

ST. PAUL  
LUTHERAN  
SCHOOL

ATHLETIC  
HAND BOOK

SPORTS YEAR \_\_\_\_\_ 2007-2008

**St. Paul Lutheran Schools**  
Athletic Program Guidelines

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- I. **INTRODUCTION.** Welcome to the St. Paul Athletic Program. The program is designed to produce many constructive hours of learning, competition, values, and fun for your child. You will find that our program is very good as well as complex. Please take the time to read this guide carefully. It will answer many questions that you may have concerning our athletics. Please keep this guide handy and refer to it when necessary. It will prove to be a very valuable tool throughout the season.
- II. **OBJECTIVES.** The following are objectives that mold the philosophy of the athletic program.
1. Teach values as well as skills.
  2. Provide a disciplined environment.
  3. Initiate a “school comes first” attitude.
  4. Provide a competitive athletic program with graduated levels.  
Example- “A-team(s)” will be the most competitive while “C-team(s)” will be the least competitive; however, all levels will be competitive.
  5. Provide an environment for “team” and “individual” success.
  6. Provide the best competition available.
- III. **ATHLETIC PROGRAM PHILOSOPHY:** The philosophy of the Athletic Program is to provide a disciplined and competitive environment that allows for the learning of beginning and intermediate skills. Any athlete who is a member of a particular team, regardless of grade, may compete at practices for more playing time. Actual playing time will be determined by skill, attitude, practice attendance, cooperation, team spirit, and work ethic.
- IV. **THE GOAL OF EACH ST. PAUL ATHLETIC TEAM IS TO PROVIDE:**
1. Correct skills to play;
  2. Discipline;
  3. Responsibility for One’s Self;
  4. Respect for Players, Coaches, and Officials;
  5. Sportsmanship;
  6. Physical Activity;
  7. Team Spirit;
  8. School and Individual Pride; and
  9. FUN
- V. **IMPORTANT MESSAGE: The Athletic teams, as well as all extra-curricular programs at St. Paul, are competitive. When you and your child make the decision to register, you are making a decision to enter a competitive environment. This includes competition with other schools as well as within the team itself during practices.**
- VI. **PLAYER ELIGIBILITY:**
1. Only a student enrolled in St. Paul school is eligible to be on a St. Paul Athletic Team Roster. **Exception:** A previously enrolled St. Paul student who had to transfer to another Farmington School because of a special academic program that is not available

at St. Paul, **if approved by St. Paul's Principal**, would be eligible to participate on a St. Paul Athletic Team.

2. A student/ Athlete placed on probation or suspended from school is not eligible to participate in at St. Paul School Athletic event/ activity (this includes practices and games) until the probation or suspension is lifted.
3. It is mandatory that all players have a current sports physical on file in the school office prior to participation in a practice or game. Any athlete not having a current physical on file in the school office **CAN'T** compete in practices or games.
4. Any player suspended or removed from a team for violating rules is not eligible to participate in practices or games.
5. Each player must maintain a "C" grade point average in each mid-term or quarter grades, if not then they will miss the next 2 league games, but will still be able to practice.
6. **Public School Student Eligibility**

Public school students who are members of St Paul Lutheran Church and are actively involved with Church and Sunday School attendance at St Paul may participate in sports at St Paul Lutheran School on an "as needed" basis. If an individual coach feels he/she may not be able to field a team, he/she may request the Athletic Director to use public school students. Upon approval of the Athletic Director and the Principal, the public school students may participate on that team and will have the same rights and responsibilities as any other player on the team.

## **VII. TEAM COPOSITION:**

1. No player will be cut from a team. However, if there are not enough uniforms, players may have to share a uniform. No younger player (grade level) may keep an older player from receiving a uniform on any particular team. On the reverse side, if there are not enough older players to fill out a team, the next grade levels may be used to fill out the remainder of the roster.
2. It is the sole discretion of the Athletic Committee, Athletic Director and /or Principal in determining the size of each team.
3. "A" teams:
  - If a coach needs to pull up players to fill a team, he/ she will:
    - (a) pull up to twice the number of players necessary to field a team;
    - (b) adhere to the part of school policy that states that everyone is to play
    - (c) in each game be allowed to select players at his/ her discretion.
- "B" teams:
  - If a coach needs to pull up players to fill a team, he/ she will:
    - (a) must pull up entire class that coach wants to pull from (for example, all 4<sup>th</sup> grade boys)
    - (b) may play those pulled up players on equal rotational basis with maximum number of players dressed out at any game beginning twice the number of players necessary to field a team.
4. Any athlete moving up more than one grade level must receive approval from the principal, Athletic Director, and Athletic Committee prior to participation in a practice or game at the higher level.

VIII. **PLAYING TIME:** St. Paul Athletic Program has adopted the “everybody plays” philosophy.

1. AMOUNT of playing time and selection of starters is the sole discretion of the coaches and will be based upon the coach’s evaluation of each athlete. Evaluation of each athlete is based on ability, attitude, behavior, work ethic, team spirit, and attendance at each practice and game throughout the particular sport season.
2. “C” and “B” teams, every player is required to play in every game. Amount of playing time in a particular game is still the sole discretion of the coaches.
3. “A” teams, it is the sole discretion of the coaches based upon the evaluation criteria mentioned above.
  - a) At this level, it is not required to get every player into every game.
  - b) By the end of the season, the coaches should have attempted to provide enough opportunities to improve each athlete on the team.
4. Tournament play may reflect less playing time for all athletes and is at the sole discretion of the coach based on each game’s particular situation.
5. It is the parents and coach’s duty to help the athlete understand competition and playing time criteria. It is the belief of the St. Paul Athletic Department that each athlete has the opportunity to improve through practice and dedication to achieving his/her full potential. Coaches can’t guarantee amount of playing time. Each practice, game and situation is different.

**HELPFUL NOTE: Parents do not put unrealistic expectations on your child regarding playing time. Instead explain to the child the evaluation criteria and support the fact that the coaching staff determines playing time based on the evaluation criteria. No one has a guaranteed contract regarding playing time. It must be earned by the athlete!**

IX. **PRACTICE AND GAME ATTENDANCE GUIDELINES:** The St. Paul Athletic Program constitutes the following as excused absences from a practice or game:

1. Religious events (i.e. Confirmation, baptism, Sunday services, etc.).
2. Absent from school the day of a game or practice:
  - a) If an athlete misses school the day of a game or practice, he/she can’t attend the practice or game that evening
  - b) If an athlete misses a ½ day of school the day of a game or practice, he/she is eligible to attend the practice or game at the discretion of his/her parent(s).
3. Family commitments (i.e. funerals or weddings) the day of a game or practice.
4. Family emergencies (i.e. accident, sickness, or sudden death) the day of a game or practice.
5. Coach’s discretion.

**IMPORTANT NOTE: To ensure the coach grants and excused absence for the above-mentioned reasons, a parent/legal guardian must call the coach prior to the practice or game the athlete will not be attending.**

**Absence from a practice or game for any other reasons than the ones mentioned will be deemed unexcused.**

Possible consequences for multiple unexcused absences from practices or games are as follows:

- First absence                      Player may lose some playing time
- Second absence                    Player may lose playing time or set out a game
- Third absence                      Parents are notified by coach
- Fourth absence                    The student is no longer eligible and should return all uniforms and equipment to the coach.

Possible consequences for multiple excused absences from practice or games are as follows:

- First absence                      Make up drills and lessons missed.
- Second absence                    Same as first.
- Third absence                      Check with athlete and/or parent to make certain there are no long term problems
- Fourth absence                    Reduce playing time.
- Beyond Fourth from team).      Coaches discretion (possible game suspension or removal from team).

CONSECUTIVE DAYS OF EXCUSED ABSENCE DUE TO ILLNESS CONSTITUTES ONLY ONE EXCUSED ABSENCE.

- X.     **PRACTICES:** this is the most important time for the athlete to improve his/her skills. Remember improved skills are the primary factor determining amount of playing time.
1. The St. Paul Athletic Program mandates:
    - a) Practices for “A” teams be no more than 2 hours long
    - b) Practices for “B” and “C-2” (soccer) teams be no longer than 1 and ½ hours long.
    - c) Practices for “C-1” (soccer) team be no longer than 1 hour long.
    - d) No practices on Sundays except in special circumstances with prior approval by the Athletic Director and Principal.
    - e) **If school is canceled due to inclement weather, evening activities are automatically canceled.**
  2. Practice attendance is mandatory for your athlete to achieve success.
  3. Parent(s) make sure to pick your athlete up on time. Remember the coaches are not evening child care-givers. **Coaches cannot leave until all players have been picked up.** So please be considerate and pick up your athlete on time.

- XI.    **FINANCIAL SUPPORT:** The St. Paul Athletic Program operates financially through the St. Paul Athletic Committee. It is imperative that all parents contribute in a positive manner. The Athletic Department also sponsors tournament events throughout the year. The funds raised from gate receipts, concession receipts, and athletic fees are the only ways that the program has to raise revenue. It is of prime importance that the parents of athletes support all Athletic Program projects. Please invite friends and neighbors to attend the workday events, and Triple C meetings.

1. **Registration fee for sports offered by St. Paul is \$20 per athlete per year.**  
Unfortunately, any player past due on a registration fee will not be eligible to participate until payment is made in full. While the accessing of this fee is necessary to support our program, is not the intention to deny and child participation in sports at St. Paul Lutheran School. Consequently, and family for whom payment of this fee would be an insurmountable obstacle to their child's participation should contact the school office.
  2. Public, private, or anonymous donations are welcome anytime. **To make a donation simply call the Athletic Director.** He/she will give you the information needed to make the donation. All donations are deposited into the general fund for the benefit of our entire sports program.
- XII. **PARENTS WORKING SUPPORT:** The parents of each athlete will be ask to work at the concession stand, take money at the admission table, and monitor the hallways and restrooms. A schedule will be sent to you approximately three days before the first game. An opportunity to sign up for a desired work time will be made available before the beginning of each sports season. After this time parents will be assigned work times to fill any openings. Best efforts will be made not to schedule parents when their athletes are playing. Please get a substitute if you cannot make your assigned time. Please take this responsibility serious. It is vital to the success of our programs.
- XIII. **EQUIPMENT:** Coaches will recommend to the athletes the proper equipment for a particular sport.
- XIV. **SPORT UNIFORMS:** the Athletic committee will distribute Uniforms through the coaches. Any "Special" items (i.e. specific team group T-shirts, shorts, worm-ups, etc.) not normally distributed by the Athletic Committee **must** have prior approval by the Athletic Committee, Athletic Director, and/or Principal.
1. Coaches will submit uniform request to the Athletic Committee.
  2. Uniforms will not be distributed until registration fees and forms, emergency information forms, and physical forms are received. Also, players will not be allowed to participate in practices or games until the above mentioned forms and fees are received.
- Refer to particular sport for a more detailed description of exact uniform provided.
- XV. **TRANSPORTATION: EACH PARENT IS RESPONSIBLE FOR THEIR CHILD'S TRANSPORTATION TO AND FROM ALL GAMES AND PRACTICES. COACHES ARE NOT ALLOWED TO TRANSPORT ANY CHILD BUT THEIR OWN. PLEASE DON'T ASK THEM TO TRANSPORT YOUR CHILD. IT IS YOUR RESPONSIBILITY.**
- XVI. **HOME GAMES AND PRACTICES.**
1. Soccer:
    - a) Home games will be played at Farmington Industrial Park.
    - b) Practice for the "A" and "B" teams will be held at the Farmington Industrial Park.
    - c) Practice for the "C-2" team will be held at the Farmington Industrial Park.
    - d) Practice for "C-1" team will be held at the St. Paul School field.
  2. Volleyball and Basketball: All practices and home games will be held at the St. Paul School Gymnasium.
- Refer to the sports schedules and travel directions for away games.
- XVII. **COACHES: Selection Procedures and requirements.**
1. It is the goal of the Athletic Director to appoint the best candidate for the coaching positions.

2. The Athletic Director selects Head Coaches with prior approval from the Principal.
3. Teams will remain under the directions of the existing Head Coach for as long as the Coach:
  - a) Receives a satisfactory evaluation
  - b) Wishes to hold the position
  - c) Conducts themselves in a Christian manner
4. Coaches have the right to resign at anytime. If this happens, the Athletic Director And/or principal will consider and select the best candidate to fill the position.
5. At the conclusion of each year, the Athletic Committee, Athletic Director, and/or Principal evaluate all Head Coaches. Assuming a positive or good evaluation, Head coaches are retained for another year. Assuming a negative or poor evaluation, Head coaches are not retained for the next year.
6. Assistant Coaches are nominated by the Head coach and he/she must be approved by the principal and Athletic Director. Assistant Coaches are not guaranteed coaching retention from year to year.
7. Head Coaches are the individual responsible for the team during the particular sport season he/she is coaching. The assistant coach is only there to help the Head Coach. Head Coaches should be at all practices and games.
8. All coaches (both head and assistant) must follow school Regulations and Athletic Committee Guidelines.
9. Coaches must be respected at all time by both players and parents. Insubordination towards a coach will not be tolerated.

**XVIII. ROLE OF PARENT(S):** The role of the parent is one of the most important factors to having a successful program. Parents can literally make or break the sports program with their attitude.

1. Support: It is of utmost importance that you support the athletic program.
  - a) Respect coaches and administrators decisions.
  - b) Work home game events when scheduled.
  - c) Provide transportation to and from practices and games.
  - d) Help care for equipment and uniforms.
  - e) Provide financial support by being active in the Athletic Association.

#### WE NEED GOOD, POSITIVE PEOPLE!

2. Positive Attitude: Your child(ren) will act and say the same as you do. It is vital that you provide a positive attitude in all situations. Help your athlete use a positive approach to understanding situations that may develop during a particular sport season. Second guessing coaches, officials, and administrators is very damaging to all involved.
3. Respect Coaches, Officials, and School Administrators.
  - a) We are all involved together, so the more respect and courtesy we show one another the better our programs will be.
  - b) Inappropriate behavior will not be tolerated and may result in being asked to leave the game and/or a grievance filed with the league for further disciplinary action. Please don't let this happen. You are a reflection of St. Paul.
  - c) Concerns or questions about the team or your child should be directed to the Head Coach. After talking with the Head Coach, concerns regarding particular St. Paul Athletic Programs should be written and mailed to the Athletic

Director and School Principal. They will respond to it as soon as possible (Refer to Problem Solving Section).

**IMPORTANT NOTE: THE ATHLETIC COMMITTEE ADHERES STRICTLY TO THE BOARD OF EDUCATION'S POLICY ON CONFLICT RESOLUTION.**

**Final Note: The coaches, administrators, and most importantly the players need your POSITIVE support. Keep negativism, second-guessing, and backstabbing out of our sports program. Your help in this matter is greatly appreciated. Parents engaging in nonpositive behavior towards coaches, administrators, and/or any part of the sports program could jeopardize their child's status on a team roster.**

**XIX. ROLE OF COACHES:**

1. Teach athlete's relevant skills necessary to perform required task to be successful in the particular sport their coaching.
2. Also, teach athletes
  - a) Discipline;
  - b) Team work;
  - c) Positive attitude;
  - d) Sportsmanship;
  - e) Work ethic to improve;
  - f) Respect for teammates, coaches, officials, and administrators;
  - g) Respect for opposition.
3. Reinforce Lutheran values taught by St. Paul School.
4. Make sports fun to learn.
5. Communicate rules, regulations, team objectives, and team goals, with athletes and parents.
6. Provide game and practice schedules to athletes and parents.
7. Be responsible for athletes at practices and games. This includes athlete's behavior.
8. Help athletes adjust to the demands of competition.
9. Follow St. Paul School Regulations and Athletic Committee Guidelines.
10. Be a good role model for athletes.
11. Take care of all equipment and keep gym storeroom clean and in order- don't let players abuse them.
12. Return facility to a clean and orderly fashion after each game:
  - a) Bleachers are pushed in
  - b) Lights are turned off and all doors locked
  - c) Have players clean up any mess in the gym, store room, hallway, or restrooms they have made
  - d) Volleyball- put up and take down nets- be sure all pole pads are in place during every practice and games.
  - e) Soccer- does not let players hang on goals or play with nets and pick up any trash left on field.
13. **A MUST FOR ALL COACHES- Do not leave until ALL players have been Picked up.**
14. Do not let players go into the classrooms or kitchen (in the gym facility) at any Time.

15. Make sure to always take the first aid box to every game and at home games have it with you on the bench. It should always have Permission forms/Emergency contact forms in the First aid box.
16. Coaches should always check with Athletic Director to see when rosters are due to the League secretary. Not having rosters turned in on time can cause forfeit of games.
17. Parents and Coaches are to set behavior standards for children to model.
18. Coaches are to notify the Athletic Director when he/she no longer will be coaching. The Athletic Director will fill the vacancy.
19. Coaches should contact the Athletic Director to schedule the use of the gym for practice and any practice games they might want to play that are not in the regular season schedule.
20. Coaches shall not run up the score at the end of a game with a secure lead. Coaches need to take the feelings of other school's children in to consideration in regards to the score.
21. Coaches are to play athletes as a reward for hard, honest effort in practice, not just because a child has more talent than another.
22. Coaches should always use positive coaching and team play to build self-esteem.
23. Coaches need to help each child to play to his/her ability, using God-given talents.

**XX. ROLE AND RESPONSIBILITIES OF ATHLETES:**

1. Treat all people with respect;
2. Make God a part of you daily life;
3. Work hard at practice and games;
4. Appreciate the talents and materials that God has blessed you with;
5. Be a leader;
6. Be a role model;
7. Help others;
8. Be positive;
9. Be active;
10. Be a Champion of Life.

**NOTE: If the role of Parents, Coaches, and Athletes are followed: we won't need the next section (Problem Solving). However, if you have questions, please follow the guidelines in the problem solving section (XXI). When properly followed, these guidelines actually work.**

**XXI. PROBLEM SOLVING GUIDELINES/STEPS**

1. Communicate with Head coach. Please don't talk to coaches before, during or after games. Allow at least 24 hours before contacting them.
  - a) Verbally- Call the coach or make an appointment to speak with him/her AFTER A PRACTICE, not after a game.
  - b) Written – Allow reasonable time for coaches to respond. Remember the mail can be delayed.

**Remember use Step 1 before going to Step 2 and/or 3.**

2. Contact Athletic Director – Please don't talk to Athletics Director before, during, or after a game. Allow at least 24 hours before contacting him/her.
  - a) Verbally- Call St. Paul School during regular hours, leave your name and number (both home and work), the Athletic Director will call you back as soon as possible to make an appointment or discuss your questions.

- b) Written- Allow reasonable time for Athletic Director to respond.
- 3. Contact School Principal- Please don't talk to principal before, during, or after a game. Allow at least 24 hours before contacting him.
  - a) Verbally- Same as Step 2a.
  - b) Written- Same as Step 2b.

**SPECIAL NOTES**

**Parents, coaches and administrators should have the same objective- the well being of the team and athletes.**

**A positive and mutually respectful approach to following these problem-solving guidelines will guarantee good results.**

**Remember to refer to these steps and the Board of Education's Policy on "Conflict Resolution" before proceeding with questions and concerns.**

**XXII. ATHLETE SUSPENDED FROM SCHOOL**

- 1. Can not attend any practices or games
- 2. Must get written approval from Principal before they can be placed back on a school team.
- 3.

**XXIII. BREADDOWN OF SPORTS OFFERED BY ST. PAUL'S ATHLETIC DEPARTMENT:**

- 1. Soccer:
  - a) "A" Team- consist of 6<sup>th</sup> grade boys, all of 7<sup>th</sup> and 8<sup>th</sup> Grades
    - (a) Co-ed team
    - (b) Practice may begin after physicals.
    - (c) Games typically begin after school starts.
    - (d) Coaches will contact kids for 1<sup>st</sup> practice date and time.
    - (e) Refer to schedule for listing of home and away games. Schedules may change due to scheduling problems or rainouts.
    - (f) Refer to travel routes for directions to away games.
    - (g) Athletic Department will provide uniform shirt and shorts.
    - (h) Parents and Athletes will be notified of Tournament dates.
  - b) "B" Team- consists of 3<sup>rd</sup> grade boys, all of 4<sup>th</sup> and 5<sup>th</sup> grade, and 6<sup>th</sup> grade girls.
    - (a) Co-ed team
    - (b) Practice may begin after physicals.
    - (c) Games typically begin after school starts.
    - (d) Coaches will contact kids for 1<sup>st</sup> practice date and time.
    - (e) Refer to schedule for listing of home and away games. Schedules may change due to scheduling problems or rainouts.
    - (f) Refer to travel routes for directions to away games.
    - (g) Athletic Department will provide uniform shirt and shorts.
    - (h) Parents and Athletes will be notified of Tournament dates
  - c) "C-2" Team- consist of 2<sup>nd</sup> graders and 3<sup>rd</sup> Grade Girls
    - (a) Co-ed team
    - (b) Practice may begin after physicals.

- (c) Games typically begin after school starts.
  - (d) Coaches will contact kids for 1<sup>st</sup> practice date and time.
  - (e) Refer to schedule for listing of home and away games. Schedules may change due to scheduling problems or rainouts.
  - (f) Refer to travel routes for directions to away games.
  - (g) Athletic Department will provide uniform shirt and shorts.
  - (h) Parents and Athletes will be notified of Tournament dates
  - d) “C-1” Team- consists of 1<sup>st</sup> graders, 2<sup>nd</sup> grade girls
    - (a) Co-ed team
    - (b) Practice may begin after August 1<sup>st</sup>.
    - (c) Games typically begin after school starts.
    - (d) Coaches will contact kids for 1<sup>st</sup> practice date and time.
    - (e) Refer to schedule for listing of home and away games. Schedules may change due to scheduling problems or rainouts.
    - (f) Refer to travel routes for directions to away games.
    - (g) Athletic Department will provide uniform shirt and shorts.
    - (h) Parents and Athletes will be notified of Tournament dates
2. Volleyball- teams consist of the following:
- a) A Team – 7<sup>th</sup> and 8<sup>th</sup> grade girls
  - b) B Team- 5<sup>th</sup> and 6<sup>th</sup> grade girls
  - c) Boys Team 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade boys.
    - (a) First practice announced on school intercom or coaches will call.
    - (b) Parents and Athletes will be notified of tournament dates.
    - (c) Athletic Department provides uniform shirt and shorts.
3. Basketball- consist of the following:
- a) “A” Team – 8<sup>th</sup> grade
  - b) “B” Team – 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> grades
  - c) Students can always play up to fill rosters.
    - (a) First practice announced on school intercom or coaches will call.
    - (b) Parents and Athletes will be notified of tournament dates.
    - (c) Athletic Department provides uniform shirt and shorts.
4. Track-consist of the following
- a) 5<sup>th</sup>-8<sup>th</sup> grades
    - (a) New Spring Sport
    - (b) Athletic Department provides uniform and shorts
    - (c) All athletes with participate in at least two meets
    - (d) Some athletes may qualify for the state track meet

**Note: In certain instances when there are too few players on one team and rosters need to be filled an entire grade (soccer) or entire class of boys or girls (volleyball, basketball) is moved up to fill those vacancies with the understanding that playing time may be limited. The athlete then has the choice to move back down or stay on at the higher level.**

## Directions for Athletic Events

### **Good Shepherd, Hillsboro**

Soccer—Games played at Hillsboro High school soccer field on Highway 21. Turn west onto street across from elementary school.

Volleyball/ Basketball—Hillsboro Jr. High, Highway 21 (approximately 2 miles south of Jefferson College, on east side of road) go the back of the property to the gymnasium.

### **St. Agnes, Bloomington**

Soccer—Highway 32 into downtown Ste. Genevieve area, at stoplight go straight and follow Fourth Street to Pierre Marquette Park.

Volleyball/Basketball- Highway 32 to Ste Genevieve County Community Center, located on right side of highway 32 just before the first stop light in Ste Genevieve.

### **Valle, Ste. Genevieve**

Soccer- Same as St. Agnes.

Volleyball/Basketball- Highway 32 into downtown area, at stoplight go straight ahead, Valle gym is on the right, parking is behind the building.

### **St. Rose of Lima, Desoto**

Soccer- Highway 67 north to Highway 110 to Main Street, take Main Street to stop sign at Miller Street, turn left across train tracks, make an immediate right onto East Main, field is on the left at end of East Main Street.

Volleyball/Basketball- Same as above except when you cross train tracks, go straight to stop sign, turn right, travel to Highway E, turn right for ½ mile, K.C. Hall is on right.

### **St. Joseph, Farmington**

Soccer- Games played at Engler Park in the Industrial Park

Volleyball/Basketball- at St. Joe gym.