

Saint Robert Bellarmine

Sports Association

Coaches Handbook

2013 - 2014

Saint Robert Bellarmine Sports Association Coaches Handbook

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1. Overview

Being a coach is a rewarding experience. As a coach you play an integral part in our athletic program. You serve the youth of our parish as caring adults who mentor our youth by taking a holistic approach, which includes the spiritual, moral, social, academic, emotional and physical development of our student athlete's through sports participation. Through this mentoring process you are instilling lifelong skills and positive Christian values in these young people. These values include leadership, healthy living habits, self-discipline, integrity, compassion, teamwork and respect for rules and regulations as well as the ability to participate with dignity. You are influencing them in ways you cannot even imagine.

We expect our coaches to emphasize to their players the need to do well in school, in attitude, industry, and achievement. Emphasize our expectation that in the classroom and on the court, we always want their best effort possible. Carefully explain the eligibility requirements of grades and conduct. Stress that grades, conduct, and school work are important to you as a coach. Work to establish a learning environment that shows your care and concern for each individual player's progress. This environment should be structured, in a fair and equitable manner for all participants, not just the best athletes, using positive reinforcement to achieve your goals and most of all to make the experience fun, so they will carry this with them to the next level and into their adulthood.

There are three main reasons why youth stop engaging in sports and they are all centered on coaches. One, coaches not using positive reinforcement in their development and not seeing the participants as self-regulated learners in their goal setting and overall success. Too often coaches try to fit the athlete to the activity rather than the activity to the athlete. They also do not see failure as an option, yet it is the place where real learning takes place. Two, coaches placing too much focus on the best athletes only, and not taking into account late bloomers or those that may have potential as specialists. Three, unfair (not necessarily equal) playing time. Coaches that too often focus only on winning, totally lose sight of the athlete as an individual. There are many ways to win in sports and they are not connected in any way to what appears on the scoreboard.

Youth sports has evolved totally into an elitist industry, where only the most gifted are groomed leaving the rest to fend for themselves. Keep in mind that athletes are shaped in a given sport in the off season not during the season itself. The athletes who are going to move on to attempt to make their teams at the next level, better be attending the camps and clinics of the high school they are going to attend so coaches become familiar with these athletes as well as joining AAU and club teams, at a great financial expense to develop the skill level they will need to make their teams and to be competitive. The St. Robert Bellarmine Sports program and Elementary Schools in general is not the venue for this elitism to take place. If this is your approach to youth sports, coaching at St. Robert Bellarmine is probably not a good fit for you or our student athletes.

Coaches at St. Robert Bellarmine should take special care to set a high example and be positive role models for our youth demonstrating sportsmanship and courtesy at all times to officials, opponents, team members, fans and fellow coaches. Conduct of our coaches unbecoming of a Catholic and Christian will not be tolerated and is subject to disciplinary action at the Sports Association as well as the League level, including expulsion, if necessary.

A person, who is selected through our interview process to become a coach of one of our athletic teams, does not automatically inherit the position the following year/season. Interviews as well as evaluations will be executed on a yearly basis and we will select those individuals we deem the best fit for all of our participants.

We require that all coaches read the following policies and agree to abide by these guidelines.

The Sports Board Vice President is currently a coach's primary contact.

“Our greatest natural resource is the minds of our children”.
Walter Elias Disney

2. Coaching Requirements

2.1. Minimum Requirements for Coaching

- Must be a parishioner
- Must be at least 18 years of age
- Must submit an S.R.B.S.A. Volunteer Application
- If selected as a potential candidate, must interview for the position with the school Principal. Questions will be based on IHSA and CSCC rules.

2.2. Requirements If Selected to Coach

- Must complete, sign and submit the following forms and visit the following websites:
 1. Archdiocese "Volunteer Service Application" Form
 2. Archdiocesan "Code of Conduct" Form
 3. DCFS "CANTS" Form
 4. Go on the school website and click the Community icon. On the drop down menu click Get Involved. Scroll down under Required Information and click the website under Background Screenings read and follow the directions. Also, Virtus training is required. If needed, scroll down to Virtus Training and click the website to find a site, date and time where trainings are being held.

Note: The forms mentioned above may be on file if you have coached or volunteered over the past few years and may not be required. See the Principal.

- Encouraged to attend the following trainings:
 1. Skill development (Offered at a variety of sites, notification will be given)
 2. Scoreboard (Basketball and Volleyball coaches only to familiarize yourself with its operation)
 3. Scorebook (Basketball and Volleyball coaches only to familiarize yourself with filling it out properly)
 4. Volleyball Equipment Set-Up (Volleyball coaches only)
- Being knowledgeable of and having experience in the sport you are coaching and having the ability to teach players the rules and basic fundamentals of the sport is preferred, but not mandatory.
- Must be available and on time for coordinating all practices and games.
- Must be available to participate in all fundraisers as needed.
- If you are coaching a team of the opposite gender, the Board recommends either having an assistant coach of the teams gender or solicit a parent/s to be available for practices and games.

Note: Coaches do not automatically coach year to year, evaluations and interviews are conducted yearly. If you coached the same sport applying for the year prior in the same position, are in good standing, and nobody else has volunteered to coach, an interview may not be required.

3. Coaches Responsibilities

3.1. Student Athlete Playing Time

All St. Robert Bellarmine students are encouraged to participate as members of our St. Robert Bellarmine athletic teams. Subject to academic eligibility and practice attendance requirements, every student in Grades 4 through 8 is offered the opportunity to participate. Ensure that all athletes receive the minimum amount of playing time required by the CSCC League and/or Saint Robert's Sport Board. A player's playing minutes begins when the player officially enters the game, not at the point they are told to go in and are waiting at the scorer's table for entry. The Sports Board highly recommends that additional minutes/points beyond the minimum should always be a top priority of every coach. The minimum playing time policy will be reviewed yearly.

Any player who is ineligible to play due to school policy must not "suit up" for the game/match. An ineligible player may sit on the bench in "street clothes" and will be considered bench personnel as recognized by IHSA rules. Any player on the bench in uniform at any game are required to play in the game, unless identified by the coach and informed to the official scorer and the opposing teams coach prior to the start of the game. If the player for some reason plays, the player must participate under the minimum playing time rules. Failure to grant notice of the non-participating player will result in a forfeit.

Any coach found in violation of the minimum playing time/points rules will be disciplined accordingly:

- First offense – Verbal warning and placed on probation with board members monitoring minimums.
- Second offense – Suspended for one game
- Third offense – Dismissal from coaching for the remainder of the season

All players in attendance at the game/match must play in accordance with the rules defined below.

3.2. Basketball

3.2.1. Instructional

At the 4th and 5th Grade levels, each program will emphasize instruction in game fundamentals, sportsmanship and individual development. Coaches are required to provide each of the students who are actively participating (i.e. with consideration given to attendance and attitude) with **equal** playing time per game per conference rules.

If a team fields less than 10 players, the following guidelines will be used per the conference rules:

1. No player may play two quarters unless all players have played one quarter.
2. No player may play three quarters unless all players have played two quarters.
3. No player may play four quarters unless all players have played three quarters.

4. No Substitutions will be allowed during a period, with the exception of injuries. All substitutions must be made between periods.
5. At the end of each period, everyone on the bench must come in if playing with 10 or less players. With 10 or more players everyone in the game must come out.
6. The official game scorer will be responsible for recording the entry of each player during the game.
7. Typical basketball scorebooks allow for the checking in of players by quarter.
8. Each three minute period should be considered a portion of a quarter.
 - Periods 1 and 2 belong to the first quarter
 - Periods 3 and 4 belong to the second quarter
 - Periods 5 and 6 belong to the third quarter
 - Periods 7 and 8 belong to the fourth quarter.
9. If when tracking you find an opposing coach abusing this rule you may report it to the Sports Board Vice President who will report it to the League President. The penalty for abusing this rule will result in a one game suspension for the first offense and the second offense will be a suspension and a \$50.00 fine to the school.

3.2.2. 6th through 8th Grades

As the students advance to and through the junior high level 6th through 8th Grades, an increasing emphasis will be placed on the merits of the students' participation as members of a team, which is representative of St. Robert Bellarmine School. Coaches will ensure that each student who is demonstrating a dedication to the team and self betterment is rewarded with the minimum game participation required by conference rules and beyond where at all possible.

3.2.3. 6th Grade Basketball

Conference rules for basketball states the following for 6th grade teams:

- Each eligible player must play in each regular season game for a minimum of six (6) minutes. In addition, the Sports Association is requiring that three (3) minutes minimum must be played per half.
- Playing time in the play-offs is awarded at the discretion of the coach

3.2.4. 7th and 8th Grade Basketball

Conference rules for basketball states the following for 7th and 8th grade teams:

- Each eligible player must play in each regular season game for a minimum of two (2) minutes. In addition, the Sports Association is requiring the following:
 - 7th Grade Teams - Five (5) minutes per game with 2½ minutes required per half
 - 8th Grade Teams - Four (4) minutes per game with two (2) minutes required per half.
- Playing time during play-offs is awarded at the discretion of the coach.

3.3. Volleyball

3.3.1. Instructional Volleyball

Conference rules for volleyball states the following for 4th & 5th grade teams:

- All teams **must** play each team member **equally** in each match. This means equally over the first two games. If a third game is necessary each team member must play in that game equally as well. If the game is unnecessary team members will be allowed to sub in freely and the game will end, regardless of score, 5 minutes prior to the start of the next scheduled game.
- There are no standings kept by the Conference or play-offs at this level.

3.3.2. 6th grade Volleyball

Conference rules for volleyball states the following for 6th grade teams:

- Each player must play a minimum of 12 Points Scored by one team or the other, within the first two (2) games. In addition, the Sports Association is requiring that teams of 13 to 18 players must play a minimum of 12 Points Scored by one team or the other, within the first two (2) games and any teams made up of 8 to 12 players must play a minimum of 16 Points Scored by one team or the other, within the first two (2) games.
- Playing time during play-offs is awarded at the discretion of the coach.

3.3.3. 7th and 8th grade Volleyball

Conference rules for volleyball states the following for 7th & 8th grade teams:

- Each player must play a minimum of 8 Points scored by one team or the other, within the first two games. In addition, the Sports Association is requiring that teams of 13 to 18 players must play a minimum of 12 Points Scored by one team or the other, within the first two (2) games and any teams made up of 8 to 12 players must play a minimum of 16 Points Scored by one team or the other, within the first two (2) games.
- Playing time during play-offs is awarded at the discretion of the coach.

3.4. Soccer

Conference rules for Soccer states the following for Junior Varsity and Varsity teams:

- Each player is required to play a minimum of two (2) minutes per game.
- Playing time during play-offs is awarded at the discretion of the coach.

3.5. Baseball/Softball

Conference rules for baseball/softball states the following for Junior Varsity and Varsity teams:

- Each player is required to play one (1) inning in the field within the first three (3) innings due to the slaughter rule.
- Playing time during play-offs is awarded at the discretion of the coach.

3.6. Coaches Meetings (Run by the Sports Board Vice President)

At the coaches meeting the Treasurer will give each Head Coach a check in the amount of half the games your team will play excluding tournaments and playoffs at the agreed upon per game price set by the Conference. Another check will be issued prior to the second half of the

season. The amount currently for officials during the regular season, play-in games if necessary and the quarter finals is as follows:

- \$25 per game for soccer
- \$32 per game for basketball. (If a single referee shows up at a game instead of the required two, the cost will be \$20 per team for the single referee and if the referees are assigned to a single game being played on that day, the fee will be \$35 per referee). If either of the two scenarios for basketball occurs the Treasurer must be notified within 24 hours of the completion of the game for tracking purposes. If a coach is running short on referee fees due to the single basketball game price, they must contact the Treasurer for additional funds. If this occurs in the first half of the season the second half dollar amount will be reduced by the amount of the money saved and if this occurs during the second half of the season the excess money will be returned to the Treasurer at the conclusion of the season and prior to the playoffs if applicable.
- \$16 per match for volleyball (A match consists of three games)
- \$21 per game for baseball and softball
- \$100 per meet for cross country and track (This money is due at each sports scheduling meeting)

3.7. Home Games All Coaches

10. Greet Opposing Team and explain our gymnasium and/or home field rules.
11. For basketball and volleyball the admission table will now be set up in the Junior Building hallway and will be staffed by volunteers assigned by the Principal and will be paid \$8.00 per hour. They are responsible for collecting admissions of \$1 for adults and \$.50 for children, which is required for all home games.
12. Assist in the recruitment of parents who will be paid \$10.00 per game in an attempt to offset their \$25.00 mandatory Participation Fee, by operating the scoreboard and keeping the scorebook at home games. Parent's who wish to operate the concession stand in an effort to offset their Participation Fee, will be paid \$6.00 per game and will need to set-up the stand if assigned to the first game of the day and will need to break down the stand and clean-up if assigned to the last game of the day. Parent's who keep the scorebook and operate the scoreboard in an effort to offset their Participation Fee (\$25.00) should attend scorebook and scoreboard training.
13. If there are **not** enough parents interested in working the scoreboard and score book, the Sports Board will try to recruit current students, alumni and or parishioners to assure their operation at the same per game rate. If the Board is unsuccessful in their recruitment, the coach will be responsible for securing parents for their home games. One of the two people operating the scorer's table must be a minimum of 16 years old.
14. Trained Scoreboard Operator
 - The main scoreboard control is kept in the gym equipment room cabinet. Copies of rules for scorers and timekeepers are also kept there.
 - The scoreboard and its control box are delicate electrical equipment. Please exercise care in their use. Instruct those who are to set it up and run it. A spare clock and score tally are in the gym equipment room.

15. Trained Scorekeeper

- Under no circumstance by League rules can the official game scorebook be kept by bench personnel. There must be an official scorekeeper or the game will be forfeited. The score keeper is also responsible for tracking minimum playing time for basketball and minimum points played for volleyball.
- The official scorebook for all home games is kept in the cabinet in the equipment room. This book must be used for all home games and remain in the cabinet after the completion of the last game.
- If any home basketball games are played at Dunham Park we still require a scorekeeper and scoreboard operator as well as an admissions table monitor. A separate cash box is kept at the park and \$10.00 in petty cash must be made available by the coach of the first game played. At the end of the first game played the coach should be reimbursed the \$10.00 from the cash box.

16. A volunteer card has been created by the Sports Board and each coach, board member or committee member is responsible for signing each parent's volunteer card listing the position the parent was in for that game (scoreboard and score book).

17. Ensure the following Gym Rules are being adhered to and enforced:

- No food or drinks in the playing area except player's water or sport drinks
- No smoking anywhere in or near the school.
- Stay off the floor; no open basketball during game breaks.
- Bicycles are not allowed in the building
- Absolutely no admittance into the Senior Building school area

18. Greet officials and attend to their needs.

19. Secure the game ball, which is locked in the locker room storage cabinet or use one of the balls assigned to you by the Sports Board.

20. Call in game scores within 72 hours if your team won the contest, otherwise it will be considered a forfeit

3.8. Home Games First Coach/Team Scheduled

- Secure keys from rectory (Must be the coach not a player or parent).
- Open exterior doors.
- Prepare/set-up gymnasium
 - Turn on all necessary lights including overhead gym lights, equipment room, hallway/stairwell to the Junior Building and Junior Building washrooms, scoreboard and fans if necessary.
 - Open gym windows if necessary.
 - Open equipment room
 - Keep shared ball cage locked and only use the two balls assigned to you. If in the event the opposite team did not bring balls, take two out the shared ball cage, lock cage and get the balls back at the end of the contest and return to the cage.
 - Set up standards, net, antennas and officials platform for volleyball
 - Pull out the bleachers.
 - Set up the scoring table, chairs, official score book and scoreboard panel, which is located in the locker room storage cabinet along with rules and instructions.

- Sweep the floor or assign a parent of your team
- Set up admissions desk and place key inside (key must be passed from one coach to the other throughout the day).

3.9. Home Games Last Coach/Team Scheduled

- Close/break down and clean gymnasium
 - Close all windows.
 - Break down and put away all bleachers, scorers table and return chairs to the rack
 - Return shared balls to the equipment room storage cage and lock the cage
 - Return scoreboard control panel, official scorebook, cash box with \$10.00 petty cash and game ball/s to the equipment room storage cabinet and lock the cabinet.
 - Turn off gym, equipment room, stairwell, hallway and washroom lights as well as scoreboard and fan, if necessary.
 - Check the washrooms and for running water
 - Check equipment room and lock this door.
 - Check that the floor under and near the bleachers as well as the player benches are clean and free of any garbage.
- Lock the exterior doors.
- Return the keys and admissions cash envelope to the rectory. If rectory is not open, do not ring the bell, but drop the key and cash envelope in the mail slot.

3.10. Special Events/Fundraisers

- Assist for the assigned team fundraisers
- Encourage players and parents to attend

3.11. Practice Sessions

- **All Coaches**

1. Communicate with fellow coaches to work out gym conflicts, trade time slots, etc. Any practice cancellations or agreed changes between coaches must be communicated to the Scheduler, who will reflect the change on the posted master schedule, plus alert the Pastor/rectory, Principal/school, A.A., President and Vice President and offer the time slot to coaches on a first come basis.
2. Keep practices on time. Be prompt in ending practices so that children can arrange for transportation home, especially at night.
3. Make certain that players do not interfere with or disrupt other team's practices.
4. Inspect equipment room, gym areas, and playing floor before and after you use them.
5. The Athletic Program bulletin board is located outside the gym equipment room. Please check daily for announcements and messages. The bulletin board is for the use of all staff members.
6. The gymnasium key must be passed on from one coach to the next, not a player or parent to a coach or a coach to a parent or player.
7. Do not leave practice until all kids have left and the next coach has arrived.
8. Doors should be kept closed to ensure security and to not waste energy.

9. Lights should not be left on without need.
10. Equipment room and bathrooms are to be left in excellent condition, just the way you found them.
11. Do not exceed the weekly maximum time allowed per week that athletic teams can participate in games or practice sessions.
12. Parents should not drop off players' siblings at practices. Also, if staying to watch their child's practice, they should not be a distraction otherwise you may ask them to remain in the hallway until practice is over.

- **Practices First Coach/Team Scheduled**

- The first team that practices on any given day must not enter the gym before their 4:30 start time due to EDP in the gym with the exception of volleyball, which is 4:15pm due to time lost setting up the net.
- Secure key from the rectory (Must not be a parent or player)
- Open exterior doors
- Prepare/set-up gymnasium
 - Unlock equipment room door
 - Turn on the gym lights and fans, if necessary.
 - Open gym windows, if necessary.
 - Set up standards, net, antennas and officials platform for volleyball
 - Sweep the floor, if necessary
 - Check washrooms

- **Practices Last Coach/Team Scheduled**

- Close/break down and clean gymnasium
 - Close all windows, if necessary.
 - Turn off all lights and fans, if necessary.
 - Check the washrooms and for running water
 - Check equipment room and lock this door.
 - Check that the floor under and near the bleachers as well as the player benches are clean and free of any garbage.
 - Put away all equipment, tables, chairs and bleachers.
 - Lock the exterior doors.
 - Return the keys to the rectory. If rectory is not open, do not ring the bell, but drop the key in the mail slot.

3.12. Coaches Responsibilities to the Sports Board

1. Attend league scheduling meeting for the sport, gender and team you are coaching knowing in advance your availability for league games. Both coaches must mutually agree on these days and times. If neither coach is available to attend these meetings, you must let the Scheduler know dates and times you are available for league play so they can represent you and arrange a game for your team.

2. Do not schedule any tournament games or any other special games without first speaking to the Scheduler to assure league compliance and available funds.
3. Let the Scheduler know your top three choices for days and times you are available for team practices. Both coaches must mutually agree on these days and times.
4. The location and distance of tournaments should be a consideration for the best interest of the student athletes. Recommendation is not over 45 minutes of travel and not on school nights. Exceptions to the policy should be brought to the Sports Association.
5. Do not cancel, postpone or reschedule games, especially league games. Rescheduling games on a haphazard basis creates gym use problems, upsets practice schedules, creates inconveniences for parents, monitors, and causes problems with the league and with officials. Rescheduling must be cleared with the Scheduler.
6. Keep the Vice President and the Principal informed of any accidents and fill out proper forms if applicable
7. Try to resolve all differences before they become grievances.
8. Familiarize yourself with the Coaches Handbook and sign agreement form at the back of the document that you have read and understand information contained within as well as the Grievance and Protest Policies and Procedures.
9. There are extra First Aid materials and "Cold Packs" besides those assigned to each coach in the locker room storage cabinet storage room. If you see that these or any other shared equipment needs to be replenished, please inform the Equipment/Uniform Coordinator.
10. Coaches should keep with them at all times for home and away games as well as practices, the athletes' permission slips for use in an emergency. This form has parents' names, phone, next person to contact, doctor's phone, and so on. Be prepared for emergencies.
11. No additional balls beyond the two (2) for basketball and one (1) for volleyball you were assigned should be taken from the locker room for away games. Security of equipment is important when traveling. Always watch your assigned bag, balls and equipment at both home and away games.
12. Coaches should be alert to the shared equipment inventory and the condition of equipment, like balls, jump ropes, uniforms, warm-ups, etc. Keep in mind the number and condition of materials and supplies.
13. Coaches will select individuals for the 8th Grade conference all-star games based on ability, leadership and attitude.
14. Assist in obtaining any missing forms needed for participation from the parents and also serve as the first point of contact in regards to missing fees and game assignments.
 - The Parent Responsibility Form/Calendar outlines our expectations of the parents during the season, especially with regard to scoreboard and scorebook.
 - Participation Form and Fee
 - Registration/Uniform Form and Fees.
15. Report all technical/red card/unsportsmanlike conduct calls to the Board within 24 hours of the incident.
16. Report single game additional referee fees and one referee doing the game to the Treasurer within 24 hours of either occurrence.

17. Coaches must keep with them at all times for home and away games a copy of their roster, which can be asked for at any time by opposing coaches.

3.13. Equipment

- **Coaches Personal**

- Responsible for all assigned equipment:
 - Gear Bag
 - Balls (2) basketball and one (1) volleyball
 - Unofficial Scorebook (Used for tracking purposes only)
 - Clip Board (Playing Court or Field)
 - “Cold Packs”
 - First Aid Supplies
 - Accident Forms
- If damaged, lost or stolen, proper paperwork should be filed and reported to the Equipment/Uniform Manager.
- Keep your assigned bag, equipment and supplies with you and near you at all times at home and especially away games. Replace contents especially balls at the end of the game.
- Return assigned equipment at the end of each season

- **Shared**

- Shared equipment including First Aid supplies and “Cold Packs” are located in the storage cabinet and extra balls for home games are located in ball cages in the gym locker room along with the volleyball official platform and antennae’s. Keep this door closed and locked at all times.
- Coaches should be alert to the shared equipment inventory and the condition of equipment. Keep track of the number and condition of equipment, materials and supplies. Before each practice ensure that all shared equipment is accounted for. If any shared equipment is missing or damaged report this to the Equipment/Uniform Coordinator immediately. Equipment/Uniform Coordinator will fill out the proper form.
- Volleyball standards, matting, officials stand, antennae’s and net are located in the equipment room. When done using them for practices and games put them back in their proper locations within the equipment room.

3.14. Uniforms

Uniforms are properly the player’s responsibility, but coaches must be alert to problems of carelessness, poor care, etc. Uniforms may not be altered in any way.

If uniforms are lost, stolen or unnecessarily damaged, coaches should be informed. They in turn should fill out the appropriate form and contact the Equipment/Uniform Director, who will order a new uniform at the parent’s expense at the current market price.

A player will not be allowed to play without the appropriate uniform.

3.15. Coaches Supervision/Responsibilities of Student Athletes

Coaches are responsible for the supervision of their athletes at both games and practice. Also keep in mind that the gym floor is heavily used, practices follow one another and equipment and the locker room must be shared. The following guidelines and rules must be adhered to by all coaches:

1. Instruct the players as to proper care and storage of equipment.
2. Coaches should never leave their athletes unattended. Be at the gym before your team arrives, stay until all are off the grounds/picked up. Be prompt beginning and ending your practices so not to inconvenience those teams practicing before and after you. Coaches should be certain that their players do not infringe upon or disrupt other practices. Emphasize to your team that they go home directly after practices and games. Insofar as possible, make certain that players get home from away games, especially after dark. An athlete may walk home after practice and home games, but only if they have a signed parent consent form on file.
3. If an athlete becomes ill or is injured the parent must be called and the athlete must remain with the coach until picked up.
4. An athlete that is disciplined for an infraction at practice must remain with the coach until the parent is contacted and picked up or the parent is contacted and the parent allows their child to walk home on their own as long as a signed consent form is on file. If the parent is contacted and the infraction will affect the athlete's game or practice time the parent should be informed at that point. If the coach is unable to get in contact with the parent, the athlete will be dismissed at the end of the regular practice session as usual and a follow up call should be made and/or a message left if the infraction will affect the athlete's game or practice time.
5. In order for an athlete to go home from practice or home games on their own there must be a signed parent consent form on file.
6. At the first team meeting or practice pass out materials to the athletes and their nature and importance explained. A reasonable, but firm deadline should be set for their return.
 - Player expectations, grades, conduct, attendance, tardiness, dress, gym rules, and level of behavior we expect
 - Eligibility requirements
 - Practice schedule
 - Game Schedule
7. Establish rules and expectations for your team. At your first practice, go over all rules, yours as well as athletic department, gym and school with your team, stressing their importance and fairly and firmly enforce these rules. Explain the reason for the rules and outline your expectations of cooperation.
8. Caution players about money valuables both at home and away games. If using lockers, lock them and locker room doors.
9. Especially when away from home, accompany your team to lockers before and after games. Make certain that all players are accounted for and all have rides before you leave. Try to remain in a group. Have players use a buddy system.

10. Athletes are not allowed to roam the school, the hallways, or the bathrooms during practice and games.
11. During preliminary or subsequent games, athletes should sit on the bleachers. Do not loiter or congregate in the stairwell or outside.
12. Inspect equipment room, gym areas, and playing floor before and after you use them.
13. Do not leave the gym until the next coach arrives and the key is handed off to that coach only.
14. Note: Under no circumstance should the key be passed from a player to another player, coach or parent, coach to player or parent as well as a parent to coach or player. On game days ensure that the key is in the admission table when you arrive and before leaving hand to the next coach.
15. If an incident/accident takes place fill out an incident/accident form and submit to the Vice President. Please keep the Athletic Advisor, President and the Principal informed of any accidents.
16. Coaches should keep participants permission slips with them for home and away games as well as practices for use in an emergency. This form has parents' names, phone, next person to contact, doctor's phone, and so on. Be prepared for emergencies. Please read the enclosed material on coaches' liability.

3.16. Coaches Code of Conduct

Coaches should take special care to set a high example of good sportsmanship and courtesy at all times to officials, opponents, team members, fans and fellow coaches. Coaches should not under any circumstances draw technical fouls for unsportsmanlike or unchristian conduct.

- **Two Game Suspensions**
 - If a coach under any circumstance takes their team off the court/field before the end of an athletic contest the penalty will at a minimum be a two game suspension for the next two games and potentially dismissal from coaching.
 - If any coach is asked to leave the premises of the gym they are playing in.
- **Dismissal from Coaching**
 - If any coach threatens any member of the opposite team (coach, player, parent, spectator), same team (coach, player, parent, spectator), referee, scoreboard operator, scorekeeper, etc, follows them out to their car, frightens them in anyway and it is witnessed and reported by another adult.
 - If any coach is found to be gambling in any way shape or form on any St. Robert Bellarmine games.

3.17. Technical Fouls/Red Cards

1. A coach receiving two technical fouls/red cards during the course of the season or two in one game will be suspended from the next two games. If this occurs at the end of the season, the two (2) game suspensions will be carried out the following year.
2. If a player receives a technical/red card for conduct during the course of the game, the coach needs to remove them from the game for the remainder of the contest and

discuss with the player the effects this has on the entire team, the reason for the discipline and what can be done to correct this behavior.

3. A coach receiving three (3) technical fouls/red cards during the course of the season will be dismissed from coaching.
4. A coach drawing one technical foul/red card for behavior unbecoming will be placed on probation and evaluated by the Sports Board.
5. Coach is responsible to contact the Board for any "Technical Fouls"/"Red Cards" that occur in any of their games (Player, parent, coach). The technical/red card must be reported within twenty-four (24) hours of the game start time or the coach will be suspended for one (1) game. If this happens twice in one season the coach will be asked to step down from coaching.

- **Technical Fouls Other Than Behavior or Conduct**

1. A technical foul of any type will consist of two (2) points awarded to the opposing team and possession to the opposing team. A red card will consist of a point and possession to the opposing team.
2. If the foul/red card is considered flagrant, the player can also be ejected from the game.

3.18. Player Attendance Criteria

1. A team member will be dropped from the team if he/she accumulates three (3) unexcused absences over the course of the season.
2. Three (3) unexcused tardies equal one unexcused absence.
3. Coach must be notified of an excusable absence prior to the absence.
4. Parents must notify the coach immediately following the absence. If not, the athlete is not able to stay at practice and is subject to an unexcused absence.
5. Note: Before an athlete is asked to leave the gym either at a game (home or away) or practice, because of misbehavior or violation of team rules, which equals one unexcused absence, plus a one game suspension, the parent must be called. The athlete can only be sent home if the parent has been contacted and if the parent has signed a form giving permission for their child to walk home on their own, otherwise they must stay at the facility until the end of the game or practice with a coach or assigned monitor.
6. Absence or tardiness related to school enforced discipline, detentions, etc. are considered unexcused absences.
7. An unexcused absence from a game incurs suspension for the next game. The player may attend the next game and sit on the bench in street clothes at the discretion of the coach. If such a case occurs the parent must be contacted and made aware of this infraction and the expectation for their child for the next scheduled game.
8. Coaches must keep objective, factual, written attendance records for both practices and games. All correspondence regarding attendance must be reported to the parent and recorded as back-up in the event of a grievance. Communication should never be done via the athlete to the parent.
9. If an athlete is out of school due to illness, they are not allowed to practice or play in that day's game. If the illness occurs on a Friday the athlete is allowed to participate over that weekend.

3.19. Rosters

1. All student athletes' names and other required information must appear on the team roster.
2. Team rosters must be turned into the League prior to the first game.
3. Teams must meet the League required minimum (7) or under for basketball and (8) or under for volleyball if they want to double roster a player. If a team has over (18) players they are required to split the team, it is at the discretion of each school if they choose to split a team when they have (18) or less players.
4. Rosters may be changed by the school for any reason prior to the end of the 4th week of the season.
5. Beginning the 5th week, changes will only be allowed by the approval of the League Executive Board.

3.20. Protests (See CSCC rules)

1. Only rule interpretation can be protested, not judgment calls.
2. At the time the coach feels the rules were not being followed, they must bring it to the referees attention and show them in written form what rule was being violated.
3. Protests must be filed within 24hours to the Vice President.
4. \$10.00 fee is required when filing
5. Written statement needs to be submitted regarding the rule violation.

3.21. Grievances

Differences and issues will arise from time to time be it among parents, coaches, students or other individuals involved in our program. As issues arise the Board fully expects these individuals to make every effort to resolve the problem on their own. In cases where a resolution cannot be reached a grievance should be filed following the grievance procedure.

- **Grievance Procedure**

1. Grievances must be submitted to the Principal in a timely manner after an incident.
2. To file a grievance, fill out a Grievance Form (found on our website) including a brief, but thorough written statement regarding the issue, dates, witnesses, etc, as they apply.
3. Submit written grievances to the school Principal.
4. Student athletes wishing to file a grievance must make a request for a grievance through their parents/guardians.
5. An investigation will begin by the school Principal including, but not limited to reviewing the grievance form, researching rules, regulations and by-laws, speaking with witnesses, checking the official scorebook, etc.
6. Once the investigation is complete a decision will be rendered and a Grievance Resolution Form will be filled out and presented to all concerned parties.
7. The decision of the Principal is final.

3.22. Game Policy (Tournaments/Meets)

- There is a maximum of 2 tournaments/meets for 6th through 8th grades and 1 for 5th grade, which must first be approved by the Sports Association Board and only if funds are available.
- All additional games outside of the regular League schedule must be approved by the Sports Association Board.
- If for some reason a game is rescheduled and the game is being played at home, it is the responsibility of the coach to secure a parent for the admissions table and a scoreboard operator and scorekeeper must be available to do the game before the game can be rescheduled.
- Conference games will **not** be rescheduled for tournament games.

3.23. Distance to Games

The location and distance should be a consideration for the best interest of the student athletes. Recommendation is not over 45 minutes of travel and not allowed on school nights. Exceptions to the policy should be brought to the Sports Association Board for review.

3.24. Game/Practice Times

Younger grades will receive the earliest possible times for practice and games.

3.25. Participation Forms and Required Information

An athlete will not be able to begin practicing with the team until all forms and fees are turned in and filled out completely by the parent. These forms and information include:

1. Uniform/Registration Form
2. Participation Form (Once per year circle sports your child anticipates playing)
3. Participation, Registration and Uniform Fee per child and sport is also required.
 - Registration Fee helps defray the cost of maintaining the team and includes officials, league fees (per sport, grade and gender) and their website, coach's training, sport banquet and play-offs.
 - \$25.00 Participation Fee per child for basketball and volleyball for a scoreboard operator and scorekeeper for all home games. Parents/Guardians will get first choice at the mandatory Parent/Guardian Meeting to offset this fee by operating the scoreboard and keeping the scorebook at all home games at a cost of \$10.00 per game. If parents cannot fill all the scheduled games, the Sports Board will try to find students, alumni and other parishioners to fill these positions at the same \$10.00 per game rate. If the Sports Board is unsuccessful finding volunteers, the game will result in a forfeit. Parents can also work the concession stand for each game at the same \$6.00 per game rate. The Scheduler will schedule the scoreboard operator and scorekeeper, the Concessions Committee will schedule the concession stand operators and the Principal or his/her designee will schedule the admission table at a rate of \$8.00 per game.
 - Uniform Fee (per child, per sport)

3.26. Athlete's Responsibilities

Refer to the Athlete Responsibility located within your handbook, which is distributed by the coach at the teams first practice session. It outlines expectations of our athletes, covering areas of grades, conduct, attendance and tardiness, dress, gym rules and the level of behavior we expect.

3.27. Practice Schedule

- The Scheduler in consultation with the A.A., President and Vice President will clear use of the facility for practice sessions.
- As far as possible, teams will be given a set, regular practice time that they can count on for the season. Difficulties may arise, however, if the schedule is upset by home games, other use of the facility, other student activities, changes in the coaches' schedules, etc.
- Practice schedules will be posted by the Scheduler on the bulletin board located on the south wall on the west side of the gym.
- Younger grades get the earlier practice times if desired and coach is available.

3.28. Game Scheduling

The Head and Assistant Coach will meet prior to the League Scheduling Meeting to check their availability for playing dates for their games. They need to meet with the Scheduler in advance of the Scheduling Meeting to confirm these days and times against the availability of the SRB gym and to check the dates of other teams to maximize our teams playing on the same dates especially for home games.

The Head and Assistant Coaches will decide which one will attend the League Scheduling meeting (along with the Scheduler) and sit down with each schools coach and Scheduler and makes their schedule based on their availability. If neither of the coaches is unable to attend the Scheduler will make their schedule based on their agreed upon availability. No other Team Coordinator, volunteer or spouse may attend in their place.

Once game schedules are secured, the Scheduler will prepare individual team schedules as well as a master schedule and they will be distributed before the first game.

Officials for these games are assigned through the League.

3.29. Tournaments

Scheduling of tournament games outside the League schedule should not be done prior to consultation and consent of the Athletic Advisor, President, Vice President, Treasurer and Scheduler to assure league compliance and available funds.

3.30. Rescheduling League Games

1. Rescheduling of games, especially league games, is highly discouraged and every effort should be made to keep your assigned schedule.
2. Rescheduling is only allowed by League rules with the consent of the Scheduler in consultation with the A.A., President and Vice President during the two week period after

the initial League Scheduling Meeting to ensure that if the game will be played at home, the coach can secure a scoreboard operator and scorekeeper for the game and that the coach can also secure a parent for the admissions table and a parent to monitor the Junior Building hallway/restrooms. After that time period no changes will be made unless a school has an unscheduled closing or a rented gym is taken away from a school that does not have a gym, which does not apply to SRB.

3. If a game is rescheduled, the coach must contact each parent personally. Players should not be used as the vehicle to get this information to the parents.

3.31. Cancellation and Postponement of League Games

Cancelling and postponing games is not allowed under any circumstances.

4. Program Practice Guidelines

The St. Robert Bellarmine School Sports Association has established guidelines as to the minimum and maximum number of times per week the various athletic teams may participate in either a game or a practice. The purpose is to establish age/grade appropriate parameters and allow for a corresponding allocation of facilities. A minimum amount of weekly practice is necessary for the development our athletes and to allow coaches to prepare teams to represent St. Robert Bellarmine School. The maximum guideline seeks to insure on a grade appropriate basis that participation in one of our athletic programs does not become unduly burdensome on our students or their families.

The guidelines are stated as follows on the basis of weekly minimum and maximum for the combined number of team practices and games (i.e. added together).

Grade	Weekly Minimum – Maximum Hours
4 th	3 – 4
5 th	3 – 4
6 th	4 – 5
7 th	4 – 5
8 th	4 – 5

The above numbers per week are set by the Sport Board and may not be exceeded. In any given week, circumstances may dictate that the combined number of practices and games is less than the guideline. Coaches are expected to stay within the guideline parameters on a weekly basis.

5. Gym Scheduling

The Sports Association Board has established a procedure for the scheduling of our gym facility for our various program practices, games and events. The gym schedule will be prepared by the Scheduler in consultation with the A.A., President and Vice President in cooperation with the coaches on a per season basis in accordance with the following procedure:

The goals of the procedure are as follows:

- To coordinate the use of the facility among the several programs as efficiently and effectively as possible.
- Allocate practice times consistent with established weekly minimum/maximum program guidelines.
- Respect as much as possible the individual coaches' preferences as to practice times, with younger Grades receiving the earlier time slots.

The use of the gym facility for practices has been broken into the following one and one-half hour time slots:

Monday through Friday	4:30 P.M. to 6:00 P.M.
	6:00 P.M. to 7:30 P.M.
	7:30 P.M. to 9:00 P.M.
Saturday	9:00 A.M. to 10:30 A.M.
	10:30 A.M. to 12:00 P.M.
	12:00 P.M. to 1:30 P.M.
	1:30 P.M. to 3:00 P.M.
	3:00 P.M. to 4:30 P.M.
Sunday	1:30 P.M. to 3:00 P.M.
	3:00 P.M. to 4:30 P.M.
	4:30 P.M. to 6:00 P.M.

Note: As school enrollment increases and more teams are formed, the time allowed for practices will be decreased. Once 7 teams are formed some time slots will be reduced to one hour beginning with the 4th grade and working our way up.

Note: If multiple coaches need the same day to practice due to their work schedules and the one and one-half hour time slots need to be reduced, younger grades will first be reduced to one hour. This may cause older grades to go past the 9:00pm ending time, but should not go past 9:30pm. If any parent does not want their child practicing beyond the 9:00pm ending time, let the coach know you will be picking your child up at 9:00pm. If and when this happens, parents should enter the gym when picking up their child and inform the coach.

Coaches are encouraged to communicate with one another (e.g. work out conflicts, trade time slots, etc.). Any cancellations or agreed changes between coaches must be communicated to the Scheduler, who will reflect the change on the posted master schedule, plus alert the Pastor/rectory and the Principal/school and A.A., President and Vice President

The Master Schedule will be maintained by the Scheduler with a copy given to the Pastor/rectory, the Principal/school, the A.A., President and Vice President and a copy posted on the bulletin board outside the gym equipment room.

In creating the Master Schedule each season, the Scheduler will attempt if possible to leave several time slots open for possible contingencies. These time slots may be reserved by coaches by notification to the Scheduler on a first come basis.

The Master Gym Schedule does not represent team game schedules and should not be distributed to team members. The Scheduler will provide each team with a season game schedule at the beginning of the season. Coaches are responsible for distributing the season practice schedules and communicating changes.

6. Student Athletes Handbook

6.1. Eligibility

The purpose of the Athletic program is to enhance and broaden each student athlete's educational experience. Academic excellence should be your first priority for your athletes. Ask them to strive to do their best in all subjects as well as in the areas of achievement, industry and attitude. Explain to them that their progress in school will be reviewed regularly and that report cards and progress reports will form the basis of the review.

Age Requirements

Student athletes must meet the following age requirements.

- a. 8th Graders - Anyone who has not reached their 15th birthday before September 1st of the current year.
- b. 7th Graders - Anyone who has not reached their 14th birthday before September 1st of the current year.
- c. 6th Graders - Anyone who has not reached their 13th birthday before September 1st of the current year.
- d. 5th Graders - Anyone who has not reached their 12th birthday before September 1st of the current year.
- e. 4th Graders - Anyone who has not reached their 11th birthday before September 1st of the current year.

Academic Eligibility

Academic Eligibility is solely the responsibility of the school's Principal. Progress in school will be reviewed regularly. Report cards and progress reports will form the basis of the review. If a student athlete does **not** meet the requirements set forth by the Principal, a one-week athletic suspension will be given. An athletic suspension means that the student athlete is **not** allowed to participate in any practices or games until the school principal has lifted the suspension. At the end of this time, the student's grades will be reviewed. If the student has raised his/her grade(s), then the suspension will be lifted. If the student has **not** raised their grade/s they will serve another week of athletic suspension, with a review of his/her grades each week, until the grades have improved above what is considered the failing level, at which time they may rejoin the team.

The Principal will inform the Sports Board President if a student athlete will be suspended as well when a student athlete on suspension may return to their team. The President in turn will relay this information to the appropriate coach so they can make the necessary arrangements to cover the athletes' absence and/or their return to the team.

6.2. Attendance

Maturity and courtesy as well as a commitment to your team demand punctuality and strict attendance for practices and games by each of your student athletes.

Let your student athletes know that they will be dropped from your team if they accumulate three unexcused absences (three unexcused tardies equals one unexcused absence). Let them know that they must notify you of an excusable absence prior to the absence, for example a scheduled dentist appointment. If they do not notify you prior to the absence, then their parent/guardian must contact you immediately following the absence. If either the athlete or parent/guardian does not, the athlete is not able to stay at practice and is subject to an unexcused absence. If this should occur, the parent/guardian must be notified to pick them up. If the parent/guardian can not be reached, they then need to stay with you until the end of practice. Absence or tardiness related to school enforced discipline, detentions, etc. are considered unexcused absences.

If an athlete is out of school due to illness, they are not allowed to practice or play in that day's game. If the illness occurs on a Friday the athlete is allowed to participate over that weekend, if agreed upon by their parent/guardian.

Before an athlete is asked to leave the gym either at a game (home or away) or practice, because of misbehavior or violation of team rules, which equals one unexcused absence, plus a one game suspension, the parent/guardian must be called. The athlete can only be sent home if the parent/guardian has been contacted and if the parent/guardian has signed a form giving permission for their child to walk home on their own, otherwise they must stay at the facility until the end of the game or practice with you or an assigned monitor. An unexcused absence from a game incurs a suspension for the next game.

6.3. Clothing

Remind each student athlete that they are expected to wear the team assigned uniform to all games. Participation will not be allowed if the correct uniform is not worn. A lost or stolen uniform must be reported immediately to the Uniform Coordinator so a new uniform can be purchased by the athlete's parent/guardian at the current market value in order to be compliant for participation in the next scheduled game.

6.4. Travelling

Remind your players that their parent/guardian is the greatest asset of any athletic program. Their willingness to provide transportation makes our schedule of games possible. Also remind them that if they are being chaperoned to and/or from a game or practice, you should respect the driver and the vehicle in which they are being transported.

6.5. Gym Rules

The gym is our home. Help keep it a nice place to be. Please go over these rules with your players if you are coaching either basketball or volleyball:

1. Bicycles are not allowed in the building. If you do not have a lock, the bike should be left at home.
2. Food and drink are not allowed on the gym court, except for athletes water and sports drinks.

3. Athletes are not allowed to roam the school, the lunchroom, the hallways, or the bathrooms during practice and games.
4. Doors should be kept closed to ensure security and to not waste energy.
5. Lights should not be left on without need.
6. Make use of the garbage cans. Pick up litter, even if it is not “yours.”
7. Locker rooms and bathrooms are to be left in excellent condition, just the way you found them.
8. During preliminary or subsequent games, athletes should sit on the bleachers. Do not loiter or congregate in the stairwell or outside.
9. If another team has a practice scheduled before your own, do not interrupt or disturb that practice. Sit down until your practice time.
10. Athletes are expected to maintain the gym and shall also be responsible for setting up the benches or chairs and putting them away.
11. The first team to play sets up and the last team breaks down and cleans up.
12. Be sure to clean the area around the bleachers and player’s benches. We don’t have a cleaning crew to clean up after you.

6.6. Grievances

The S.R.B.S.A. expects that any issues that may arise should initially try to be settled at the athlete/parent/guardian and coach level before becoming a grievance. If an amicable resolution cannot be worked out and one of your student athletes wishes to file a grievance for any reason let them know that they must go through their parent/guardian and follow the grievance procedures.

6.7. Required Forms and Fees

An athlete will not be able to begin practicing with the team until all their forms are filled out and submitted and all fees are paid by their parent/guardian. These forms and fees include:

6.7.1. Forms

- Registration/Uniform Form (Per sport)
- Participation Form (Once per year circle sports your child anticipates playing)

6.7.2. Fees

- Participation Fee

\$25.00 per child for basketball and volleyball for a scoreboard operator and scorekeeper for all home games. This will allow parents/guardians to sit and watch their child play.

Parents/Guardians can offset this fee by operating the scoreboard and keeping the scorebook at all home games at a cost of \$10.00 per game. If parents/guardians cannot fill all the slots for all scheduled games, the Sports Board will try looking to students, alumni and other parishioners to fill these positions at the same \$10.00 per game rate. If the Sports Board is unsuccessful in securing volunteers the coach will be expecting parents of each team to operate these two positions. Parents/Guardians can also work the concession stand for each game at a \$6.00 per game rate. The Scheduler will schedule the scoreboard operator and scorekeeper, the

Concessions Committee will schedule the concession stand operators and the Principal will schedule the admission table at a rate of \$8.00 per game.

- Registration Fee

Registration Fees help defray the cost of maintaining the team and includes officials, league fees (per sport, grade and gender) and the Conference website fee, coach's training, sport banquet, awards and play-offs.

- Uniform Fee

Uniform Fees cover the cost of the uniform needed to participate in each sport within our Conference.

6.8. Code of Conduct

- If one of your players receives two (2) technical fouls/red cards, etc during the season for behavior or conduct, they will be suspended for the next two (2) games. If this occurs at the end of the season, the two (2) game suspensions will be carried out the following year.
- If any player is asked to leave the premises of the gym they are playing in, they will be suspended for the next two games.
- If any player threatens or harasses any member of their team or the opposite team, follows them out to their car or to their home, frightens them in anyway and it is witnessed and reported by another adult, they will be suspended for a minimum of the next two games and more than likely the remainder of the season.
- If a player receives three (3) technical fouls/red cards, etc for behavior or conduct during the course of the season, they will be suspended for the remainder of the season.
- If a player receives a technical foul/red card, etc for conduct or behavior during the course of a game, you must remove them from the game for the remainder of the contest and discuss with the player the effects this has on the entire team, the reason for the discipline and what may be done to remedy the situation.
- If a player is physically abusive before, during or after a game, they will be expelled for the remainder of the season.

6.9. Sports Blessing Masses

There are three times per year that a Mass is said in honor of our student athletes, coaches and parents/guardians wishing them God Speed as they begin their seasons. One in the fall for soccer, cross country and basketball, one in the winter for volleyball and one in the spring for baseball, softball and track and field. The S.R.B.S.A. expects our coaches to attend these Masses with their players and encourage their players to attend these Masses with their parents/guardians.

Saint Robert Bellarmine Sports Association

2013-2014 Coach's Handbook

Signature Page

You have received a copy of the 2013-2014 Coach's Handbook. This is your handbook and should be kept in the coach's folder for easy reference. Please read it, sign below and return this page prior to your first game.

If you should have any questions or issues regarding this document, please contact the Sports Board and we would be happy to discuss it with you.

Thank you.

The St. Robert Bellarmine Sports Association

I, _____, coach of the _____ Grade _____
(Please Print Coach's Name) (Grade) (Girls or Boys)

_____ Team have read the 2013-2014 Coach's Handbook
(Sport)

and agree to abide by these guidelines.

Coach's Signature

Date