

Dear Coaches, Parents, and Students,

We look forward to working with you to promote spiritual development and physical excellence throughout the 2017-2018 Basketball season.

It is the goal of Sacred Heart Catholic School to provide an athletic program that embraces the mission and philosophies of our school. We appreciate your support as we strive to provide our children with an enjoyable, meaningful and successful basketball season.

Together let us pray for teams who work well together on and off the court, who balance competitiveness with compassion, and who strive to be the very best players they can be.

God Bless,

---

Shannon Statton  
Principal

---

I/We have read the Sacred Heart Catholic School Athletic Handbook and agree to abide by its policies and procedures.

---

Parent Signature

---

Date

---

Student Signature

---

Student Signature

# Sacred Heart Catholic School Athletic Handbook

## **Mission:**

Faithful to the mission of Sacred Heart Catholic School to educate the whole child, the Sacred Heart Catholic School Athletic Program exists to promote and integrate the Catholic values of community, leadership, reverence and service.

## **Philosophy:**

The athletic programs strive to teach Archdiocesan/Christian values of teamwork, mutual respect, enjoyment, development of talents, a healthy sense of competition, self-discipline, honesty, and positive name recognition in the community in a religious/academic environment that remains the primary focus.

## **Nondiscriminatory Policy:**

Sacred Heart Catholic School Athletics admits any student of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students within the association. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its participatory policies, admissions policies, or athletic programs.

## General Information

### **After School Care Policy:**

There should be no student in the gymnasium without a parent or a coach. This policy will be strictly enforced to ensure the safety of all Sacred Heart School students. Parents should verify the presence of a coach before leaving their child for practice. Students left afterschool on practice days will be sent to aftercare and a charge for the day will be assessed. Aftercare charges are assessed at 3:45 p.m. daily.

### **Bus Policy**

**The Bus will not transport to away basketball games**, unless the games are scheduled during the school day. Adult supervision must arrive by 4:30 p.m. The bus will not transport students back to Sacred Heart unless tournament games are scheduled during school hours and will be done before the end of the school day. **Students must be supervised by an adult at all times.** Students should **NEVER** be dropped off at any game. Lack of supervision can result in the student be suspended or removed from the team.

## **Coaches Creed**

All Sacred Heart School coaches will follow the Sacred Heart Athletics Creed:

I BELIEVE sports have an important place in the general educational scheme and pledge myself to cooperate with others in the field of coaching to provide better opportunities for all participants.

I BELIEVE the other coaches of sports are earnest in their desire to keep the name Sacred Heart Catholic School program on the plane of citizenship training and shall do all I can to further their efforts.

I SHALL abide by the rules of the game in letter and spirit.

I BELIEVE in the exercise of the patience, tolerance, and diplomacy at my command in my relations with all players, co-workers, parents, game officials, and spectators.

I BELIEVE proper administration of all sports offers effective laboratory methods of development of high ideals of sportsmanship, qualities of cooperation, courage, unselfishness, and self control desires for clean, healthful living and respect for wise discipline and authority.

I BELIEVE these admirable characteristics, properly instilled by me through teaching and demonstration, will have a long carry-over and will aid each one connected with the sport to become a better citizen and Christian.

I BELIEVE in and will support all reasonable moves to improve athletic conditions, to provide for adequate equipment, and to promote the welfare of an increased number of participants.

## **Coaching Expectations and Requirements**

The Sacred Heart Athletic Director, along with help from the principal is committed to securing the best-qualified coaches for all its sports teams. These qualifications include, but are not limited to:

1. Acceptance, integration, implementation, and clear understanding of the Sacred Heart School Mission and Goals.
2. Ability to constructively teach all participants, regardless of skill level.
3. Ability to organize, run, and control practices.
4. Positive attitude and coaching style.
5. Good communication skills
6. Coaching ability to effectively teach the sport.
7. Adequate knowledge of the sport
8. Ability to provide a safe environment for all.
9. Inclusion of all team members
10. Confidentiality

Coaches are required to have and attend practices, games, and meetings related to their team or called by the Athletic Director. Coaches are responsible for securing a substitute or notifying participants of a cancellation when they are unable to attend practice. If canceling practice parents must be contacted by the coach.

No practices and/or games are to be scheduled during Holy Week, on holy days of obligation, during weekend Mass times.

**ALL COACHES, SUBSTITUTES, ASSISTANTS, AND VOLUNTEERS ARE REQUIRED TO HAVE FULFILLED ALL REQUIREMENTS ESTABLISHED BY THE ARCHDIOCESE OF OKLAHOMA CITY SAFE ENVIRONMENT OFFICE PRIOR TO ANY INVOLVEMENT WITH STUDENTS.**

A coach is expected to be at practice before any student arrives and must make sure all students have left before leaving practice or must designate another adult who agrees to take on those responsibilities. Coaches must also not tolerate any abuse or mistreatment of players, parents, or others by any member of the Sacred Heart School team. This means a zero tolerance policy for “poking fun” at people verbally and physically abusing others.

Coaches should attend every game and show up at least 20 minutes prior to the start of the game to prepare their team for the contest. It is important, and required, that coaches report any problems with equipment, players, parents (or others) to the Athletic Director within 24 hours of the problem. This will ensure the safety of all participants and allow for the appropriate action to be taken by the Athletic Director. The Athletic Director is responsible for reporting all problems and actions taken to the principal.

Coaches should be patient and tolerant of all children, and understand the level of maturity at which they coach. They must be cautious not to have unrealistic expectations, but be willing to challenge each participant to reach potential goals not before attained. Coaches must have the understanding that their impact on the lives of many of these children is of incredible importance and thus must display good moral and ethical behaviors.

***Coaches are the backbone of any sports program. There is always plenty of criticism and far too little thanks for the job they carry out. All parents and student participants of Sacred Heart Catholic School should make sure and thank them and offer any means of support to help them be the best coach to all participants.***

### **Coaches Selection Process**

Selection and recommendations of the coaches are primarily the responsibility of the Athletic Director in consultation with the principal. All persons interested in a coaching position should inform the Athletic Director. In accordance with Safe Environment policies all coaches will fill out an application, attend a Safe Environment training, and successfully complete a background check.

The selection of coaches will be based on several factors including, but not limited to, the criteria listed in the Section titled “Coaching Expectations and Requirements”.

### **Confidentiality**

Coaches are expected to uphold the strictest confidentiality where students are concerned.

### **Communication**

Any communication with the media, press releases, mailings or similar communications will be coordinated with the Athletic Director and the Principal. No parents, coaches, players, staff or other individuals should contact the media directly. All released of information are subject to Sacred Heart Catholic School privacy policies and must be approved by the principal and/or pastor.

### **Conduct: Parent, Coach and Student Expectations**

All players, coaches, parents, spectators and staff are required and expected to:

- Act in accordance with the stated philosophy of the program, which emphasizes the importance of learning and growth of all people, commitment to good moral, ethical and social values, deep respect for the human dignity and uniqueness of every individual, and the perseverance for upholding what is right and just. All people affiliated with Sacred Heart Catholic School Athletics are expected to cooperate with the spirit and policies of the school. This requires courtesy in all relationships, promptness in fulfilling obligations, concern for the environment, and many other factors that the participant’s sense of appropriateness will indicate to them.
- Be polite and courteous to all coaches, officials, and participants, which includes appropriate conduct at all Sacred Heart Catholic School events, practices and games.
- Avoid engaging any situation that could result in negative representation of the program. This includes arguing with any coaches, officials, players, parents, or spectators, verbally criticizing or reprimanding others, and any inappropriate verbal remarks or verbal abuse.
- Support all teams with equal respect and courtesy, regardless of their level of skill.
- Abide by guidelines set forth by the Athletic Director and coach. These guidelines include such things as not coaching from the sidelines at games or practices, waiting until the team is released from the coach prior to leaving the team, paying attention to the coach and following practice or game instructions.
- Parents are expected to supervise their players at all times. No student shall be dropped off at any game. If in the case a parent cannot attend, they may designate another parent to supervise their child.
- Whether at Sacred Heart or at another school students, parents, and coaches are expected to conduct themselves with dignity and respect, observing all boundaries set forth (example: the orange gate and the locker rooms at Sacred Heart). Students should not be allowed to wander any school or school grounds unattended.

The Principal and the Athletic Director reserve the right to determine the appropriateness of an action if any doubt arises.

Items such as but not limited to, questionable books and pictures, knives, matches, cigarettes, radios, toys, pagers, cell phones, laser lights, or anything that will detract a learning situation or in anyway endanger anyone are not allowed at Sacred Heart Catholic School practices or events.

### Team Conduct

During practices all ordinary discipline matters are the responsibility of the coach(es).

The following procedures help set an atmosphere necessary for learning:

- At the beginning of the season, coaches outline expectations for student conduct, practice and game attendance.
- Coaches set practice rules and give a copy to all players and parents.
- Well-planned practices that keep students on task decrease the time available for misconduct.

Behaviors which are not conducive to good discipline include:

- Repeated screaming done by a coach or assistant. This behavior is professionally unacceptable.
- Threats of unrealistic punishments.
- Repeated warnings with no follow-up.
- Inconsistent adherence to rules.
- Foul language.

If misconduct occurs, any or all of the following may be helpful. (Punishment should be for behavior and not for athletic performance.)

- Private discussion with the parent.
- Loss of privileges for the athlete.
- Running punishments of reasonable length.
- Time out. (Students should never be placed outside the gym or outside of adult supervision for time out.)
- Student should be notified the Athletic Director will speak with them about their behavior. The coach may need to set up a conference with the parents to alert them and discuss possible strategies for improvement.

### **Disciplinary Policy**

In coaching an athletic team, it is crucial that every member of the coaching staff know what constitutes acceptable measures of disciplining a child or handling other problems.

- All children acting outside of the guidelines established by the coach will be warned of what will happen if the behavior is repeated. This warning should be specific and age appropriate. This warning will be communicated to the child's parents.

- Should there be a time where an individual player has repeatedly become a problem, the parents and the Athletic Director should be notified before the next practice. A meeting with the parents and child to discuss the situation should be scheduled. (At no time should the child be separated from other children to be talked with by a coach.)
- At **NO** time should any person be berated, embarrassed or singled out as an “Example”.
- The coach should initially handle any parent complaints and contact the Athletic Director and make them aware of the situation. If the problem persists, the Athletic Director will attempt to resolve the problem. If the problem cannot be resolved by the Athletic Director, the principal will make the final resolution.
- Physical punishment is not an acceptable form of disciplining any athlete and will be grounds for immediate termination of the coach.
- Purposely excluding students from any team event will result in immediate termination of the coach.
- Coaches must be consistent in their disciplinary methods with all children. No athlete should ever be given special treatment regardless of their talent level. Coaches who are models of fairness help children learn the values of equity.
- Coaches should contact the Athletic Director regarding any issues or problems that are questionable in nature for further direction and/or actions to take regarding the situation.
- Only the Athletic Director after consultation with the principal may dismiss a player from a team. If a student should quit the team, the Athletic Director must be notified immediately.

### **Attendance Policy**

Students who are absent from school for illness for more than ½ of the school day may not attend practice on that same day.

### **Grade Policy**

Students who participate in sports are expected to work to the best of their ability in school and have exceptional behavior. If the student should have difficulty in school with conduct or grades, it will be handled with the parents on an individual basis.

### **Playing Time**

All students regardless of ability should be allowed to play in every game.

### **Drugs and Alcohol**

Students, spectators, or parents who possess drugs or alcohol at a Sacred Heart Catholic School Athletic event face suspension and/or expulsion from Sacred Heart Catholic School sports. A student may face the same penalty from Sacred Heart Catholic School.

## **Practice Attire**

All students must wear shirts with sleeves to practice. Running shorts or basketball shorts must be worn. **No tank tops or compression/spandex shorts.**

## **Equipment and Uniforms**

- A home/away jersey will be provided to each student at the beginning of the season.
- Jerseys should be washed with like colors in cold water.
- Students must bring the home/away jersey to every game.
- Jerseys must be turned in at the end of the season, in good condition. If a jersey is lost or damaged, the family of the student is responsible for the replacement cost of the jersey.
- Girls must wear a sports bra or tank top under their uniform.

## **Grievance Procedure**

An individual or team grievance may include any perceived or enacted unfair or prejudicial treatment of a player by a coach. A grievance should be handled in the following manner:

- Set up a time to discuss the issue with the coach. If the situation is not remedied then,
- Set up a time to discuss the issue with the Athletic Director. If the situation is not remedied then,
- Set up a time to discuss the issue with the Principal and/or Pastor. Decisions of the Principal and /or the Pastor are final

Please note the coach is in charge of playing time, starting lineups, etc. The Athletic Director will avoid intervening with the coach's judgment on these issues, unless the Athletic Director feels a situation is blatantly unfair.

## **Health/Physical Requirements**

Participants must understand the requirements for the sport they are participating in and make sure they are in appropriate physical condition to safely play the sport. Unless there is a medical condition that prohibits a participant from doing a certain drill or activity, all participants will be expected to follow drills and physical activity requirements requested by the coach(es). Please know these drills are necessary to improve performance on the court, and are part of the learning and growth of all sports teams. If there is a medical condition present that prevents participation in these activities, the Athletic Director must be notified, in writing, as to the nature and extent of the condition. Upon reviewing the information, the Athletic Director reserves the right to deny such participants from participating if it seems it is in the best interest of the child and/or the other participants.

## **Right to Amend**

The Principal and /or the Pastor reserve the right to amend this handbook at any time.

Revised 9/7/17