

NATIVITY OF MARY SCHOOL ATHLETIC HANDBOOK



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PURPOSE

This handbook is intended as a guide for those who govern, manage and participate in the sports program at Nativity of Mary School. It is a reflection of the ongoing growth of our sports program and the challenges and opportunities that come with that growth.

The directives given here are offered to promote an active integration of Christian values into the entire sports program. Participation of sports at any level requires adherence to rules. It is hoped that the presentation of and adherence to these guidelines will improve and strengthen the program offered at Nativity of Mary. The Nativity of Mary School adheres to the rules and regulations set forth by the Department of Catholic Education.

PHILOSOPHY

Nativity of Mary School is dedicated to developing the total person intellectually, spiritually, socially, and physically. The Nativity of Mary Sports Program is based on the belief that children gain many benefits from the challenges and pleasures of athletic competition in various sports. Team sports provides a forum within which students learn respect for others, cooperation, fair play, loyalty, maturity, responsibility, and sportsmanship. Student athletes will learn to accept their talents, limitations, and individual differences. These are the lessons we choose to emphasize.

“Winning is for a day; sportsmanship and ethics last for a lifetime.”

Throughout our lives our parents, family members, and educators teach us to accept winning and losing gracefully. At Nativity we represent our community with pride, respect, and good sportsmanship.

“We are taught to be humble winners and gracious losers.”

EDUCATIONAL GOALS AND OBJECTIVES

The sports program at Nativity of Mary School has as its goals the following:

1. To provide an atmosphere in which students learn about and enjoy sports.
2. To teach students the skills necessary to participate and appreciate team sports.
3. To provide an opportunity for as many as possible eligible students to participate in interscholastic competition.
4. To instill in the student-athlete a sense of responsibility by demanding consistently high standards of behavior and making the student-athlete aware and respectful of the needs of others.

5. To nurture unselfishness in the student-athlete by requiring that his/her actions on the playing field be consistent with the goals of the team as a whole, and not be directed towards individual honors.
6. To provide for interscholastic competition that displays good sportsmanship.

LEVELS OF COMPETITION

The Nativity of Mary sports program provides students in grades K-8 with the greatest number of opportunities to play and learn. We try to install in our students ideals of teamwork, sportsmanship, and commitment, while contributing to the physical, cognitive, and affective development of a child.

The Nativity sports program allows students to represent the school in interscholastic competition. The program is broken down into three categories:

Grades K-4

The primary focus at this level is:

1. Participation, skill development and team building.
2. Students learn basic fundamentals.
3. Fair playing time to all participants.
4. Students learn and understand rules.
5. Concepts of teamwork and sportsmanship are introduced.

Junior Varsity (grades 5-6):

Emphasis is placed on:

1. Further advancement of skills.
2. Participation and development of skills.
3. Game strategies are introduced.
4. Continue to develop traits of teamwork and sportsmanship

Varsity (grades 7-8):

The purpose of this level is to:

1. Compete with more frequency.
2. Refine fundamentals, expand game knowledge and strategies.
3. Play with traits of teamwork, sportsmanship and commitment

❖ All team members are to be given a fair chance to develop their skills and compete throughout the season. Although equal playing time is not a mandate, coaches are to seek opportunities to utilize all players. As a result, regarding playing time, coaches will take into effect factors that influence playing time such as ability, commitment, effort, behavior, and sportsmanship, according to the judgment of the coach or coaches.

❖ As stated, equal playing time is not guaranteed, but all will play (even for a short time) as long as the player demonstrates the necessary traits.

PRE-SEASON REGISTRATION REQUIREMENTS

Before the player starts the sports season, they must have the following forms and tasks completed and returned to the school:

1. **Sign-up/Permission Form.** Parents must fill out these forms every time their child elects to play a sport in any of the following seasons: fall, winter, or spring.
2. **Sports fee.** Parents are asked to pay a fee which helps pay for equipment, jerseys, official fees, etc. The sport fee is indicated on the sign-up form for each individual sport.
3. **Medical Emergency Sheet.** To be completed **annually** for each sport, for each child. Provided to coaches each season.
4. **Physical Examination Form.** A physical expires 1 year from the date of the exam. If it is on file with the school nurse, you do not have to include a copy of it with the sign-up sheet, as long as it did not expire.
5. **General Release Form.** The sports that play/practice at local parks/schools must sign a General Release Form, which can be found on our school web page under athletics. A General Release Form is only needed for the following sports; swimming, baseball, soccer, softball, and track.
 - ❖ Students may not participate until all forms are handed in to the Athletics Office.
 - ❖ Sport fees will NOT be reimbursed if the student-athlete, or the parent(s) of the student-athlete chooses to quit the team/activity, at any point during the sport season, or if the student-athlete has been removed from the team for any reason, unless there is an extenuating circumstance.
 - ❖ **Due to the large interest in athletics, registration deadlines will be enforced. These deadlines are made so that team rosters and coaches can be in place ASAP. Those who register late will be placed on a waiting list. Deadlines of when sports registrations are due will be posted via website, letters sent home with students, school newsletter and any other possible form of communication.**

SPORT SEASONS

FALL SPORT OFFERINGS

- Co-ed Swimming (Grades K-8)
- Co-ed Soccer (Grades 1-8)
- Baseball (Grades 5-8)
- Girls Volleyball (Grades 5-8)

WINTER SPORT OFFERINGS

- Basketball (Grades K-8)

SPRING SPORT OFFERINGS

- Ice Hockey (Grades 5-8)
- Flag Football (Grades 5-8)
- Boys Volley (Grades 5-8)
- Co-ed Track & Field (Grades K-8)

* Teams may be separated into two teams due to the large enrollment of student-athletes.

❖ *Sport fees will NOT be reimbursed if the student-athlete, or the parent(s) of the student-athlete, chooses to quit the team/activity, at any point during the sport season, or if the student-athlete has been removed from the team for any reason, unless there is an extenuating circumstance.

DIOCESAN GUIDELINES FOR ATHLETIC PARTICIPATION

The Nativity of Mary School adheres to ALL policies set forth by the Department of Elementary Athletics (failure will result in penalties/sanctions against schools in violation).

The following guidelines are taken from the Department of Catholic Education Elementary Athletic Handbook. For a complete list of Diocesan Guidelines, please view page 11 in their handbook, which can be found on www.buffalodiocese.org.

1. The student athlete must be registered in and attending the school that he or she represents. The school must be a member of the Elementary Diocesan League.

2. The student athlete must be in good academic standing (earning a passing grade in each class or working to potential as determined by the individual school) in order to start on the team and /or continue on the team. Failing grades, lack of effort or inappropriate behavior will result in temporary suspension of eligibility. At that time, the student may not attend or participate in any team practice, competition, or event. The decision to allow the return of the student athlete is made by teachers and the administrator. The parent may request permanent release from the team for academic priorities.
3. The student must have on file in the school office: current year physician's release to participate, a sports physical within the last 12 months of the sports season, written parent permission, signed Sports Code of Ethics, emergency contact numbers. The student must have all these on file before participating in any team activity (practice or competition).
4. A student athlete who was excluded by an official from a competition for unsportsmanlike conduct is ineligible to play in that sport until after the next previously scheduled contest in that sport on that level.
5. Just as in P.E. class, jewelry must not be worn during practices or competitions. This includes taped earrings, any type of bracelet, rings, earrings, and necklaces or chains. If a religious medal or medical identification tag is worn, it must be off the chain and taped or sewn under the uniform.
6. If a school is closed due to inclement weather or sickness, no students from that school are allowed to participate in practice or competition of any nature (tournaments, games, scrimmages) on that day without the principals' approval. The school administration makes this decision and communicates to all affected schools or coaches.
7. A team roster and coaches required documentation (First Aid/CPR & Virtus training) must be submitted to the Department of Athletics prior to their first contest. League fees are due 30 days from date of invoice from the Department of Athletics. Each team roster must be signed by the principal (athletic director, if applicable) and the coach prior to the start of league competition. Failure to abide will result in forfeited contests until all paperwork is submitted.
8. Team practices and competitions limits must be adhered to. (see page 15 of the Diocesan Athletic Handbook).

NATIVITY OF MARY SCHOOL ATHLETIC POLICIES

ACADEMIC ELIGIBILITY

Nativity of Mary School must follow the guidelines by the Diocese which states that a student must be passing all subjects in order to participate in athletics.

Nativity of Mary School Grade Policy States:

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Students on academic probation will be placed on a two week improvement plan. At the end of the two week period, the student's academic progress will be assessed. Students whose average is below 70 % will not be allowed to participate in any sport until the grade has improved to passing.

1. Students may participate in athletics as long as he/she is also able to maintain passing grades in all subjects and is not experiencing any disciplinary problems. A student, who is involved in any co- curricular activity and is below the minimum average for one subject, will be placed on probation in regard to that activity for 2 weeks. During this period the student may **NOT** attend or participate in any team practice, competition, or event. The decision to allow the return of the student athlete is made by teachers and the administrator. The parent may request permanent release from the team for academic priorities.

2. If a student-athlete is deemed ineligible, he or she will have the opportunity to remain eligible on a week-by-week basis in that given season by doing satisfactory work for every teacher in every class on his/her schedule. If a student-athlete remains ineligible for any given week during the season, he/she **CANNOT** continue to practice and function as a regular team member until they become eligible.

Exception: Students with an I.E.P. or a 504 plan will be dealt with on an individual basis through a committee consisting of: The student's special education teacher, the principal, the athletic director, and the parents.

3. If after any given report card, the student is still below the set average, he/she will be suspended from any and all participation for the remainder of the trimester. Students will not be allowed to take part in any and all participation for the remainder of the trimester. Students will not be allowed to take part in co-curricular activities until the next trimester, if applicable.

CONDUCT:

Students may be dismissed from a sports team at any point during a season due to behavior issues both either in the classroom or on the playing field. Nativity of Mary School has a zero tolerance rule for misconduct. The Principal holds the right to suspend students and for how long.

ASSIGNED DETENTION

Students must serve a formal detention on the day assigned. Parents are sent a Detention Form with written notification of the detention day, date and time. Detention takes precedence over practices and athletic competition. If a student has detention on the day of a practice or game the student may not attend the practice or game. Please do not call school personnel to have the day changed so a child can participate in athletics.

ATTENDANCE AT PRACTICE AND GAMES

To be eligible to participate on a sports team after school, the student must have attended school that day for at least 5 hours on that day.

1. A child that leaves school for sickness may not participate in after school athletics in any capacity on that day.

2. A child that leaves school for a legitimate excuse may return and participate in athletics. Legitimate excuses include:

- a. Sickness, absence from School
- b. Appointment with a health professional
- c. Funerals/ Bereavement
- d. Special examinations, tests
- e. Family emergencies
- f. Practices or games scheduled during vacation time

3. Sickness or Injury

a. If medical attention is required, a written physician's approval to return to practice must be submitted to the coach prior to participation.

4. Illegitimate excuses for absences from practice and games include:

a. Detention (a full formal detention must be served prior to a student being eligible to return to athletics).

b. Attendance or participation in a non-school sporting activity c. Inability to get a ride

5. If a student is unable to participate in his/her regularly scheduled P.E. class, except for a legitimate excuse, he/she is not eligible to participate in athletics on that day.

❖ If your child is going to miss a practice or game, please notify the coach as soon as possible.

❖ If a student-athlete misses a specified number of practices or games for illegitimate reasons, the coach has the discretion not to play that student-athlete

in an upcoming game. If the problem escalates further, the student-athlete may be dropped from the team for the remainder of the season.

PRACTICE TIMES

In order to give each team an equal opportunity for practice the permitted amount of days and times needs to be adhered to. Once all the teams are formed and Kid's Club, school and Religious Education activities are taken into consideration, if there is time available a team may request their practice time. Always keep in mind that there are school events that will always take preference over practices, and/or contests.

1. A meeting of all coaches with the Athletic Director will take place at the beginning of the season to set up times for practices and games, in order to give every coach an opportunity to choose a time that will be appropriate for the age level and the coach's availability.

AFTER-SCHOOL PRACTICE PROCEDURES

The purpose of these guidelines is to provide an organized, systematic means for ensuring the safety and well-being of Nativity student-athletes during the time between dismissal from school and the start of athletic practices and contests.

1. All student-athletes will report directly to their practice site immediately upon dismissal from classes for all practices beginning between 2:45 and 3:00.
2. All equipment, personal items and book bags will be taken to the practice site so that athletes do not need to return to their classrooms (they will be locked) after practice.
3. Student-athletes that have a practice time of 4:00 pm or later are required to take the school bus or other means of transportation home and return to the school or fields for practice.

PRACTICE CANCELLATION PROCEDURES

If you are a coach and you decide to cancel practice, **please make sure you CALL the school (633- 7441) no later than 12pm, to let the MAIN OFFICE** know of your cancellation, and it is the responsibility of the coach to contact the parents their team so arrangements can be made for child supervision as soon as possible.

SUPERVISION

All parents and students at Nativity of Mary School have the right to expect proper and safe adult supervision of the student athletes at all times.

1. Students may not remain after school unattended for practice or a game. Students may pay the fee and attend Kid's Club or a parent may come and supervise several students in the gym while waiting for practice or the game to start.
2. Coaches should be present before practice is scheduled to receive and properly supervise students.
3. Student athletes must be supervised at all times during practices and games by at least 2 adults.
4. Coaches are to remain in the building with the students until a parent or guardian picks up the student. For safety and liability reasons students are never allowed to wait alone.

TRANSPORTATION

Nativity of Mary School does not provide transportation to and from practices or games. It is the parents' responsibility to secure a ride for their child.

Carpooling with parents as volunteer drivers is very often utilized as the most convenient method of transporting elementary school athletes to and from athletic competitions.

The driver must be 21 years of age or older, have a valid, non-probationary driver's license and no physical disability that could in any way impair his/her ability to drive the vehicle safely.

TEAM ISSUES/PARENT CONCERNS

Should a non-emergency issue or concern arise, please follow the steps outlined below:

1. Communicate with the head coach on any issue regarding the participation of the student-athlete at a pre-arranged time and private location. In all cases, it is preferred and recommended that the "24-Hour Rule" be followed. In other words, it is better to let a day pass before speaking to the coach about a disagreement you may have with him/her regarding playing time, etc
2. If you are unsatisfied with your conference with the coach, please contact the school's Athletic Director.
3. If the situation remains unresolved, please contact the Principal at Nativity of Mary School.

FORMING TEAMS

HOW TEAMS WILL BE DIVIDED GUIDELINES:

In the circumstance in which sports teams need to be separated into more than one team as a result of a large number of students that wish to play one sport, we must divide students up into two teams. This will ensure that the students will have a positive and enjoyable experience along with the opportunity to play.

Procedure # 1: If the situation comes about in which there does not need to be a separation of teams, due to a low number of sign-ups from students, then all those players who choose to play will consist of that one team.

Procedure # 2: In the event that one team cannot be made, the teams will be divided into two teams based upon grade level, just as long as the number of players allows it to be. Players of similar skill level should be grouped on the same team to make it easier for the coaches to practice and play together in games. The coaches for each team will work together with the assistance of the Athletic Director in dividing players into two teams in the most appropriate manner possible. The Athletic Director will develop final team rosters.

Procedure # 3: If the situation comes about in which there is a non-workable number of players for a team, meaning that there is too many for one team but not enough to make a second team, which is a common situation, then the procedure is to evaluate the possibility of bringing up a student from another grade level to play up and to fill the void of making a second team.

PLAYING UP:

If numbers are required when forming teams, then considering a student from another grade level is permitted to play up. The student requires prior permission to participate. The decision will be made by the Athletic Director and Principal who will then inform both the athlete and parent. A form is available in the Athletic Office for this process. This form must be completed by the parent/guardian, and then be submitted to the Athletic Office, for administrative approval.

❖ All procedures are carried out as followed in the event that there are coaches willing to coach and players willing to play. If a situation is to occur that does not have any protocol to follow, then it is up to the Athletic Director and the School Principal to make the final decision.

SCHOOL CLOSING AND WEATHER PROCEDURES

SCHOOL CLOSING:

If a school is closed due to inclement weather or sickness, no students from that school are allowed to participate in practice or competition of any nature (tournaments, games, scrimmages) on that day without the principals' approval. The school administration along with the Athletic Director makes this decision and communicates to all affected schools or coaches.

If a school is closed due to weather on a Friday, and your team has a Saturday game or practice, it is not affected by Friday's cancellation, unless noted otherwise.

If a school is closed due to a holiday break, there will be no practice or competition of any nature (tournaments, games, scrimmages) during the holiday break. No school = no practice/and or games at NBVM School.

If it is a half day of school, practice can go on as scheduled during the teams regular practice time as they normally have if it was a full day of school, unless noted otherwise.

Practice Cancellation:

1. Please notify your team parents as soon as you can.
2. Please notify the school by calling the **main office at 633-7441 by 2:15pm** so we can make an announcement.

Game Cancellation Policy:

1. School Closings:
 - a. If a school is closed for the day by the principal due to weather, the games scheduled for that team are canceled. The coach of the closed school must still notify.
 - Each of the schools scheduled to play at the host school on that day (see on your league contact list).
 - The League Coordinator, e-mail is an acceptable means to communicate this information if accomplished early in the day although a phone call is preferred.
2. Inclement Weather When Schools are Open:
 - a. When schools have not been closed by a principal for the school day, but weather has turned difficult later in the day, it is the decision of the **host location** on whether to proceed with the games that evening. Non-host schools can provide their opinion to the

host but should not just decide that their team will not be playing that evening. Email is an acceptable means of communicating a cancellation if it is sent reasonably early in the day. Decisions made later in the day will need to be communicated through phone contact.

Please include the following people on all communications.

- (Father Schaus League) K-2, 3-4 Boys, 5-6 Boys, call
- (Diocesan League) Girls Varsity 7-8, & JV Girls 5-6, call
- (Diocesan League) Boys Varsity 7-8,

THUNDER AND LIGHTNING:

1. Thunder and lightning necessitates that contests be suspended. The occurrence of thunder and/or lightning is not subject to interpretation or discussion - thunder is thunder, lightning is lightning.
2. When thunder is heard and/or when lightning is seen, the following procedures should be adhered to:
 - a. Use the Flash-to-Bang count to determine when to go to safety.
 - b. Suspend play and direct participants to go to shelter, a building normally occupied by the public or if a building is unavailable, participants should go inside a vehicle with a solid metal top (e.g., bus, van, car).
 - c. By the time the flash-to-bang count approaches within thirty seconds, all individuals should be already inside a safe structure.
 - d. Do not permit people to stand under or near a tree; and have all stay away from poles, antennas, towers, and underground watering systems.
3. After thunder and/or lightning have left the area, wait 30 minutes after the last boom is heard or strike is seen before resuming play or competition.

*****The **host** school must determine by 1:00 PM on game day if weather conditions prohibit that day's games from being played.

THE ROLE OF STUDENT-ATHLETES

Students in grades K-8 are given an opportunity to join an athletic team in the fall, winter, and spring. For this privilege, students have three major responsibilities:

1. To demonstrate appropriate sportsmanship and personal responsibilities at all times to other teammates, opponents, officials, parents, coaches, spectators and themselves.
2. To attend all practices and games unless you have personally notified the coach of a legitimate conflict in schedule ahead of time.

3. Keep grades up to academic playing standards throughout the course of the entire season.

If a coach believes that you have missed an unacceptable number of practices without legitimate excuses, your playing time in games may be affected at the discretion of the coach. Additional absences may result in removal from the team.

EXPECTATIONS FOR STUDENT-ATHLETES

1. Act in a Christian way exhibiting good sportsmanship both on and off the court/field.
2. Respect opponents, officials, coaches, teammates, and spectators at all times.
3. Remember sport team participation is a privilege, not a right. Remember it is an opportunity to learn and have fun, not just to win.
4. You are expected to attend practices and games unless you have a medical condition or legitimate excuse that prevents you from participating.
5. Start each competition with a team prayer. Welcome your opponents when they arrive and congratulate them sincerely at the end of a competition.
6. Accept both victory and defeat with pride and honor—never be boastful or bitter.
7. Maintain grades (class work, homework, projects, and tests) and effort in schoolwork. Always work to your potential.
8. Maintain good behavior in school and at school events. Choose to make yourself proud. Remember you represent your school and your family in all you do.
9. Athletes must be attentive and listen to all coaches during practices/games.
10. After a game or practice, you may only leave after the coach has dismissed you.
11. Athletes on the team but not in the game at any given time must sit in the designated team area. Players are not to join family/friends during the game.
12. Follow all the rules and regulations set by the school, coach and sport.
13. Respect the judgment of the officials. Never argue or show disrespect to the officials.

14. Never taunt an opponent or celebrate an accomplishment in such a way as to “show up” the opponent or demonstrate a lack of respect or provoke another team or its spectators.

15. Return all school property, including uniforms, to the coach in a timely manner. If the uniform is not returned, the student’s report card can be withheld. If the uniform is lost, the school may assess a fee to replace it and the report card can be withheld until the fee is paid.

16. Sign and return that you have read and will follow the Sports Code of Ethics for players.

THE ROLE OF THE COACH

The coach has the greatest responsibility, as well as, the greatest opportunity, to guide and influence the student -athletes. Coaches assume the role of teacher, mentor, and minister to the young people in their charge. In addition to teaching young athletes physical skills, athletic participation can teach core values desired by society such as; hard work, commitment, fairness, respect and honesty. The influence of the coach upon the attitudes and behavior of the players, the student body and the community is essential in order for sportsmanship to become a reality. Children choose to commit to athletic participation, and for this reason coaches often have great potential to build an athlete's self-esteem and teach moral excellence.

❖ Any coach or player excluded by an official from an inter-school competition for unsportsmanlike conduct may be dismissed from a sports team at any point during a season due to behavior issues both either in the classroom or on the playing field. Nativity of Mary School has a zero tolerance rule for misconduct. The Principal holds the right to suspend students or coaches and for how long.

COACHING EXPECTATIONS

1. Hold a preseason meeting with players and parents in which sportsmanship, team goals, player and parent responsibilities are clearly explained. At this meeting, season schedules and phone trees should be distributed, if possible.

2. Model appropriate behaviors and responses for players and spectators. The words and actions of a coach, whether appropriate or not, will be replicated by some of his/her players. The coach is responsible for setting the standard of appropriate conduct.

3. Hold players accountable for intentional rule violations and other acts of poor sportsmanship. Players should be immediately removed from a contest to have their conduct addressed,

privately and tactfully, and reinstated when deemed appropriate. A second offense is reason to sit the player for the rest of the game.

4. Offer sincere praise for all athletes in the competition.
5. Demonstrate respect and tolerance for all officials' interpretation of rules. In addition, coaches need to discourage players and parents from verbally abusing/criticizing officials and opponents before, during, and after contests. A coach does have the right to speak with an official in an appropriate manner. Remember the coach is representing Nativity of Mary School, and young children are listening to your words and watching your actions.
6. In no way attempt to humiliate or embarrass other schools by running up scores. If a team has too few players, coaches need to discuss options to play the game equitably.
7. Should attend the league meeting prior to the start of the sport season in order to verify the coach's contact information, and rules for the sport.
8. Document, acknowledge, and respond to incidents, concerns, and violations. Submit the incident report to the Athletics Office within 24 hours of the incident.
9. Check any facility the whereabouts of an AED (Automated External Defibrillator) and its directions for use Bring all emergency contacts numbers and a complete first aid kit to all contests/practices (home and away).
10. Become professionally trained and certified in First Aid, CPR and the use of an AED. A copy of certification must be submitted with the roster of the team you coach.
11. All coaches and volunteers will be required to be current with the Virtus training.
12. Must account for all uniforms and return school equipment (stop watches, first-aid kits, ball bags etc.) at the end of the season.
13. Keep attendance at every practice, competition, or team event.
14. Ensure that all athletes have safe transportation to and from practices or competitions. Supervise each athlete until his/her transportation arrives.
15. Remember to keep winning in perspective. We expect you to practice and prepare to win. However, to coach a game with the only objective of winning is discouraged.
16. Be fair and balanced in scheduling practices and games. Academics come first and student-athletes must not be over burdened with athletic commitments.
17. Arrive a minimum of 15 minutes prior to the scheduled start of the competition. Use the time to set up equipment, organize team benches, set up time-clocks, and perform a safety inspection of the contest area.

18. Responsible for finding timekeepers and scorekeepers for their contests, home and away.
19. Must get prior authorization from an administrator/Athletic Director before signing up for a tournament of any kind.
20. Start each competition with the Team Prayer and Sportsmanship Pledge.
21. Refrain from all forms of tobacco use while coaching. If tobacco use is suspected, the principal has the right to dismiss the coach from coaching for any period of time.

THE ROLE OF THE PARENT

The Parents and Other Spectators have a significant responsibility for sportsmanship. Their habits and reactions determine the quality of sportsmanship, which reflects upon the reputation of the school they are supporting. Participation in sports provides a real life opportunity to reinforce the core values desired by the Nativity of Mary Community.

Please keep in mind that all coaches at Nativity of Mary School coach on a volunteer basis. They are taking time from their busy lives to teach and influence your child(s). Please show them the respect they deserve. If an issue with a coach arises, please refer to page 11 in the athletic handbook regarding team issues/concerns.

EXPECTATIONS FOR PARENTS AND SPECTATORS

1. Examine your child's after school schedule prior to joining an athletic team. Athletes are expected to attend practices and games regularly and punctually. *Overcommitting places your child at an unfair advantage at school and on the playing field.*
2. Be an exemplary model of good sportsmanship. Adults are models for children in respect to good audience participation.
3. Cheer enthusiastically and applaud the fine efforts and play of ALL athletic participants involved.
4. Refrain from making critical comments or gestures to officials, coaches, or representatives from other teams.
5. Refrain from making verbal contact with your child during practice or games unless you have asked for approval from the coach to do so.
6. Arrive on time to pick up your child from practices and games.

7. Assure that an up-to-date physical is on file with the school nurse. These documents are to be given to the school nurses only.

8. Regularly check schools athletics web page for updates and information, such as game schedules and practice days and times.

9. It is the parents' responsibility to alert the coach of any allergies (insect or food), student's asthma status and need for inhaler, or any other emergency medical needs/supplies their child may need during physical activity. It is the parent's responsibility to provide the coach with inhalers, Epi-Pens, diabetic supplies, eye drops or any other medical supplies (with physician instructions for use) to be kept with the team's first-aid kit at all times. It is the parent's responsibility to notify the coach in writing of any such medical attention required for their child on the Parent Permission for Sports Participation sheet that is to be turned in before the start of the season to the athletics office.

10. Sign and return that you have read and will follow the Sports Code of Ethics for parents.

THE ROLE OF THE ATHLETIC DIRECTOR

The Nativity of Mary School sports program is operated by the Principal, Athletic Director, as well as the support of coaches, parents, and volunteers.

The primary responsibility of the Athletic Director is to oversee and supervise the entire athletic program on all levels. The Athletic Director oversees all responsibilities. The Athletic Director is directly responsible to the Principal.

The coaches, parents, and volunteers dedicate their time and effort so that Nativity of Mary School has a great sports program to offer to its students.

RESPONSIBILITIES AND DUTIES

1. Supervise the entire athletic program on all levels.
2. Oversee all equipment and uniforms.
3. Completing an inventory of all equipment and uniforms.
4. Scheduling all events, practices, and games (coaches will have responsibility as well).
5. Communicating all schedules, times and events with the Principal and Secretary.

6. Instructing all coaches of the Diocesan Policy regarding athletics as well as Nativity of Mary's Policy.
7. Filing all appropriate forms and incident reports.
8. Managing finances, including receipts, expenses and income and reporting such finances to the Principal.
12. Ordering all supplies needed with athletics (first aid kits, equipment).
13. Attend all Diocesan and Conference meetings related to athletics.
14. Hold pre-season meetings with coaches.
15. Select/Appoint coaches who will model the goals of the Athletic Handbook and are at least 21 years of age.
16. Making sure that all coaches are trained and up to date with CPR, AED, and First Aid.
17. Adhere to ALL policies set forth by the Department of Elementary Athletics (failure will result in penalties/sanctions against schools in violation).

THE ROLE OF ADMINISTRATORS

A successful athletic program requires the dedication and hard work of countless adults. The Principal, Administrative Assistant, and Athletic Director play an integral part in weaving the mission of the school into the philosophy of the athletic program. The administrators strive to encourage participation by as many students as possible and simultaneously instill the ideal of sportsmanship.

EXPECTATIONS FOR ADMINISTRATORS

1. Establish and enforce eligibility requirements as outlined in the Handbook.
2. Recognize exemplary behavior and actively discourage undesirable conduct by participants, coaches, and fans.
3. Attend events whenever possible and model appropriate sportsmanship.
4. Assist in revising athletic policies in the Handbook as necessary.

5. Handle any issue or concern that is beyond the roles and duties of coaches and volunteers.
6. Oversee the eligibility policy for all players.
7. Handle student discipline issues during and after athletic events.
8. Establish school eligibility (academic and behavior) procedures, publish them and enforce them.
9. Appointing and dismissing coaches that do not follow school policies.
10. Address suggestions for Athletic Handbook updates.
11. Administrators hosting diocesan sports events have the right to deny the use of their facilities to schools/groups that have violated or abused that school's policies and procedures in the past. Written documentation should be sent to the Director of Elementary Athletics 30 days prior to the season being denied use.
12. Any verbal or physical threat made against a player, coach, official, or representative of the host school will be taken seriously and 911 will be called to handle the threat.
13. Adhere to ALL policies set forth by the Department of Elementary Athletics (failure will result in penalties/sanctions against schools in violation)

DISCIPLINARY ACTION:

Improper conduct, as determined by the coach, and/or administration will result in disciplinary action up to and including removal/suspension from the team or activity. The Athletic Director and Coaches are expected to ensure compliance with all policies and school rules at all times and to use their best judgment in applying penalties for violations.

1. The proper channels to address a concern must be followed. For example, the principal of the school should be approached first. Often, an incident can be cleared up quickly when the principal is made aware of a problem. At this level, consequences may be determined based on the school's Athletic Handbook.
2. A concern of policy/rule violation must be presented to the Director of Elementary Athletics in written form no longer than 10 days after the incident or violation. The

concern can originate from a student, parent, administrator, coach, official, league coordinator or sports event organizer. No anonymous concerns will be addressed.

3. Administration will be in communication with those involved in the incident to determine facts.

4. The Principal will determine the level of intervention or consequences of the violation. Discipline will be progressive unless the violation was determined to be criminal or cause undue risk of liability or exhibits extreme resistance to Catholic values and the goals of the Athletic Program. In which case, it may be severe enough to warrant a ban, expulsion, or criminal charge.

❖ The following examples of Violations and Consequences are not all-inclusive and are subject to change. It serves to provide an idea of some of the concerns that may be brought to the attention of the Athletic Director and School Principal and the consequences that may follow.

SAMPLE VIOLATION LEVELS

Level 1.....Flagrant disrespect, Flagrant harassment, Flagrant lack of sportsmanship
Disregard to sport rules

Level 2.....Intentional injury, Repetition of Level 1 offense

Level 3.....Use of drugs, alcohol, or tobacco products, Destruction or trashing of school property

Repetition of Level 1 or 2 offenses Disregard of Diocesan athletic policy

SAMPLE CONSEQUENCES OR SANCTIONS

Level 1.....Written reprimand and probation Ejection from competition

Level 2.....Suspension (includes a player, team, coach or other adult for a predetermined period of time or number of games)

Level 3.....Expulsion from league, all sports leagues, or all competitions

❖ Refusal to meet with administration regarding unsportsmanlike behavior/violations will result in removal from the sport/team.

❖ Failure to abide by the rules set forth by the Department of Education and the Director of Elementary Athletics will jeopardize any post season play by the school teams(s) in violation. (Catholic Elementary School Athletic Handbook, page 20).

PRAYER SPORTSMANSHIP PLEDGE

The Officials, Coaches, and Players should line up at center court/field facing the spectators. (Officials in the center, coaches on either side, players next to coaches) The coach of the home team, or a player from the home team, should read the Prayer and Sportsmanship Pledge stopping at the designated spots so all others (and spectators) can repeat the words.

PRAYER

In the name of the Father, the son, and the Holy Spirit, Amen.

God of play, we ask for your blessings on both teams and their coaches. We ask You to help us play fair and with good sportsmanship. Give us the joy of Your Spirit.
Amen.

In the name of the Father, the son, and the Holy Spirit, Amen.

SPORTSMANSHIP PLEDGE

We pledge to model sportsmanship, support and encouragement for all attending this sporting event today.

Medical Release for Sports Participations

As of September 2018, the New York State Education Department is mandating that all students participating in interscholastic sports will be required to annually have a physical.

A new health form has been created by the New York State Education Department that will need to be completed entirely by the student's private health care provider or school medical director.

Questions can be directed to our School Nurse, Mrs. Hana Muller.



INJURY REPORT

SUBMIT WITHIN 24 HOURS TO ATHLETICS OFFICE:

Name of Student: _____ Grade: _____ Date of Injury: _____

School: _____ Age: _____ Sex: M or F Sport: _____ Time of Injury: _____

Activity at the time of injury: _____

Practice or Game (*circle one*)

Name of School (if away game): _____

First Responder: _____

Place of Injury: *Classroom Hallway Bathroom Lunchroom Playground Gymnasium Other (circle one)*

Describe what happened:

Were parents notified? _____

Describe treatment: _____

Witness: _____

Nature of Injury: *Abrasion/Scrape/Bump/Swelling Pain/Tenderness Fracture/Sprain Head Injury Cut/Laceration/Other*

Body Part Injured: *Abdomen Foot Ankle Hand Arm Head Back Knee Chest Leg Eye Teeth Face Wrist*

Coach Signature completing form _____

Date _____ Athletic Director's signature

_____ Date _____ Nurse's signature

_____ Date _____ Principal's

signature _____ Date _____

1 copy to Athletics Office 1 copy to Nurses Office 1 copy to Main Office



PARENT PERMISSION FOR SPORTS PARTICIPATION NATIVITY OF MARY SCHOOL

Student Name _____ Date _____

Name of Parent/Guardian(s) _____

Address _____

Home Phone _____ Work Phone _____

_____ has my permission to participate in _____
_____ during the school year _____. He/she will be expected
(sport)
to attend all scheduled practices and games. If needed, I understand that my
son/daughter is responsible for all equipment/uniforms issued, and if any of the
equipment/uniforms issued are not returned in proper condition, I am liable for their
replacement value.

In case of an emergency and I cannot be reached, call:

Name _____ Phone _____

Relationship to student _____

Or

Name _____ Phone _____

Relationship to student _____

If I cannot be reached, I give my permission for the coach or a responsible school representative to have my child treated by a physician.

My child has received a medical release to participate in _____ and

He/she has been in good health since, having no accidents or major illnesses.
(Sport)

Please indicate any allergies or health conditions that we should be aware of: _____

Parent Signature _____ Date _____



DIOCESE OF BUFFALO DEPARTMENT OF CATHOLIC EDUCATION | NATIVITY OF MARY SCHOOL
SPORTS CODE OF ETHICS

PARENTS: I hereby pledge to provide positive support, care, and encouragement for all children participating in youth sports by following this Parents' Code of Ethics.

- I will remember my behavior, and that of my child, represents my school and reflect its philosophy.
- I will practice and encourage good sportsmanship, effort, and teamwork from players, coaches, officials, and other parents at every game and practice.
- I will not place a burden on my child to win games. The purpose of youth sports is to develop physical, mental, and social skills.
- I will do my very best to make youth sports fun for my child.
- I will never argue with or complain about a referee's call or decision.
- I will support efforts to remove verbal and physical abuse from youth sports activities.
- I will refrain from being a sideline coach or referee. I will attend games to provide positive support for all players on all teams.
- I will support efforts to provide an environment for my child that is free from drugs, alcohol, and tobacco. I will personally refrain from their use at all youth sports events.
- I will remember the game is for the players and not for the parents.
- I will ask my child to treat ALL players, coaches, fans, and officials with respect regardless of race, gender, creed, or ability.

PLAYERS: I hereby pledge to provide positive support, care, and encouragement for all children participating in youth

- I will remember to start each game with a prayer and model Christian values throughout any game or practice.
- I will remember my behavior, and that of my players, represent my school and reflect its philosophy.
- I will practice and encourage good sportsmanship from fellow players, coaches, officials, and parents at every game and practice.
- I will remember that sports participation is an opportunity to learn and have FUN, not just to please my parents or coach.
- I will be on time for every practice and game that I can, and will notify my coach in advance if I cannot.
- I will do my very best to listen and learn from my coaches.
- I will try to do my best at every practice and game, working hard to improve my skills and self-discipline, and to help my team.
- I will never argue with or complain about a referee's call or decision.
- I will control my temper and resist the temptation to retaliate if I feel I've been wronged.
- I will treat my coaches, other players, officials, and fans with respect regardless of race, gender, creed, or abilities, and I will expect to be treated accordingly.
- I will do my very best in school and I will play using the Laws of the Game.

I have read and will follow the **Sports Code of Ethics**.

Player _____ Date _____

Parent/Guardian _____ Date _____



Student Athletic Contract

I, _____, have decided to play _____ this season. I am ready and eager to develop my skills in this sport. I understand that in the learning process, athletics can be challenging.

Understanding that I agree to the following terms this season:

- I will remember to start each game with a prayer and model Christian values throughout any game or practice.
- I will remember my behavior, and that of my players, represent my school and reflect its philosophy. I will practice and encourage good sportsmanship from fellow players, coaches, officials, and parents at every game and practice.
- I will remember that sports participation is an opportunity to learn and have FUN, not just to please my parents or coach.
- I will be on time for every practice and game that I can, and will notify my coach in advance if I cannot. I will do my very best to listen and learn from my coaches. I will try to do my best at every practice and game, working hard to improve my skills and self- discipline, and to help my team.
- I will never argue with or complain about a referee's call or decision. I will control my temper and resist the temptation to retaliate if I feel I've been wronged.
- **I will treat my coaches, other players, officials, and fans with respect regardless of race, gender, creed, or abilities, and I will expect to be treated accordingly.**
- I will do my very best in school
- Failure to complete work can result in being held out of games/practice
- I will play using the Laws of the Game
- I have also read, understand and agree to avoid the following violations:

VIOLATION LEVELS

Level 1: Flagrant disrespect, Flagrant harassment, Flagrant lack of sportsmanship, Disregard to sport rules

Level 2: Intentional injury, Repetition of Level 1 offense

Level 3: Use of drugs, alcohol, or tobacco products o Destruction or trashing of school property, Repetition of Level 1 or 2 offenses, Disregard of Diocesan athletic policy

CONSEQUENCES FOR VIOLATIONS

Level 1: Written reprimand and probation, Ejection from competition

Level 2: Suspension (includes a player, team, coach or other adult for a predetermined period of time or number of games)

Level 3: Expulsion from league, all sports leagues, or all competitions

❖ Refusal to meet with administration regarding unsportsmanlike behavior/violations will result in removal from the sport/team. ❖ Failure to abide by the rules set forth by the Department of Education and the Director of Elementary Athletics will jeopardize any post season play by the school teams(s) in violation. (Catholic Elementary School Athletic Handbook).

I have read and understand the rules and guidelines of the Nativity of Mary School's Athletic Contract. I agree to follow all rules and expectations and understand the consequences of violating any such rule:

Athlete's Signature: _____ Date: _____

Parent Signature: _____ Date: _____



PARENT/ STUDENT-ATHLETE ATHLETIC HANDBOOK ACKNOWLEDGEMENT

Nativity of Mary School Athletic Contract

Please returned to the Athletics Office (To be completed one time each school year at the start of players sport season)

To be completed by the athlete:

Sport: _____ Athlete's Name: _____

I have read and understand the rules and guidelines of the Nativity of Mary School's Athletic Handbook. I agree to follow all rules and expectations and understand the consequences of violating any such rule. In addition, I agree to always act in a Christian manner when participating in practices and games/ meets.

Athlete's Signature: _____ ***Date:*** _____

To be completed by the Parents/Guardians:

As the parent or guardian of the above athlete, I have read the Nativity of Mary School's Athletic Handbook and agree to be a good Christian role model to help him/her to live up to the standards, rules, and expectations outlined in the handbook.

Parent Signature: _____ ***Date:*** _____



Coach/Volunteer Checklist for Nativity of Mary School

FOR EACH SPORTS SEASON THIS FORM MUST BE SUBMITTED TO NATIVITY'S A.D.
PRIOR TO FIRST LEAGUE CONTEST

To ensure the safety of all our youth, each coach/volunteer and principal must indicate compliance with all the points listed below and meet the required timeline.

- 1) Read and agree to abide by the current Diocesan Elementary Athletic Handbook Guidelines.
- 2) Read and sign the Coaches Code of Ethics form (Nativity of Mary School's Athletic Handbook).
- 3) Complete *Virtus* training in accordance with the Diocese of Buffalo. To register for *Virtus* training, visit: www.virtusonline.org. This training includes an initial in-person training (3.5 hours), followed by monthly email bulletins.
- 4) Agree to keep updated with the *Virtus* training bulletins (monthly).
- 5) Will contact the Director of Elementary Athletics to report (in writing) any improprieties within my league.
- 6) Make sure all student athletes are in compliance with up to date sports physicals. Check with school officials.
- 7) Are required to carry a First Aid kit to all contests.
- 8) Not required, but preferred: AED and/or CPR certified. Submit certification to the Athletic Director.
- 9) Concussion Training Course approved through NYSED (every two years). Visit <https://www.cdc.gov/headsup/youthsports/training/index.html> to take the *HEADS UP to Youth Sports: Online Concussion Training*

- Coaches/Volunteers must be 21 years of age.*
- Submit an official roster.*
- Report injuries requiring medical attention within 24 hours of its occurrence.*

Sport: _____

Coach's Signature _____ Date _____



Official Athletic Roster Form | Nativity of Mary School

School _____

Principal _____ Coach _____

Address _____ Address _____

City/Town _____ City/Town _____

Phone _____ Phone _____

JV: _____ VARSITY _____ Boys _____ Girls _____

Name	Grade	DOB	Jersey #