

ST. FRANCIS OF ASSISI SCHOOL

COACHES' HANDBOOK

Thank you for volunteering your time to serve as coach for the St. Francis of Assisi School. As you know, being a coach entails more than just teaching skills and game strategies. Our goal is to shape the individual in all areas of life: spiritual, social, intellectual and physical. **The issue is not who wins the game, but what is learned from competition. You, as the coach, are the one who instills the values of healthy competition and development in each of your players.**

Athletic Mission Statement

The athletic program of St. Francis of Assisi School provides children the opportunity to learn about sports in accordance with the life and teachings of Jesus Christ.

Vision and Beliefs Statement

We believe that the athletic program of St. Francis of Assisi School:

- Allows Catholic Identity and Values to be the most important aspect of any sports program.
- Expects adults to model to young people high standards of Christian Ethics in sports.
- Allows an athlete to learn the fundamental skills of the game.
- Establishes opportunities for athletes to enjoy their sports experiences.
- Is an educational endeavor.
- Believes that winning is secondary to the learning process as it pertains to sports.

CABRINI SPORTS WEBSITE

We will be using www.CabriniSports.com to communicate information in a timely manner. On this site, the coaches and parents will be able to download handbooks, forms, and season schedules among other benefits. We will be sending fewer notices home about athletics and will expect parents and coaches to visit the website regularly for needed information. Please check the website for the needed information before contacting the Athletic Director.

PARENT MEETINGS

There would be a mandatory parent meeting before each season. The meetings would be held on 2 different days of the week and the child must accompany the parent to these meetings. Children of parents who do not attend one of the athletic meetings will not participate in sports.

PLAYING TIME

All players will play a minimum of one quarter of the league contest or match at all levels. For basketball, this would be 6 minutes per game. The goal of any athletic program is to provide each student as much time to participate as possible. The coaches are accountable for giving their players as much playing time as possible. Player's fundamentals are developed during practice, not during games.

TEAM SELECTION

Teams are divided into even teams by the head coaches and/or the Athletic Director after a minimum of two practices where the coaches will rate the player's skill level. No assistant coaches will be determined until the teams have been decided. Our goal when selecting teams is to balance the talent level evenly therefore giving all the teams a fair chance to compete during the season.

COACH SELECTION/EVALUATION

Coaches interested in volunteering their time will first fill out the online application and become Virtus approved. Then by looking at their application, calling their references along with participating in an interview with them, the Athletic Director will come to the determination if they fit into our philosophy about education and athletics. Once they have accepted to volunteer their time to coach, the Athletic Director will evaluate them through observations, surveys from parents and players and the impact they have had on our educational environment. The Athletic Director will also perform mid-season performance reports for each coach to give immediate feedback on the coach's performance. If the coach is found to have unacceptable performance, they may be asked to no longer continue to help in that position.

Coaches are asked to work with "every" player in the program. The best coordinated and the least coordinated player on each team is of equal importance and should be given equal attention and encouragement.

COACHES

All of our coaches volunteer their valuable time to instruct and help the students throughout the seasons. Effective Coaches need to be sensitive to the physical and emotional well-being of the players on his/her team. The coaches agree to the following:

- Coaches will be positive role models.
- Coaches will display and instill in their players the principles of good sportsmanship and team play.
- Coaches will conduct themselves in a manner that best serves the interests of the players.
- Coaches will do their best to provide the players a positive experience.
- Coaches will ensure that winning and/or losing teams do so in a manner, which exhibits respect and good sportsmanship.
- Coaches will treat all players, parents, spectators, opposing coaches and league officials with respect.
- Coaches will provide instruction in a manner that is constructive and supportive.
- Coaches will not ridicule or demean players, other coaches, or referees.
- Coaches will not tolerate behavior that endangers the health or well-being of a player.
- Coaches will comply with the decisions of the league officials and observe all rules, policy, and procedures as established or endorsed by St. Francis of Assisi School.
- Coaches will be drug and alcohol free while at any SFAS athletic event.
- Coaches will not use any tobacco products at any SFAS athletic event.
- Coaches acknowledge the need to demonstrate fundamental proficiencies with respect to the sport they are coaching.

SCHOOL DAY EMERGENCY CANCELLATION

If school has been cancelled due to weather or other emergencies, there will be no practices or games taking place that day or evening.

EXCUSED ABSENCES

The missing of practice time and game time will be dealt with by the head coach. The Athletic Director or Middle School Principal will oversee any issues with excused and unexcused absences. If a player is sick and absent from school on a day of a practice or game, that player may NOT participate in that game or practice. If the player is sick on a Friday, it is up to the parents if the player plays on the weekend.

TOURNAMENTS

During the season, each team may enter various tournaments around the area. The St. Francis of Assisi Booster Club will pay the entry fee for the tournament. The maximum number of tournaments each team can enter varies. On the 5th & 6th grade level, each team may enter 2 tournaments during the season. On the 7th & 8th grade level, each team may enter 3 tournaments. The league playoff at the end of each season is NOT a tournament, therefore does not count against the number of tournaments a team may enter.

No Cabrini teams will be permitted to play other Cabrini teams in a tournament outside of the Cabrini gym. The league playoffs will be played as they are part of the season long league. Cabrini teams may enter whatever tournaments the head coach chooses. No Cabrini team will be allowed to enter more than one tournament per weekend. Head coaches are NOT to ask the league to change scheduled games to accommodate weekend tournament games. There would be NO playing time rules for tournament games.

PRACTICES

One of the primary concerns of each school coach should be the safety of every member of the team. The number of injuries incurred by our athletes will be held to a minimum when the coach is there to teach and generally supervise. In the interest of the athletes' well being, all practices are to be attended from beginning to end by the authorized coach responsible. No practice will take place unless the authorized coaches are in attendance from the beginning to the end of practice. The coach should be at practices 15 minutes prior to practice. Each athlete's family is responsible for transporting their child to and from scheduled practices and home and away games. No athlete is to be left on school property without an appropriate adult chaperone. This includes practices (before and after) and games (home and away). If you choose to stop practice early, remember to stay with your players until their parents pick them all up. Please end practices no later than the scheduled time. If a parent is constantly late, please contact the Athletic Director. The safety of our students is important; please make sure all your players have left the grounds before leaving the premises.

Practices at this level should be focused on skill development and the teaching of the proper form. As a guideline, over half of each practice should be dedicated to drills which emphasize skill development instead of scrimmaging. Prior time and thought should be given to what will be taught during the practice to utilize the time effectively. Drills should be done in such a manner as to maximize the number of touches each players gets with the ball.

CONDUCT CODE FOR COACHES, FANS, AND PLAYERS

1. An unsportsmanlike technical foul on a coach, fan, or player will result in a one game suspension for the first offense. After one game suspension, the offending party will meet with the Cabrini Campus Principal and Athletic Director regarding the situation and future consequences.
2. Fans that show negative behavior will be asked to leave for the remainder of the game and will be subject to step one above.
3. Coaches are to call the Athletic Director the day after the game if there is any inappropriate conduct from coaches, players, or fans. The Athletic Director will follow up on these communications with contacting the person responsible for the inappropriate conduct. The Athletic Director will make recommendations on a course of action once the report is made. Coaches bear responsibility for the conduct of their fans.
4. Reports from other schools or referees present at Cabrini games will result in the procedures as listed in step three above.
5. Members of the school staff and Booster Club at times will observe fan, coach, and player conduct at designated games during the season.
6. Players who receive four demerits during the designated season of participation will sit out for one game and practices. Students who receive six demerits during the season of participation will result in permanent suspension from the individual sport and subsequent sports the remainder of the school year.
7. The Athletic Director and Cabrini Campus Principal reserve the right to revise the Athletic Code of Conduct at anytime.

SPORTSMANSHIP

Sportsmanship is a vital component to the success of any athletic program. Coaches play the key role in teaching respect. Spectators follow the conduct of those who lead on the field, floor, or court. The coach must be positive in his/her approach to the players, parents, opponents, and officials.

The coach must teach the athletes to play hard and clean at all times and to display good sportsmanship. Coaches are expected to observe all bench and sideline rules. Discussions with officials shall be done in a sportsmanlike manner. There shall be no display of unhappiness with the final decisions of the officials. A good coach concentrates on the efforts of the players, not the officiating. Coaches are teachers. Therefore, coaches must set good examples. They must treat their players, their opponents, officials, and fans with the respect and dignity that all children of God, whether young or old, deserve. The actions of the coaches should be such that their players will learn lasting lessons of respect, dignity, and integrity.

Parents are not to confront the head or assistant coach on the day of a game in a negative manner. If parent's behavior forces the referee to remove the parent from the gym, the penalty will be an automatic 1 game suspension from attending the next contest and must schedule a meeting with the Cabrini Campus Principal and the Athletic Director before they will be allowed to attend another game.

EXTRA CURRICULAR ACTIVITY ACADEMIC STANDARDS

In order to be a participant in good standing the student will:

1. Maintain a 2.0 GPA.
2. Have no failing grades.
3. Complete work for classes when due. This takes into account the extra time given to those out for sickness.
4. Must be in attendance in school for the entire day. Exceptions are excused absences other than illness.

FALL AND SPRING SPORTS

Option C will be checked to determine students' eligibility for participation. The first check will occur during the third week of school. After that, Option C will be checked every four weeks. Teachers will also notify the Athletic Director or principal by note if a student is not meeting academic requirements for his/her classes. If a student is not in good standing, he/she will be suspended from practice and participation in the activity for two weeks. During this time, the student should work on becoming eligible to participate in practices and games. Should the student fail to become eligible, the student may not participate further in that sport.

When a student has regained eligibility, a reinstatement form will be signed by the teacher(s) and given to the Athletic Director. No student may be considered eligible until the reinstatement form is received by the Athletic Director. This is for all activities. The principal(s) will check Option C for grades.

WINTER SPORTS

Students must meet academic requirements in order to be eligible to participate when the season begins. Option C will be checked every four weeks. Teachers will notify the Athletic Director or principal by note if a student is not meeting academic requirements in his/her classes. If a student is not in good standing, he/she will be suspended from practice and participation in the activity for two weeks. During this time, the student should work on becoming eligible to participate in practices and games. Should the student fail to become eligible, he/she has two more weeks to work toward eligibility. If a student does not meet eligibility after a total of four weeks of suspension, the student will not participate.

EXTRA CURRICULAR ACTIVITIES

Academic eligibility must be met by all students participating in extra curricular activities. Students will be subject to the same standards as winter sports. A student may not participate for the rest of the quarter if they have not regained eligibility within the four week suspension. They may be reinstated at the beginning of the next quarter if they meet the eligibility standards. Should the student be unable to maintain academic eligibility for a second quarter, the student will not be able to continue in extra curricular activities for the remainder of the school year. The extra curricular activity code applies to students in grades 5-8.

COACHES MEETING

Head Coaches are required to meet with the Athletic Director prior to the upcoming season. At this meeting, the coaches will cover the coaches' handbook, schedule practice times for the upcoming season and hand out equipment for that sport. All coaches must be Virtus certified and approved by the Athletic Director. Information about the Virtus certification can be found on www.CabriniSports.com.

ASSISTANT COACHES

The head coach may have ONE assistant coach help with the coaching throughout the season. This assistant coach must be Virtus certified and approved by the Athletic Director. The assistant coach must be with the team from the beginning of the season. Parents of the players may help from time to time during practices and games but one assistant coach should be designated. The assistant coach will be determined after the head coach and/or Athletic Director has selected the team.

PARENT VOLUNTEERS

It is the head coaches responsibility to coordinate parent volunteers to work concessions and other duties including the communication of information to the team throughout the season. Some coaches in the past have had one parent step up and become the “team parent” who would be in charge of this type of organization. The way it is handled goes along way in how the season goes and how smooth the tournaments run. The league playoffs at the end of the season need ALL parents to help out at some time throughout the playoffs.

FORMS DUE PRIOR TO PRACTICE BEGINNING

Before an athlete is permitted to take part in a practice session, a parent shall complete and return the St. Francis of Assisi Athletic Agreement Form and Activity Fee to the school office.

The Athletic Agreement Form and Activity fee grants the athlete permission to participate in his/her sports. The parent will sign the form, and the check is made payable to “St. Francis of Assisi School.” The fee is \$20.00 for each sport.

ROSTER LISTS

It is important that coaches prepare a roster list giving participant names and uniform numbers. These lists must be submitted to the Athletic Director and league ten days before the opening game. This information will be used for programs.

ALL STAR TEAMS

The basketball season ends after the Cabrini Classic and the MCCL playoffs. The coach may not enter a tournament with the school team after the season ends. All- star teams may be assembled after the season is over but the school name or uniforms may not be used. If the gym is to be used for practice, the parish needs to be contacted and the gym reserved or rented.

REPORTING INJURIES AND ILLNESSES OF ATHLETES

Injuries or illnesses that are experienced by any athlete or coach are to be reported by the head coach or the coach in charge. Coaches are required to inform the parents and the Athletic Director. Parents must be made aware of the injury so that they may follow-up with a doctor or hospital visit should this be necessary. When a serious injury is incurred, the coach is to require that the student/athlete produce a written statement from the attending physician granting permission for the athlete to resume participation.

INVENTORIES AND SEASON ENDING INFORMATION

Each coach will submit a complete inventory of all equipment, uniforms, and such supplies that are used in his/her program **no later than 1 week following the end of the sports season.** These can be turned into the athletic director in the basement at St. Frances Cabrini Middle School. All uniforms will have been laundered and folded. The coach must also submit the names of the players who finished the season with the team for end of the year awards. It is the coaches' responsibility to return ALL uniforms. One way of handling this would be to have all the players give you their uniform after the last game and you have them cleaned at home. This ensures uniforms will be turned in and saves the coach time later on.

USE OF THE GYMNASIUM

The schedule of practice time assignments will be prepared and printed before each season and will be made available to all head coaches. Coaches who wish to utilize the facilities during vacation periods are to plan practice times under the direction of the Athletic Director. All practices must be at Cabrini or Roncalli during the scheduled times.

CLOSING THE GYM AFTER PRACTICE

When the last practice is over for the night, there are a few items that must be done by the coach. The lights in the gym need to be turned off and equipment put away. All the lights in the basement must be turned off including the bathrooms, locker rooms, hallways and cafeteria unless currently being used by another group.

In the janitor's room in the hallway outside the gym, there is a lock box located behind the door. The combination is 1-9-3-7. Inside is a key to lower the blue curtain that divides the gym, and the key to lower the side hoops. Behind janitor's room door is the power crank to lower the end hoops. The lights for the gym are located in the north east corner of the gym and are turned off by pushing in the "OFF" knob and twisting to all the numbers on the dial while pushing the knob in. **ALL THE LIGHTS IN THE GYM, HALLWAYS, LOCKER ROOMS, AND BATHROOMS IN THE BASEMENT NEED TO BE CHECKED AND TURNED OFF BEFORE LOCKING UP AND LEAVING. Make sure to put the keys back in the lock box before leaving the building.** The bleachers and stage need to be picked up so there are no clothes, shoes, water bottles, or candy wrappers lying around. There are trash cans in the hallway. When leaving the building through the parking lot doors, the open door needs to be keyed shut. There is an allen wrench hanging on the wall on the left of the doors. Put the wrench into the hole on the handle facing you and turn until handle returns to locked position. Hang the wrench back on the hook and exit. Once outside, please check the door to make it locks and that all lights are turned off.

**St. Francis of Assisi School
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ST. FRANCIS OF ASSISI SCHOOL
COACHES' HANDBOOK

ACKNOWLEDGEMENT

In order to volunteer in SFAS Athletics, each coach and assistant coach must sign the Coaches' Handbook Form, complete a Coaching Application, and be Virtus Approved before being considered for any coaching position.

I the undersigned have read the attached St. Francis of Assisi School Coaches Handbook and agree to abide by its provisions:

Date: _____

Coach Name: _____

Signature: _____

This form must be signed and returned to the Athletic Director prior to being considered for any coaching position.

St. Francis of Assisi School
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