

**ST. DOMINIC SCHOOL ATHLETIC ASSOCIATION  
HANDBOOK  
FOR COACHES & PARENTS**

**2014 – 2015 School Year**



<http://www.stdominicathletics.org>

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## ST. DOMINIC ATHLETIC BOARD

### ATHLETIC BOARD OFFICERS

### ATHLETIC BOARD MEMBERS

<p><b>Tom Chaffin</b>                      Email: <a href="mailto:tom@stdominicathletics.org">tom@stdominicathletics.org</a>                      Position: President / Fundraising Coordinator                      Term Expires: 2017</p>	<p><b>Mike Enos</b>                      Email: <a href="mailto:mikee@stdominicathletics.org">mikee@stdominicathletics.org</a>                      Position: Cross Country/Track Coordinator                      Term Expires: 2015</p>
<p><b>Tim Dowjotas</b>                      Email: <a href="mailto:tim@stdominicathletics.org">tim@stdominicathletics.org</a>                      Position: Vice President/Tourney Coordinator                      Term Expires: 2016</p>	<p><b>Joe Magdziarz</b>                      Email: <a href="mailto:joem@stdominicathletics.org">joem@stdominicathletics.org</a>                      Position: Facilities/Equipment Coordinator                      Term Expires: 2016</p>
<p><b>John Kramolisch</b>                      Email: <a href="mailto:john@stdominicathletics.org">john@stdominicathletics.org</a>                      Position: Treasurer                      Term Expires: 2017</p>	<p><b>Nate McFadyen</b>                      Email: <a href="mailto:nate@stdominicathletics.org">nate@stdominicathletics.org</a>                      Position: Basketball Coordinator                      Term Expires: 2017</p>
<p><b>Ralph Doguin</b>                      Email: <a href="mailto:ralph@stdominicathletics.org">ralph@stdominicathletics.org</a>                      Position: Secretary/Concessions Coordinator                      Term Expires: 2015</p>	<p><b>Glen Mirocha</b>                      Email: <a href="mailto:glen@stdominicathletics.org">glen@stdominicathletics.org</a>                      Position: Facilities Coordinator                      Term Expires: 2015</p>
	<p><b>Irene Schotts</b>                      Email: <a href="mailto:irene@stdominicathletics.org">irene@stdominicathletics.org</a>                      Position: Concessions Coordinator                      Term Expires: 2016</p>
	<p><b>Jennifer Shroba</b>                      Email: <a href="mailto:jen@stdominicathletics.org">jen@stdominicathletics.org</a>                      Position: Volleyball Coordinator                      Term Expires: 2016</p>
	<p><b>Mike Zolvinski</b>                      Email: <a href="mailto:mike@stdominicathletics.org">mike@stdominicathletics.org</a>                      Position: Concessions Coordinator                      Term Expires: 2015</p>

## 1 Mission

The mission of the St. Dominic Athletic Program is to provide interscholastic sports activities to the children in grades 5<sup>th</sup> – 8<sup>th</sup> at St. Dominic School. In providing sports for the student athlete, the St. Dominic Athletic Association strives to have each athlete become a better individual a result of his or her participation.

## 2 Athletic Philosophy

Each activity sponsored and supported by the St. Dominic Athletic Association must be considered a phase of the educational process. The St. Dominic Athletic Association considers athletics to be an integral part of the total educational program and support the philosophy that athletic participation is an important component in any student's school experience. We contend

that athletics provide the participant an opportunity to learn and practice responsibility, teamwork, and self-discipline; to develop and realize personal goals; to develop the physical aspects of maturity; to build and sustain self-esteem; and to experience and comply with the rewards and frustrations of competition.

St. Dominic Athletic Association program is designed to give all interested students in grades fifth through eighth the opportunity to participate in sports, regardless of individual skill level and family financial status (see the Family Hardship Policy in the Appendix B-3). St. Dominic athletic program always has first responsibility to the athletes and families involved in our program. The St. Dominic Athletic Board strives to keep our program fair and fun for all of the athletes.

### **3 General Guidelines**

1. The St. Dominic Athletic Program will follow the Diocesan Athletic Policy #6510. Should this handbook conflict with the Diocesan Athletic Policy #6510, the Diocesan policy will take precedence.
2. The Sports Coordinator (SC) will coordinate all gym practice schedule times. Coaches, in conjunction with the SC, are expected to follow Diocesan guidelines for gatherings. The Diocesan guidelines currently limit the amount of gatherings (practice or game) per week to four.

#### **3.1 Coaches**

Coaches by the very nature of their position, exert a great deal influence over their athletes. A Coach's success at St. Dominic School is judged by the development of the players, not the win/loss record. It is therefore, essential Coaches be trained in the coaching of youth sports. In attempting to develop the program to the highest possible level, coaches are expected to maintain a professional relationship with administration, faculty and officials. A worthy coach will consistently stress the importance of achievement in all endeavors (including schoolwork) and attempt to keep all players interested in the sport no matter what the individual skill levels.

1. All Coaches must submit a Diocesan volunteer form and have a background check as deemed necessary by the school administration.
2. Entrance to the gym for practices is through the main school door. All practices must be supervised by a coach or qualified volunteer (background check and volunteer form) for the entire practice. In the event that a player is absent from school of a day of practice or game, the player is ineligible to participate in that activity. Should this conflict with the St. Dominic School Handbook, the St. Dominic School Handbook shall take precedence.
3. All coaches are expected to understand the fundamentals of the sport they coach. The Athletic Association will subsidize or pay for coaches to attend sports specific clinics.
4. Coaches are responsible to wait and see that every athlete goes home before leaving the school property.
5. Coaches must fill out an accident report for all injuries that require medical attention and turn this form into the school office within 24 hours.
6. Coaches must exhibit the highest level of conduct both on and off the court. Coaches must treat officials, visiting coaches, athletes and fans with respect and dignity.

7. Coaches should provide only constructive criticism of the children. Coaches should use the court as a teaching forum.
8. Coaches will hold a meeting with parents of the players on his/her team to explain the objectives for the team.
9. For the last practice of the day, coaches are expected to put away all equipment, close and lock all doors and windows, turn off all lights. Coaches should report any facility or equipment issues to the Facilities /Equipment chairman.
10. Coaches must have the registration forms (with medical release and liability waiver) with them for any practices and games.
11. All coaches involved in the program will be required to uphold the St. Dominic Athletic Program Coaches Code of Ethics (See Appendix B-1).
12. **Building Security.** Coaches must be aware of Building Security. Coaches should not leave the building door open. Before leaving Coaches must make sure the building is secure. Any suspicious or unusual activity should be noted to the School Administration and Sports Coordinator. The proper law enforcement authorities should be contacted, if necessary.
12. Coaches are required to turn in all reimbursements and expense forms with receipts, or documentation of proof of expense within the earlier of 90 days from the date the expense was incurred or by the end of the fiscal year.
13. For home games, coaches that have the first home game are required to help setup the gym/equipment. For the last game of the day, coaches are required to help put away and clean up the gym.
14. Coaches must enforce the proper usage of uniforms as stated in Section 3.4.3.

## ***3.2 Playing Time Requirements***

The head coach (or acting head coach) is responsible for keeping track of playing time requirements for each participant. Playing time requirements are intended to give each player a fair chance to play and the enjoyment of participating. Playing time requirements are critical in keeping youth sports athletes interested in the sport and feeling as part of the team. The following are guidelines as Diocesan or league playing time requirements take precedence only if they are greater than the ones below. Playing time rules are in effect for all games during the season including tournaments.

### **3.2.1 Basketball**

For 10 or less players, each child must play at least the time equivalent to 6 minutes for 5<sup>th</sup> and 6<sup>th</sup> grade teams and 8 minutes for 7<sup>th</sup> and 8<sup>th</sup> grade teams. For 11 or more players, each player must play time equivalent to one quarter. Minimum playing time should be adjusted proportionally for games/tournaments with a running clock.

### **3.2.2 Volleyball**

All players must play at least 15 points in a match (by the end of the second game in a three game match).

Parents with playing time concerns for their player should contact the coach first to attempt to resolve. If it remains an issue after contacting the coach, the parent should contact the sports coordinator or any athletic board member.

### ***3.3 Academic Grades***

Eligibility is outlined in the St. Dominic School Handbook. Students that are ineligible cannot participate in a practice or game. If a student is ineligible, they are not allowed to participate in practices or games. An ineligible student can attend games with parental permission and sit on the team bench.

### ***3.4 Players, Equipment and Uniforms***

#### **3.4.1 Player Equipment**

All National Federation of State High School Associations (NFHS) rules for player equipment applies. Players and coaches should adhere to these rules and/or league rules.

#### **3.4.2 Supplemental Equipment**

The Equipment Coordinator will issue coaches basketballs/volleyballs, first-aid kits, and scorebooks at the beginning of the season. Coaches must turn in the balls and first-aid kits at the end of the season.

Supplemental Player equipment is as follows and must be supplied by the athlete:

- Volleyball: kneepads are required, elbow pads are optional
- Basketball: kneepads recommended, as are athletic supporters for boys
- For all sports, a mouth guard for all players with braces is recommended
- For all sports, gym shoes, socks, shorts and undergarments

#### **3.4.3 Players Uniforms**

All athletes are issued a uniform to be worn only for games. Uniforms are the property of St. Dominic School. All athletes are issued a uniform to be worn only for games. Only school issued uniforms may be worn unless the Board approves an exception. For re-usable uniforms, Athletes are expected to take proper care of uniforms and promptly return them at the end of the season. **Spandex is not an approved bottom, but may be worn at the players discretion under the shorts, provided that the spandex shorts are not visible.** A charge may apply if the uniform is lost or damaged. All uniform rules under NFHS for both Basketball and Volleyball apply.

### ***3.5 Appearance and Conduct***

1. Good sportsmanship and proper behavior are expected of St. Dominic teams and coaches. For this reason, any sportsmanship or conduct to the contrary brought to the attention of the Athletic Board could result in the termination of participation by the athletes/coaches.
2. Any spectator that disrupts or hinders the officials or makes a disturbance that in the judgment of the officials is detrimental to the good of the players playing the game will not be tolerated. Coaches should report in writing continued disruption or improper conduct of a parent/spectator to the Athletic Board.
3. All Players are required to treat all other players, coaches, officials and adults with respect in all practices and games. Players should also always exhibit dignity and respect in both winning and losing.

## **4 Parent Responsibilities**

1. Support the program by making sure that you and your child understand and follow the rules.
2. Support the program and the children by attending the games as a spectator.
3. This is an all-volunteer program, and you are required to assist with any or all of running the scoreboard, keeping the scorebook, fundraising, selling concessions or collecting admissions.
4. Pick up and deliver the children on time for practices, games and meets.
5. Set an example for the children by displaying good sportsmanship at all times.
6. Support the coaches (they are volunteer parents, not paid professionals). Respect the game, coaches and players. Since emotions run high during games and to protect the players from mental anguish, **please do not discuss any problems with a Coach before or after a game or in front of the players. Please make a separate appointment with the Coach in private and away from the practice, game and/or players.** If you have questions for the coaches, present them in a courteous manner. If the problem cannot be resolved with the coach, bring it to the Athletic Board (See Section 5.1 for the meeting time/dates).
7. Do not let young children to be dropped off unsupervised at sporting events.
8. Read and Sign the “Parents Code of Ethics” (See Appendix B-2).
9. At the end of the season for both a positive or a negative experience, parents are encouraged to provide written input/coaches evaluations to the Athletic Board (See Appendix B-8).

## **5 Administrative Guidelines**

### ***5.1 Athletic Board Meetings***

The Athletic Board general meeting is on the third Wednesday of the month from 7:30 PM to 9:00 PM. Meetings are held in the following months: August, September, October, November, January, March, April. All general meetings are open to the Athletic Association.

### ***5.2 Team Formation and Player Participation Guidelines***

Teams are formed based on registration for an appropriate level. The Sports Coordinator determines which teams will be formed and of what composition based on registration. All teams and team composition are subject to approval by the Athletic Director.

### ***5.3 Coaching Selection Process***

All head and assistant coaches should submit a written application if they are interested in coaching each year. Applications are reviewed by the Sports Coordinator and Athletic Director. Head and assistant coaches will be selected for each sport on an annual basis by the Sport Coordinator and Athletic Director. The head and assistant coaches for each year for each sport is subject to final selection and approval by the Athletic Board.

### ***5.4 A/B Team Selection***

For Basketball and Volleyball, A/B teams will be selected based on written evaluations of the rostered coaches after a minimum of two evaluation sessions (volleyball) and two evaluation sessions (basketball). All league rules/criteria for selection of A/B teams must be followed. A/B team selection is subject to approval by both the Sports Coordinator and Athletic Director.

### ***5.5 Conduct Violations***

In the event an Association Member (Coach, Player, Parent, etc. ) violates this handbook and/or policy, a complaint can be made to the Athletic Board in writing and a closed Athletic Board meeting may be held. Any Athletic Board members with direct relationship with the person being discussed in the complaint are prohibited from attending the closed meeting. After discussing the complaint/violation, a 2/3rd vote of the Athletic Board at the meeting is required for any disciplinary action. The Athletic Board could assess disciplinary action on the Association member that could involve suspension, expulsion or other corrective action. Written notification of any warnings or disciplinary action will be sent to the violating individual and will be copied to the Principal and Pastor.



## COACHES CODE OF ETHICS

1. Strive to win every contest. But, remember at all times, the game result (winning or losing) is not of the utmost importance. Every experience in a young athlete's life is enriching and contributes to the growth process. A positive, well-balanced approach and attitude will do more to enhance the values the player receives than any win/loss record.
2. Do make every effort to ensure that all players have every opportunity to participate in practices and games.
3. Do remember that St. Dominic School is an instructional program. Teaching all the players on a team the skills of the sport is one of the major objectives of the program.
4. Emphasize that whether you win or lose a game, it is the result of teamwork and that no one player is solely responsible for the outcome of a game.
5. Do not criticize players in front of spectators, but reserve constructive criticism for private conversation practices, so that all players can benefit.
6. Accept and support decisions of the game officials, on the field or court and off, as fair and called to the best of their ability.
7. Co-operate with game officials and be jointly responsible for the conduct and control of the team players as well as fans and spectators. Ask fans and spectators who do not control themselves to leave.
8. Do not criticize any opposing team, its players, coaches, or fans by words or gestures.
9. Emphasize that good athletes strive to be good students and are both physically and mentally alert.
10. Appraise your player's performance constantly and ensure that positive feedback for good performance occurs as often as constructive criticism is given for areas which need improvement.
11. If you question a player's health remove them from any game or practice and advise their parent. This includes sickness as well as injury. Do not take a chance on the player's health. Request clearance from competent medical authority if you remain in doubt after discussing the situation with the parents.
12. Do not incite unsportsmanlike conduct or use "verbal and physical abuse" or "profane language" at any practice or game.
13. Uphold all Athletic Handbook rules and regulations, the constitution, and policies of the St. Dominic School Athletic Association.

I have read the St. Dominic School Athletic Coaches Code of Ethics and agree to follow it:

Name \_\_\_\_\_ Date \_\_\_\_\_

## **PARENTS CODE OF ETHICS**

1. I will always treat others (coaches, parents, officials and players) the same way that I would want myself and my child to be treated. I will set the example by showing respect, dignity, and total sportsmanship at all times.
2. I will encourage good sportsmanship by demonstrating positive support for all players, coaches and officials at every game, practice or tournament.
3. I will place the emotional and physical well-being of my child ahead of any personal desire to win. I will insist that my child play in a safe and healthy environment.
4. I will remember that the game is for children and not for adults. I will do my very best to make youth sports fun for my child.
5. I will provide support for coaches and officials working with my child to provide a positive, enjoyable experience for all.
6. I will ask my child to treat all players, coaches, fans and officials with respect regardless of race, sex, creed or ability and I will do the same.
7. I will promise to help the athletic program at St. Dominic School within my personal constraints by volunteering my time with coaching, providing transportation or working at the games as detailed in the Athletic Handbook, Section 4.
8. I will not discuss problems with my coach in front of the children and/or before, during or after a game. I will discuss problems with my coach in private and away from the children.
9. I will let the coach instruct the team. I will not shout out instructions to the players during the game.
10. During games, I will offer applause and cheers of encouragement for both teams following a good play or a great effort, otherwise I will keep quiet.
11. I will try and identify a positive from every game or practice to help build confidence and I understand that a young player's sense of achievement is the greatest motivator.
12. I will support all policies and rules of the St. Dominic Athletic Association Handbook and St. Dominic Athletic Program.

Name \_\_\_\_\_ Date \_\_\_\_\_

## **FAMILY HARDSHIP POLICY & PROCEDURE**

St. Dominic Athletic Association provides equal opportunity for all families regardless of financial status to participate in the program. For anyone in need of hardship the individual or family should first contact the Pastor of St. Dominic Church. The Pastor will then make a recommendation regarding family hardship to the Athletic Board while keeping the family or individuals name confidential. The Athletic Board will consider the recommendation and subject to a vote of approval by a majority of its members, all or part of the child's fees shall be waived. Upon approval, the President of the Athletic Board shall notify the individual or family. The confidentiality of the individual/family will be maintained by all board members involved.

Individuals or families that qualify for hardship assistance should realize that there is a cost associated with every athlete that participates in a sport. Therefore, it is expected that individuals or families that benefit from such assistance will help defray this cost through their volunteer efforts. These efforts can be focused in several areas such as, but not limited to, helping in the concession stand, gate keeping, fundraising help, scoreboard/book help, involvement in any of the committees and helping with other fundraising events.

## ATHLETIC ACCIDENT REPORT

IN THE EVENT OF AN ACCIDENT TO A STUDENT WHILE PARTICIPATING IN A GAME OR PRACTICE, THIS REPORT IS TO BE FILLED OUT AND SUBMITTED TO THE SCHOOL OFFICE WITHIN 24 HOURS.

NAME OF INJURED \_\_\_\_\_ GRADE \_\_\_\_\_ TEAM \_\_\_\_\_

INJURED ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

\_\_\_\_\_ AGE \_\_\_\_\_ SEX (Circle): M F

COACH \_\_\_\_\_

DATE OF REPORT \_\_\_\_\_ DATE OF ACCIDENT \_\_\_\_\_

TIME OF ACCIDENT: \_\_\_\_\_

DESCRIPTION OF ACCIDENT (use additional sheets if necessary): How and where did it occur?

NATURE OF INJURY (SPECIFY PART OF BODY INJURED):

DESCRIPTION OF ACTIVITY: \_\_\_\_\_

NAME OF COACH PRESENT \_\_\_\_\_

FIRST AID GIVEN BY \_\_\_\_\_ WHERE \_\_\_\_\_

WAS FAMILY NOTIFIED \_\_\_\_\_ WHAT TIME \_\_\_\_\_

WAS ADMINISTRATION NOTIFIED \_\_\_\_\_ WHAT TIME \_\_\_\_\_

BY WHOM \_\_\_\_\_ HOW \_\_\_\_\_

TAKEN ANYWHERE AFTER  
ACCIDENT \_\_\_\_\_

WITNESSES TO  
ACCIDENT \_\_\_\_\_

SIGNATURE OF PERSON FILLING OUT THIS REPORT \_\_\_\_\_

**THIS REPORT MUST BE TURNED INTO THE SCHOOL OFFICE WITHIN 24 HOURS.**

**COACHING EVALUATION FORM -- ST. DOMINIC ATHLETIC ASSOCIATION**

Dear Parents,

The Athletic Association hopes your child had an enjoyable and fun season. The St. Dominic Athletic Association encourages you to fill out the following evaluation for EVERY coach on your child's team. This is your opportunity to provide constructive feedback to the Athletic Association that will help us in improving our overall program.

Additional copies of this form are available via the web site in the Athletic handbook. Please return in a sealed envelope to St. Dominic School. Forms are on the web site (<http://www.stdominicathletics.org>). Use your Wednesday envelope, drop off, or mail your completed form(s) to St. Dominic School, 420 East Briarcliff Road, Bolingbrook, IL 60440 / Attn.: Assistant Athletic Director.

DATE: \_\_\_\_\_ YOUR NAME (Optional): \_\_\_\_\_

COACH'S NAME: \_\_\_\_\_

SPORT: \_\_\_\_\_ TEAM (e.g. 8A1 Girls, 5B2 Boys): \_\_\_\_\_

*On a scale of "1" to "5", please rate the coach by circling the appropriate number below:*

Strongly Disagree, Disagree, Neutral, Agree, Strongly Agree

1. Demonstrates thorough knowledge of sport 1 2 3 4 5
2. Is able to translate sports knowledge to players 1 2 3 4 5
3. Organizes and supervises safe & efficient practices 1 2 3 4 5
4. Is knowledgeable of all rules and regulations 1 2 3 4 5
5. Conducts self in a professional manner 1 2 3 4 5
6. Displays self-control and poise 1 2 3 4 5
7. Presents self as positive role model for the players 1 2 3 4 5
8. Promotes sportsmanship and respect for game rules 1 2 3 4 5
9. Motivates and inspires players 1 2 3 4 5
10. Handles disciplinary problems effectively 1 2 3 4 5
11. Communicates effectively with players and parents 1 2 3 4 5
12. My child had a positive experience 1 2 3 4 5

COMMENTS *(Please use additional sheets if more space is needed):*