper maintenance and cleaning of the gym floor.

It is the responsibility of the Middle School Boys/Girls Athletic Directors to:

1. Manage an equal share of games with the Athletic Director and the Assistant Athletic Director for each sport. Make certain the gym is clean and safe before and after games and/or other athletic functions, especially proper maintenance and cleaning of the gym floor.
2. Schedule at least one banquet for the school year; including acquiring all trophies and the main dish for the event.
3. Schedule and Supervise and equal portion of the tryout dates/times/judges.
4. Manage all game schedules.
5. Organize and inventory the storage closet.

a. Distribute uniforms and create a roster that will be provided to the faculty representative.

1. Coordinate and ensure that all participation fees and associate permission and physical/medical release forms are up-to-date, distributed to coaches.
2. Coordinate and manage all 8th grade night festivities
3. Communicate with the school principal and coaches regarding eligibility for all players.
4. Schedule and conduct a parent meeting prior to or on the day of tryouts. All business relating to and established by the athletic board will be presented.

It is the responsibility of the Intermediate Boys/Girls Athletic Directors to:

1. Manage an equal share of games with the Athletic Director and the Assistant Athletic Director for each sport. Make certain the gym is clean and safe before and after games and/or other athletic functions, especially proper maintenance and cleaning of the gym floor.
2. Manage all game schedules.
3. Schedule and Supervise and equal portion of the tryout dates/times/judges.
4. Organize and inventory the storage closet.

a. Distribute uniforms and create a roster that will be provided to the faculty representative.

1. Coordinate and ensure that all participation fees and associate permission and physical/medical release forms are up-to-date, distributed to coaches.
2. Schedule and conduct a parent meeting prior to or on the day of tryouts. All business relating to and established by the athletic board will be presented.

It is the responsibility of the Faculty Athletic Director to:

1. Organize and manage all sport sign-ups.
2. Schedule all picture dates/times and distribution of pictures.
3. Collect all uniforms.
4. Gather/Distribute 8th grade biographies for 8th grade festivities.
5. Update and maintain the advertising television in the gymnasium.
6. Schedule banquets and coordinate clean-up efforts.

It is the responsibility of the Concession Athletic Director to:

1. Stock and order supplies for the concession stand.
2. Keep the concession area well-maintained/clean/orderly.
3. Schedule works and ensure they are well-trained.
	1. All workers must be 7th grade or older
	2. Workers make $8/game

Guidelines for St. Joseph Coaches

1. Each coach selected by the athletic board must be willing to abide by the philosophy and guidelines established by St. Joseph School and its Athletic Board as outlined in this document.
2. The St. Joseph Athletic Board must approve each coach, assistant coach, manager, etc.
3. Each coach, grades 4-6, will be required to complete the National Youth Sports Certification Training (NYSCA) provided by the league coordinators and provide his/her NYSCA certification card, a signed coach’s pledge, a background check form, and proof of attendance.
4. All coaches, grades 4-8, will be required to attend St. Joseph’s coaches meetings. The only exception to NYSCA is that coaches are certified through the KHSAA.
5. All coaches are required to attend the Safe Environment Training, Honor Thy Children, offered by the Archdiocese of Louisville.
6. Each team is required to enter and/or exit the gymnasium for practice by using the cafeteria door located on the west side of St. Joseph School. In addition, each team, coach, and/or manager is responsible for leaving the gymnasium, locker rooms, and restrooms neat and orderly after each practice.
7. Each coach is responsible for all students involved with their team’s practice inside the gymnasium during schedule practice times. Any scrimmages, games, and/or practice sessions involving anyone other than St. Joseph School student athletes must be approved by the Athletic Director.
8. Each coach is required to maintain an attendance/participatory log for all practice sessions and games relating to each player. Should a parent and/or player present a formal, written complaint to the Athletic Board, this log and coaches’ notes will be used to evaluate a player’s conduct, attitude, and participation.
9. Each team’s coach will be responsible for issuing and ensuring the prompt return of all sports equipment and the uniforms approved and issued to them by the St. Joseph Athletic Board. This includes keeping an inventory of which athlete has which jersey/short number and size, and turning that list in to the appropriate athletic director.
10. Each coach should have available, at each practice session and game, a first aid kit and the “Authorization for Treatment” form for each player.
11. Each coach shall request the Athletic Director’s approval for play in tournaments, special games, etc. other than year-end league tournaments. Each coach shall consult with their parents before entering tournaments to ensure that parents are in favor of playing in the tournament. St. Joseph Athletic Board will pay for ONE tournament per season per sport.
12. Each coach selected to coach a St. Joseph team will be evaluated at the conclusion of each season using the guidelines and policies listed in this handbook as well as the rules for the league in which they have been chosen to coach. Should a coach violate any of these guidelines, policies, etc., and the Athletic Board receive a formal, written complaint, he/she will be:
	1. Asked to have a meeting or discussion with an athletic director.
	2. Asked to meet with the entire Athletic Board if violations continue.
13. Following 12b, the Athletic Board will render a formal decision concerning what action/discipline will be imposed, and such decision will be noted in the coach’s file.
14. All uniforms and equipment purchased by the Athletic Board shall remain the property of St. Joseph School. All uniforms and equipment damaged beyond normal wear or not returned will be replaced at the expense of the athlete’s family. All uniforms will be returned to the faculty representative at the end of each season for inventory and inspection.
15. In an effort to keep our uniforms in the best possible condition, they are to worn only during scheduled games or with approval from the athletic board. They are not to be worn at practice sessions or as street-wear. Uniforms may be worn on spirit days with the approval of the principal.
16. The student athlete must wear the complete Athletic Board approved uniform in all games. In middle school girls’ and boys’ basketball and volleyball, this consists of matching tops and shorts. In intermediate girls’ and boys’ basketball, this consists of a top. If t-shirts are worn, they must be of the same color and must not be torn or cut off.
17. Only those students, coaches, and parents involved with a team’s practice will be allowed inside the gymnasium during the schedule practice times. Any scrimmages, games, and/or practice sessions, etc., involving anyone other than St. Joseph student athletes, must be approved by an Athletic Director.
18. Transportation to all games will be provided and/or arranged by the parent(s), NOT THE COACH and/or THE ATHLETIC DEPARTMENT.
19. Any St. Joseph student athlete will be dismissed from athletic competition for the remainder of the school year if they are caught smoking, drinking, and/or using any illegal drugs while in uniform.
20. A St. Joseph student athlete may be a member of only one team unless otherwise approved by the Athletic Director.
21. Athletes who have practice before or at 3:30, and stay at school, must remain with Late Car Riders until a coach arrives. Athletes will NOT change clothes for practice until the coach arrives.

Other Expectations of Coaches Include:

1. Promote good sportsmanship and solid Christian conduct on and off the court.
2. Coach in a manner in which each student athlete can have fun and view his/her success in terms of meeting his/her own goals rather than feeling their success is based on the success of the team.
3. Devote enough time to each child so that he/she may progress.
4. Be prompt with the start and finish of practice as scheduled.
5. Have all practice sessions open for parent observation.
6. Collect permission form/athlete pledges (and current KHSAA physicals for middle school) from all student athletes.
7. Collect the pre-determined participation fee by the designated date, and return it to the Athletic Director or his/her designated representative.
8. Fill out game reports, team rosters, etc., and submit them promptly to the designated personnel.

Tournaments/A.A.U. Competition

Student athletes at St. Joseph School are allowed to compete in A.A.U. competition and any approved tournament associated with school teams outside the regular season. However, all student-athletes, within the designated age bracket, must be invited to participate (although playing time will not be guaranteed) before a team can use the St. Joseph School name or request use of any of the Athletic Department’s resources.

Team Practice Requirements and Scheduling

The Athletic Director/Assistant Athletic Director will schedule practice sessions/games as near as possible to the following plan and each coach will follow these guidelines:

1. 6th, 7th & 8th grade boys’/girls’ sports will be allowed a maximum of four hours of practice time

(Monday-Friday) while school is in session. An additional two hours will be granted for Saturday and/or Sunday practice. Note: Each game played will subtract one hour of practice time for the week of the game.

1. 3rd, 4th, & 5th grade boys’/girls’ sports will be allowed a maximum of three hours of practice time per week while school is in session. Teams in these divisions may be granted additional practice time during the Fall, Winter, and Spring Breaks.
2. Any off-campus practice should be approved by an Athletic Director.
3. St. Joseph teams will not be allowed to practice within 30 minutes of a scheduled mass.
4. All equipment should be securely stored before leaving the gym or field.

Eligibility for St. Joseph School Student Athlete

1. Student athletes must abide by the philosophy and guidelines established by St. Joseph School and its Athletic Board as outlined in this document, "The Athletic Handbook."
2. Student athletes must provide a Permission and Student/Parent Pledge Form and KHSAA Physical (6th-8th grades), and Sports Evaluation Form, to the grade-level Athletic Director by the third practice session or by a designated date
3. The primary and ultimate purpose for the existence of St. Joseph School is to assist parents in fulfilling their role of educating their children with a quality Catholic education. Therefore, the following Academic Standards have been set by the St. Joseph School and approved by the St. Joseph Athletic Board.
	1. Students are required to maintain a "C" in all core content classes. Core content classes consist of Religion, Social Studies, Language Arts, Science, and Math.
	2. Each Wednesday the Principal will review the academic status of each student participating in athletics. If the student athlete is failing to meet the standard set the principal will inform each student of his or her present status. The student athlete will be given a form to give to their parents regarding the academic status.
	3. The first Thursday a student athlete is notified of their failure to meet the academic standards they will be placed on probation for one week. This week they may practice and play in their respective sport. If by the following Thursday they still have not met the academic standards they become ineligible to participate in games but may still practice. They will remain ineligible until the academic standards have been met.

* 1. Students with documented learning needs i.e. a SSP, are required to maintain a “D” average in all core content classes.
1. All St. Joseph School student athletes must attend school for 50% of the school day to attend practice or to participate in that day's game. There are exceptions to this rule (funeral, scheduled doctor’s appt, etc), however, the player should get consent from the principal prior to play.
2. Each St. Joseph student athlete should remember that he/she is an ambassador for our school and is to set a good example by demonstrating leadership, good sportsmanship, self-control, and courtesy to all at each and every contest. Any conduct which is regarded by the student's coach and/or Athletic Board member as being in poor taste will result in penalties dependent upon the severity of the offense.

Guidelines for 3rd​ ​, 4th​ ​& 5th​ ​grade St. Joseph Team Selection

Winning is inherent to any competition. There is however, an obligation to take the competitions and practices seriously. Each player should be encouraged to play to the best of his or her ability, prepare for each contest, and progress in the techniques of the sport in which they have chosen to participate. Therefore, under the directive of the St. Joseph School Board, the Athletic Board will implement the following policies concerning team selections.

1. The division of teams for youth league basketball at St. Joseph School will be conducted in a consistent and organized manner. Our goal is to ensure that all teams are divided as fairly and as equally as possible, while giving consideration to student athlete and parent needs in regard to transportation to practices, games, etc.
2. Coaches selected for each grade level will be required to attend a coaches' meeting. At this meeting the Athletic Director or Assistant Athletic Director will share the expectations of the St.

Joseph School Board and the Athletic Board.

* 1. A portion of these expectations shall focus on playing time. All players in the 3rd​ ​, 4th​ ​, and 5th grade level are guaranteed playing time (unless the player is ill, injured, on inactive status due to disciplinary action, academics, or unable to play for other reasons).
	2. Each student athlete should receive a fair amount of playing time during each and every game, to exceed the standard league rules for the league in which they participate. In an effort to make this easier for our coaching staff, the St. Joseph Athletic Board and the Athletic Director will attempt to keep the number of players on each team at a modest level.

 3. Grade checks will be done by the A.D. weekly. All 3rd, 4th and 5th grade students must maintain

higher than an F. The first week with an F the student will receive a warning and a letter will be sent home with the student for a parent signature and returned to the office. Coaches will be notified by email that a player has received an academic warning. Students will still be able to practice and participate in games. The second consecutive week with an F in the same subject will result in being placed on probation. Students are still allowed to practice and participate in games. A letter will be sent home with the student for a parent signature and returned to the office. Coaches will be notified by email that a player has been placed on probation. The third consecutive week with a grade of an F in the same subject will result in the student being ineligible to participate in games. Coaches will be notified by email of players who are ineligible. A letter will be sent home for a parent signature and returned to school.

 Division of teams will be based on the total number of players signed up and/or present at the evaluation sessions, and the Athletic Director will follow as near as possible the model described below:

* 7-13 players = 1 team

* 14-20 players = 2 teams

* 21-28 players = 3 teams

Selection of Teams:

* 1. Prior to the start of the basketball season, a form will be circulated in the homerooms giving students the opportunity to sign up. After sign ups have been completed the Athletic Director will schedule a meeting with the parents to discuss the rules and information on the league. At that time information will be given to the parents regarding the date(s) for the evaluation practice sessions for basketball in their respective grades.
	2. All players will practice at least twice at the 3rd grade level, and at least once (twice if "ANY" coach wishes) at the fourth and fifth grade levels before player selection will be allowed to take place. All coaches for the teams being selected and a non-coaching representative from the Athletic Board shall be required to be present at these evaluation practice sessions in order to help evaluate and determine the various skill levels of all players in the selection pool.
	3. Non-St Joseph student athletes that have been approved to participate in the St Joseph 3-4-5 Athletic program in accordance with the guidelines of the Purpose of the Athletic Program, page 4 of the athletic handbook shall; must be signed up at the start of the sign-up period. Their parents must attend the Athletic Director / Parent meeting. The athlete must attend the evaluation process and be selected to a team same as St. Joseph student athletes.
	4. At the conclusion of the evaluation practice sessions, all coaches will convene in private and rate and/or rank the players into talent/skill level categories. (Example: "A" players, "B" players, "C" players, etc.) This information is to remain strictly confidential and used for preseason evaluation purposes only.
	5. Once the players have separated into categories based on evaluated talent/skill, each coach will select a player from the same category and continue rotating selections until all players have been selected.
	6. The talent level of the children of coaches should not negatively affect the division of teams. For example, if a team’s coach and assistant coach each have a son and/or daughter who is evaluated as an "A" player, the remaining teams will be compensated by selecting two "A" rated players before this set of coaches can choose an additional player.
	7. At the end of the selection process, each team should have the same (or nearly the same) number of "A", "B", and "C" players. There will be no changes made to team assignments once the teams have been announced.
	8. Any questions or comments concerning the division of players for 3rd​, 4th, and 5th grade boys' or girls' teams should be addressed to the St. Joseph School Athletic Board.

 **Guidelines for St. Joseph Team Selection**

6th, 7th & 8th Grade Level Girls' and Boys' Basketball and Volleyball

* 1. St. Joseph competes in the Mid-Kentucky Athletic Conference. This conference consists of schools in Nelson, Marion, Spencer, Taylor, Bullitt, Washington, Hardin, and Anderson counties.
	2. Sign-up sheets will be distributed to each 6th, 7th, and 8th grade boys/girls class at the appropriate time to determine the number of players for each grade level. The number of players at each grade level will determine the number of teams that will be formed.
	3. The selection of players for the 6th, 7th, and 8th grade basketball teams at St. Joseph School will be conducted in a consistent, fair, and organized manner. Our goal is to select the players to the team that best meets the student athlete's skills, goals, playing time, self-esteem, opportunity for skill development, and the student athlete's general happiness as well as being competitive in the league.
	4. Prior to team selection, coaches selected at each grade level will be required to attend a coaches meeting. There is no guarantee that you will coach the team that you have applied for until team selections are complete, even though your son/daughter may be selected for the Red or Black team. At this meeting the Athletic Director will share the expectations of the St. Joseph School Board and the Athletic Board. A portion of these expectations shall focus on playing time for both St. Joseph Black and St. Joseph Red teams. Coaches at all levels will be urged to play all players as much as possible, but the St. Joseph Red has no guaranteed playing time.
	5. If we have sufficient numbers to establish a second team then try-outs will be scheduled to select teams. The decision-making process regarding which team a student athlete will play on will be decided at these try-outs. All student athletes that signed up to play will practice together a minimum of two times. At the completion of the second practice the coaches, along with the Athletic Director, and a non-coaching representative from the Athletic Board will select the Red team members. A skills checklist will can be used to assist in this decision-making process by the evaluators. The Red team should have a maximum of 10 players but in the absence of enough players to constitute a Black team this number could be lowered to eight. The size of each team will be based on the number of participants that sign up.
	6. In some cases, the 6th, 7th, & 8th grade players not selected for the Red team could be combined to constitute an 8th grade Black team, thereby ensuring that all students will have an opportunity to play. If sufficient numbers of participants are not met to constitute a Black team then all players will be assigned to the Red team, reiterating that there is no guaranteed playing time on the Red teams.
	7. In some rare occasions it has been necessary for players to play up to the next grade. This request shall go through the Athletic Director, Asst. Athletic Director, or Principal. The request will be made to the entire lower grade team and whoever desires to move up will do so. Everyone who does will be added to the higher-grade scorebook. All players in the higher grade will play first and foremost. The purpose of allowing this is primarily for safety reasons. No lower grade player will have more playing time than any of the higher-grade players (Except in rare occasions where higher- grade players have become injured or fouled out). Every lower grade player will be used if the need arises, substituting each one prior to putting one in who has already been in the game.
	8. Non St. Joseph Student Athletes that have been approved to participate in the St. Joseph 6th,

7th, & 8th Grade Athletic Program in accordance with the Guidelines of the Purpose of the Athletic program, page 4 of the Athletic Handbook shall be signed up at the start of the respective sport sign-up period, their parents must attend the Athletic Director / Parent meeting, and they will automatically be assigned to the Black team if the numbers are sufficient for a second team, if not they will be assigned to the Red team.

 I. Fifth grade students will be allowed to tryout for the sixth grade Red and Black teams.

The St. Joseph Athletic Board realizes that evaluations regarding skill level will always be subjective, but our goal will always to be as objective as possible to make the process as fair as possible and to strive to help the player be the best that they can be. Selection of team for siblings will be determined on the ability of the less skilled player. Parents can agree to split children between Red and Black team if they desire.

SKILLS EVALUATION CHECKLIST

OFFENSIVE SKILLS (rate 1-5)

1. Dribbling
2. Passing
3. Shooting

DEFENSIVE SKILLS (rate 1-5)

1. Positioning (1-on-1)
2. Rebounding (1-on-1)

SCRIMMAGE POINTS (rate 1-5)

1. Defensive techniques
	1. Stance
	2. Jump to the ball
	3. Deny
	4. Help out
2. Rebounding
	1. Box out
3. Hustle
4. Scoring Ability
5. Ball Handling

OVERALL SCORE

**St. Joseph School Gymnasium Rules for Practice and Game Days**

1. Coaches are responsible for ensuring the gymnasium, bathrooms, and locker rooms are left clean after each practice and/or game. This means general items such as coke cans, bottles, paper towels on floor, are put into trash cans and basketballs are returned to proper location, etc. There will be dust mops available to clean the gymnasium floor before practice. The dust mops are to be returned to the appropriate location when they are not being used.
2. Tennis shoes only are on the playing area. No wet shoes, no bare feet, no cleats.

Athletic Directors and Coaches are to help keep students off of the gym floor during half-time.

1. No tobacco products or e-cigarettes smoking is allowed in the school.
2. Coaches are to ensure that all lights are turned off and the building is locked and secure before leaving the premises.
3. Student athletes will be allowed in the gymnasium or main school building only when the coach or other school personnel are present.
4. Student athletes shall not be allowed to leave the gymnasium without the coach's permission. 7. Persons other than St. Joseph students may not practice or use the gymnasium without prior permission from the Athletic Director.
5. Absolutely no keys are to be loaned to anyone to get into the school for the purpose of using the gymnasium. At no point should anyone entrusted with a key make a duplicate of it.
6. The middle floor, stage area, and back stairs area are to be monitored by adults during host dates for basketball games at St. Joseph School.

St. Joseph School sport teams will be assigned to and allowed to practice during the following times: Monday-Friday, the gymnasium will be used for practice and games from 3:00 p.m. - 9:00 p.m. Saturday, the gymnasium will be used from 9:00 a.m. – 5:30 p.m. Sunday practice **will not be**​  **allowed** ​prior to 1:00 p.m. or after 9:00 p.m.

\*Note: KHSAA regulations now include a “dead period” for all practices for a two week period each summer. 2018 dead period dates are: June 25-July 9.

The following list is the general responsibility of the coaching staff for closing the gymnasium if you are the last team present:

1. Gym floor swept/spills mopped up.
2. All doors closed and locked.
3. Bathrooms left clean and lights turned off.
4. Hall lights turned off.
5. Locker rooms left clean, lights turned off and locker room doors closed.
6. Stage lights and sound system turned off.
7. Inside foyer light left on.
8. Delivery door closed and locked.

**St. Joseph School Athletic Grievance Procedure**

Authority as exercised in the Catholic School System depends in a large measure upon a spirit of willing cooperation among administrators, coaches, parents, and athletes.

The Athletic Board does realize that honest disagreements can and sometimes will occur. Likewise, the Athletic Board believes that these disagreements or complaints can and should be discussed and resolved at the level closest to the dispute.

The sequence for discussion of issues or grievances should be as follows:

1. Athlete/Parent
2. Team Coach
3. Level Athletic Director
4. Head Athletic Director
5. Athletic Board Grievance Committee (In writing from parties involved)
6. The Athletic Board (which includes the school principal)
7. The School Board
8. Pastor

Grievances will not be addressed at any level unless the proper sequence of levels has been followed, unless the safety of an athlete, coach, etc. is in question.

**Guidelines for St. Joseph Athletic Board Members**

Implement the philosophy and guidelines established by St. Joseph School and its Athletic Board.

Attend regular scheduled meetings of the St. Joseph School Athletic Board and any special sessions called.

Aid the Athletic Directors in recruiting coaches who are willing to abide by the philosophy and guidelines established by St. Joseph School and its Athletic Board.

Assist the Athletic Director in organizing teams and equipment as needed.

Help with the Athletic Awards Banquet preparation, set up, and clean up.

Work any scheduled home games as a representative of the Athletic Board. Responsibilities will include overseeing the gate, concession, bookkeeper, patrolling the hallway, and being available to assist with any issues that may arise during or after games.