



St. John the Evangelist

# Athletics Handbook

2009/2010

**St. John the Evangelist School**

9400 Wicker Avenue

St. John, IN 46323

[www.sjeschool.org](http://www.sjeschool.org)

# Athletics Handbook

## Table of Contents

Mission Statement.....	2
Goals .....	2
Athletic Opportunities.....	2
Eligibility.....	2
Religious Education Students Guidelines.....	4
Open Gym Sessions.....	4
Attendance at Sporting Events.....	5
Concessions and Fees.....	5
Use and Care of Equipment.....	6
Uniforms.....	7
Locks, Lockers, and Locker Rooms.....	8
Awards Policy.....	8
Sportsmanship.....	8
Youth Sportsmanship Code.....	8
Roles and Responsibilities.....	9
Student Athlete.....	9
Coaches.....	10
Athletic Director.....	12
Selection of Parish CYO Coaches.....	13
Selection of Teams.....	15
Parent Athletics Council .....	16
Academic Eligibility Policy, Procedures, and Dates.....	17
Calendar of Eligibility Dates.....	19
Parent Permission Form.....	22
CYO Registration Form.....	23
CYO Physical Forms .....	24
Application to Coach Form .....	25, 26
Sports Evaluation Form .....	27

**MISSION STATEMENT**

The St. John the Evangelist Athletic Program goal is to develop student athletes who display good sportsmanship and who possess Christian values. The Athletic Program will provide a safe, enjoyable sports environment that enhances the physical, emotional, social, educational, and spiritual well-being of all our students.

**GOALS**

**To provide the students with an opportunity to**

- learn how to participate as member of a team
- learn about and practice good sportsmanship
- experience the special relational bonding that ought to occur between teammates on the same team
- grow in self esteem
- provide a healthy opportunity to have fun

In the Athletic Program at St. John the Evangelist, we instill a desire to win but NOT at the cost of these above stated goals. Adults work together to help motivate youth to achieve their God-given potential, the true measure of success. Athletes must also understand that, not only are there rewards for success, but that the privilege of playing sports involves responsibilities requiring them to keep rules and regulations--just as in other aspects of life. The student athlete is foremost a student, and that means that he and she are learning the philosophy underlying our program through participation in athletics and by observing the adults who provide and support athletics.

**ATHLETIC OPPORTUNITIES**

Soccer	Boys and Girls in grades 5-8
Volleyball	Boys and Girls in grades 5-8
Basketball	Boys and Girls in grades 5-8
Cheerleading	Girls in grades 5-8
Cross Country	Boys and Girls in grades 5-8
Track	Boys and Girls in grades 5-8

**ELIGIBILITY FOR PARTICIPATION IN THE SPORTS PROGRAM**

1. **GRADE ASSIGNMENT** Students become eligible to participate in all areas of the sports program beginning in Grade 5.
2. **PHYSICALS** Students must have a complete physical examination and a written statement from a physician stating they are physically able to participate in the athletic program. Students may not practice, scrimmage, or participate in any games without a physical on file with the St. John the Evangelist School Athletics Department. The physical must be given to the coach PRIOR to the first practice. The required CYO form can be found at the back of this handbook or downloaded from the CYO website.
3. **PARENT PERMISSION** Parents sign a form that gives their permission for their child's participation in the sports program. The form indicates that the parent will help the child to understand the importance of good Christian behavior, sportsmanship, responsibility toward self

and teammates, and maintenance of academic standing. Parents agree to return uniforms issued for the sports within one week after the end of the sport. Finally, parents agree to work the assigned number of hours in the concessions stand.

4. **SIGN UP** Parents sign up their children for sports, pay fees, hand in physicals (if they have not already done so), and submit all forms for the athletic program PRIOR to the season of play. This can be accomplished on the St. John the Evangelist School Fee Payment Days which are held the week prior to the opening day of school. There will be a table for Sign-Up in the gym on these days.
5. **FEE PAYMENT** There is a required CYO registration fee of \$7.00 per sport per child assigned to each sport as well as a one-time annual family fee of \$100.00 and must be paid prior to the start of the season. Fees are based on CYO costs and program needs and are subject to increase.
6. **CONCESSIONS HOURS** For students to remain eligible for play, parents are required to serve hours in the concessions booth. See the section of this handbook, "Concessions and Fees," for full details. No report cards will be issued to students whose concessions fees are not paid by the end of the school term.

#### 7. REQUIREMENTS

- To be eligible to participate in the athletics program, a student must regularly attend Mass on the weekend. Coaches are expected to reinforce their requirement with all athletes. Students, who have not attended Mass on a weekend, may not participate in a Sunday game.
- To be academically eligible, a student must maintain a C average or better with no "F" in each of his/her core subjects (religion, math, English, literature, spelling, science and social studies).\*
- Students' academic progress will be evaluated every two and one-half weeks (the dates will agree with progress reports and report cards) to determine eligibility.\*
- Students in the Religious Education Program also must be evaluated for academic progress. *See Religious Education Guidelines listed below.*
- Students, who do not meet academic eligibility requirements, first will be placed on probation, during which they may continue to participate in all areas of their sport. If after two and one-half weeks they still do not meet eligibility requirements, they will be placed on suspension for two and one-half weeks, during which time they may not participate in any practice or games of their sport. \*
- If a student has not attended school for a half day or the entire day—except for excused absences for doctor, orthodontist, and like appointments—he/she may not attend or participate in any practices, games, or contests of their sport for that day.
- All students have a responsibility to represent St. John the Evangelist School in a Christian manner. Any student engaging in unsportsmanlike behavior at a game or practice will be reprimanded, put on probation, or suspended by the Athletic Director according to the severity of the incident and after consultation with the school principal.

- An athlete suspended from athletics or school may not attend or participate in any practices, games, or contests of their sport for the extent of suspension.
- An ineligible athlete may not dress in the team uniform, but may, at the discretion of the principal, parent and coach, attend competition and sit with the team.

\*See the detailed *Academic Eligibility Policy and Procedures and Dates for Notification* starting on page 19 of this handbook.

8. **CYO** Students must abide by all CYO rules. Students are informed of these rules by their coaches. Parents are informed of these rules at the parent meeting held at the start of the school term in August/September.
9. **COOPERATION** Any student who attempts to circumvent any of these policies is subject to removal from the team or squad as deemed necessary by the school administration.

### Religious Education Students' Guidelines

- Each RE student is required to attend their Religious Education classes while participating in athletics at SJE. Attendance is taken at every class and the AD will be notified of such attendance. If a student has an unexcused absence, that student will be ineligible to participate in athletics for one week for every unexcused absence.
- At the beginning of each month, the AD will provide the RE Director with a list of those students participating in SJE athletics. The RE Director will respond to the AD with the attendance records for the previous month within 3 days of receipt of the notification.
- Each RE student participating in SJE athletics must turn in their school progress report to the Athletic Director on the following dates that apply to the sport: 9/15, 10/12, 11/11, 12/10, 1/20, 2/18, 3/17, 4/21, 5/19. The student will be ineligible to participate in athletics until the progress report is received. RE students are obligated to meet the same academic requirements as SJE School students (C average and no F's in core subjects).

### OPEN GYM SESSIONS

Students have opportunities for supervised recreational play in the various sports during the year. Open gym sessions are scheduled throughout the school term, depending on the availability of the gym and supervisors.

1. **SCHEDULING** The Director of Open Gym Sessions will schedule these events through the parish office for inclusion on the parish calendar. Dates and times of the open gym vary, depending on availability of the gym. Gym keys are available through the parish office.
2. **NOTIFICATION** The Director of Open Gym Sessions or a designated representative will contact the head coaches to notify their players of the times and dates of open gym sessions. The contact is made through one or more of the following: e-mail, phone, sports bulletin board, on-line, and/or verbally. Coaches are responsible to notify their players of the availability of open gym.

3. **STUDENT PARTICIPATION** Any student in grades 5-8 who participates, or is planning to participate, on St. John the Evangelist parish teams is eligible to participate in open gym sessions. Students must be a registered parishioner or a member of a school family.
4. **FORMAT** The format for open gym will be based on the number of participants and their skill levels for each session. Emphasis will be on developing individual and team skills. Typically, supervisors will run individual and/or teams drills first and follow up with scrimmages. No formal team practices are allowed for these informal open gym sessions.
5. **SUPERVISION** Supervisors and volunteers must be *Virtus* trained and current with their training requirements. The ratio of students to supervisors is 12 to one. Coaches may participate and assist with open gym sessions. They will notify the Director of Open Gym Sessions of their intent to participate prior to the open gym session. The door to the gym is to remain locked at all times.
6. **CONDUCT** Any participant whose behavior is disruptive, intimidating, threatening to others will lose the privilege to attend open gym sessions.
7. **HOUSEKEEPING** Clean up after using the gym follows the standard Athletics Department closing procedures for athletics events.

#### ATTENDANCE AT SPORTING EVENTS

*Parents will support their children and the team by attending games and by assuring that their children are punctual and faithful in attendance. Parents are expected to attend as many games as possible, to take a turn at the concession stand, assist where needed at games, and to help clean up after games.*

St. John the Evangelist sporting events must take preference over all other sporting obligations in which the student is involved. Realizing that students participate in other activities such as football, soccer, and AAU events, we stress the students' obligation to attend the SJE function first. Any conflict with an SJE event and another game, wherein the student does not attend the SJE game, will be considered an unexcused absence. Students should attend the entire practice and/or the entire game. Students who cannot consistently attend practices with the team or participate in games because of outside involvements *should choose between either team and give their full commitment to one*. Students should not overextend themselves with too many extra-curricular activities.

It is furthermore the responsibility of the respective coach to enforce this rule and report any breach of this obligation to the Athletic Director in writing. Any coach that is determined to allow any breach of this rule will be held responsible for his/her actions by the Athletic Director and the principal.

#### CONCESSIONS AND FEES

##### PARENT RESPONSIBILITIES

All parents of athletes are required to work four (4) volunteer hours in the concessions stand, per child per sport in which the child participates. Parents of students who participate on any basketball team must serve *an additional two (2) hours in the concessions stand during the holiday tournaments. Those parents who do not work the required hours will pay \$40.00 per hour that they did not work.* Parents will sign a

statement acknowledging the requirement for volunteer service and concessions hours prior to student participation in sports. (See copy at the end of this Handbook).

The family may provide a substitute for their service in the concessions stand. The substitute must be at least 18 years old. In order to use this option, prior arrangements are made by the family with the Concessions Coordinator.

The volunteer work includes work at the Concession Booth. The responsibilities of those who work at the concession booth include:

1. Be on time and prepared to work during your assigned times.
2. Follow the posted instructions for the usage of machines (popcorn, ice cream, hot dog, etc.).
3. Follow the clean-up procedures. Put away all items to their designated places.
4. Report the time served and your name.

### **Supervision by Concessions Chairperson(s)**

The Concession Booth is supervised by one chairperson or two co-chairpersons. These are paid positions. Parents may apply to the Athletic Director for these positions. The chairperson is responsible for the following.

1. Obtain the regular season schedule, tournament dates and a list of parent names/phone numbers.
2. Post a schedule of available work hours for home games and away games.
3. Purchase the items from retailers at the best price.
4. Establish the prices on each item.
5. Routinely check inventory and repurchase items accordingly.
6. Post instructions for the usage of machines (popcorn, hot dog, etc.) in the concession area.
7. Be present to open and close the concession stand.
8. Provide adequate change for change drawer.
9. Establish a clean- up procedure.
10. Deposit money and keep accurate records.

**NOTE: If no one elects to take on the role of Concessions Coordinator or co-coordinator, then the parents of the students on the team will share the responsibility for concessions at all games for the sports in which their child participates. They will share responsibility for the tournament games, as well.**

### **USE AND CARE OF EQUIPMENT**

All equipment that is the property of St. John Evangelist Athletics will be appropriately labeled in some discreet fashion that will identify it as school property.

The Athletic Director or his/her designee will issue equipment to each respective coach at the outset of each respective season. The Athletic Director will compile a descriptive inventory of each item issued to each coach. Each coach will also keep an inventory of what equipment is issued to his/her team.

All equipment issued to either coach or team player will be used only within the normal participation of the SJE sports activity. No equipment will be used for any activity outside the realm of a sanctioned school function without the permission of the Athletic Director or his/her designee.

In the event of a theft of equipment belonging to the SJE athletic program, a police report will be made in the respective law enforcement jurisdiction.

Parents/guardians of respective sports participants will be responsible for the replacement value of any equipment that is damaged or lost after a game or a practice by the team member. Replacement cost is expected within one week after damage or loss.

The respective coach will check all equipment at the conclusion of each sports season against his/her inventory. Any shortage will be reported in writing to the Athletic Director. The Athletic Director or his/her designee will cross check the AD inventory with the coach's inventory and actual equipment by that coach.

All equipment should be returned to the school in clean and serviceable condition other than normal wear expected for the respective sport.

### UNIFORMS

Uniforms are to be worn only at games, at special events announced by the principal, or for SJE sports team pictures. Uniforms are not worn at practices or to school for Spirit Day or for P.E. class.

Each player wears his/her uniform in a proper manner during games. No jewelry is worn at practices or at games. This excludes medical alert bracelets and necklaces.

Uniforms are returned to the coach at the end of the season, washed and mended. Students will pay for any lost or damaged uniforms. Coaches are accountable for all uniforms and will give a report of the inventory to the Athletic Director within one week after the end of the sport. Students must return uniforms within one week after the end of the sport. The late fee will not exceed the original cost of the uniform. **No report cards will be issued to students who have outstanding fees and/or uniforms.**

### TEAM UNIFORM PURCHASES

Uniforms are purchased annually and on a rotating basis for the entire sports program. Athletics fees support the sports program and the student use of uniforms for each sport. Payment of fees does not imply that the students *buy* a personal uniform to keep at the end of the season. Uniforms are property of the Athletic Program and not of the individual athlete.

All uniforms and/or clothing items associated with St. John the Evangelist Athletics Program are to be purchased only by the Athletic Director. No individuals, coaches, team representatives, or parents are authorized to purchase any uniforms, warm-up jackets, tee shirts, or any garment associated with SJE Athletics identification for personal or team use.

The Athletics Director will approve all purchases for team clothing. The A.D. will assure that the SJE School athletics logo, design, and style, as well as pricing guidelines is applied before any purchase is made.

Periodically the Fundraising Committee of the Parents Athletic Council will conduct spirit wear sales for items that may appeal to student athletes and their families and friends.

### **LOCKS, LOCKERS, and LOCKER ROOM**

Only locks issued through the school, if any, will be used to secure locker rooms and lockers. Personal locks are subject to removal. Student athletes are to secure all personal property in the provided lockers.

Coaches, assistants, and players are responsible for keeping the locker rooms clean. They must check the locker room and restrooms after each practice and game. At the completion of a particular event, all personal property shall be removed from the locker room. Locker rooms shall be supervised at all times while players are using the facility for changing into their uniforms.

### **AWARDS POLICY**

1. It is the policy of this school to not single out students for individual awards such as Most Valuable Player for season play. Instead the emphasis will be on the team accomplishments.
2. Exceptions to giving awards to individuals include tournaments and eighth grade students.
3. Eighth graders will receive special recognition at the end of the school year.
  - Each eighth grader who has participated in school athletics will receive a plaque listing each sport and the number of years the student participated.
  - A trophy is awarded to the students (usually, but not limited to one boy and one girl) with the highest GPA since 5<sup>th</sup> grade who have participated in sports. (Athletic Scholar Award)

### **SPORTSMANSHIP**

Sportsmanship can be defined as the ability to “abide by the rules of a contest and accept victory or defeat graciously.” At St. John the Evangelist (SJE), we teach students to operate on the ideals of sportsmanship, integrity, ethical behavior and good citizenship, striving to be the school that others may wish to emulate.

Sportsmanship is of critical importance to the SJE Athletic Program. Student-athletes as well as coaches and fans must all follow these high standards and these standards must be emphasized throughout our athletic program. Parents are an important part of teaching, promoting, and modeling teamwork.

Players are taught that taunting, baiting, and rough play will not be tolerated. The CYO program must reflect Christian attitudes and values and coaches must emphasize good sportsmanship and ethical behavior. Coaches are expected to set sportsmanship goals with their teams and discuss proper conduct. Coaches and teams will shake hands with the other team after each contest.

Sportsmanship includes respect for game officials. Referees will make mistakes. Coaches, players, and spectators must be tolerant. Coaches, players, and spectators should never shout criticism or show disrespect to the officials. Game officials should never be approached after a game for explanation of calls or to make derogatory comments. Coaches with concerns about an official may write comments on the reverse side of the score sheet following a game or contact their Athletic Director.

It is our hope that a reminder of these few and simple rules reinforces who we are and what we are about at Saint John the Evangelist. Sportsmanship must be taught and reinforced at every possible opportunity.

YOUTH SPORTSMANSHIP CODE

BEHAVIOR	Sportsmanlike Behaviors	Unsportsmanlike Behaviors
<b>Behavior toward officials</b>	<ul style="list-style-type: none"> <li>▪ When questioning officials, do so in the appropriate manner. That means, lodge an official protest , have only individuals, such as the captain, address the officials</li> <li>▪ Treat officials with respect and dignity.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Arguing with officials</li> <li>▪ Swearing at officials</li> </ul>
<b>Behavior toward opponents</b>	<ul style="list-style-type: none"> <li>▪ Treat all opponents with respect and dignity at all times</li> </ul>	<ul style="list-style-type: none"> <li>▪ Arguing with opponents</li> <li>▪ Making sarcastic remarks about opponents</li> <li>▪ Making aggressive actions toward opponents.</li> </ul>
<b>Behavior toward teammates</b>	<ul style="list-style-type: none"> <li>▪ Give only constructive criticism</li> <li>▪ Give positive encouragement</li> <li>▪ Be supportive and cooperative with all teammates equally.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Making negative comments or sarcastic remarks</li> <li>▪ Swearing or arguing with any teammates</li> </ul>
<b>Rule acceptance and infractions</b>	<ul style="list-style-type: none"> <li>▪ Obey all school and league rules</li> </ul>	<ul style="list-style-type: none"> <li>▪ Intentionally violating league rules</li> <li>▪ Taking advantage of loopholes in rules.</li> </ul>
<b>Spectator Behavior</b>	<ul style="list-style-type: none"> <li>▪ Make only positive comments to players, coaches, and officials</li> </ul>	<ul style="list-style-type: none"> <li>▪ Making negative comments or sarcastic remarks</li> <li>▪ Arguing with spectators</li> <li>▪ Causing a disruption</li> </ul>

ROLES AND RESPONSIBILITIES

STUDENT ATHLETE

1. To respect all property of school, athletic department, and parish, as well as coaches, officials, and opponents.
2. To be supportive and cooperative with all teammates equally and to be respectful and attentive to all coaches and adults present.
3. To attend all practices, and games and to follow all of their coaches' directions as to attendance of practices and games.
3. To return all uniforms, equipment or any other property of school, athletic department, or parish when directed to do so or at the end of he sport season.

4. To stay with their team in designated areas at practices and games and not leave school property before or during practice.
5. To adhere to the highest standards of courtesy, respect, sportsmanship, and self-discipline before, during, and after practices and games.
6. To maintain grade requirements set forth by the school to remain eligible throughout the sport season.
7. To learn to balance the responsibilities of extracurricular activities with primary responsibilities to God, family, and school.
8. To behave as a representative of St. John the Evangelist School at all times.

## COACHES

1. To ensure that all practices and games are directly supervised by the head coach or rostered assistant. *If the head coach will not be present for a practice, the Athletic Director must be notified. The head coach must assure AD that the rostered assistant in charge is aware of all responsibilities and will adhere to them.*
2. To conduct a positive learning experience in both practices and games.
3. To follow direction of the Athletic Director, school, and parish office in regard to gym usage and other aspects of contests and events.

### Rules for practice time and gym behavior:

- At the end of your scheduled practice time your team promptly leaves the court.
  - Coaches must stay with all team members until they have all left the gym or field.
  - The door to the gym is to remain locked at all times.
  - No children are allowed to run around, dribble a basketball, shoot around, or in any way disrupt practices or the transitions between practices. All children who are in the gym, but not participating in the practice, must be supervised by their parents.
  - Only rostered players of your team shall be participating in practice activities.
  - No players are allowed to practice with other school's teams.
  - Establish Practice Attendance Policy and distribute policy to parents and AD.
4. To distribute and collect equipment, uniforms, and any other items used during the season.
  5. To turn in a complete roster to Athletic Director, principal, and pastor, for approval and signatures. Coaches must verify that all assistants have had VIRTUS training and are current in their completion of follow-up to training.
  6. To inform the Athletic Director or Coordinator of any changes to scheduled time of practices, practice games, or any other athletic events.
  7. To see that all student athletes adhere, comply and otherwise behave within school and parish guidelines when at a practice, practice game or any other athletic event.
  8. To assure that all school, athletic department, and parish property is used with care and respect.

9. To report to the Athletic Director any damage, misuse, abuse or otherwise disrespect of either school, athletic, or parish property, or any other person, immediately.
10. To maintain our school NO CUT policy and to insure that all students get equal playing time as per CYO rules.
11. To comply with the diocesan requirement of training in “protecting All God’s Children” (VIRTUS) and give evidence of training through submitting printed training reports to the St. John the Evangelist School secretary. The coach must verify that the assistant coaches also comply with the VIRTUS training.
12. To behave as a representative of St. John the Evangelist School at all times

**CODE OF ETHICS FOR YOUTH SPORTS COACHES**

1.	I will treat each player, opposing coach, official, parent, and administrator with respect and dignity.
2.	I will do my best to learn the fundamental skills, teaching and evaluation techniques, and strategies of my sport.
3.	I will become thoroughly familiar with the rules of my sport.
4.	I will be come familiar with the objectives of the youth sports program with which I am affiliated, including the No Cut policy. I will strive to achieve these objectives and communicate them to my players and their parents.
5.	I will uphold the authority of officials who are assigned to the contests in which I coach, and I will assist them in every way to conduct fair and impartial competitive contests.
6.	I will learn the strengths and weaknesses of my players so that I might place them into situations where they have a maximum opportunity to achieve success.
7.	I will conduct my practices and games so that all players have an opportunity to improve their skill level through active participation.
8.	I will communicate to my players and their parents the rights and responsibilities of individuals on our team.
9.	I will cooperate with the Athletic Director in the enforcement of rules and regulations, and I will report any irregularities that violate sound competitive practices.
10.	I will protect the health and safety of my players by insisting that all of the activities under my control are conducted for their psychological and physiological welfare, rather than for the vicarious interests of adults.

**ATHLETIC DIRECTOR**

The Athletic Director is responsible for the following list of duties. Some of these duties may be delegated after conferring with the school principal.

1. To act as a liaison among Pastor, Principal, Parent Athletics Council and committees, CYO, coaches, and parents.
2. To inform coaches of athletic policies and to see that all rules and policies are followed.
3. To insure that any and all CYO or other organizational forms are completed and submitted to proper persons.
4. To insure conformity with all CYO rules and regulations.
5. To approve, or arrange, and otherwise supervise, practices, practice games, tournaments, competitions, as well as any and all other special events or activities for all sports.
6. To compile and maintain a gym activities calendar and see that all parish departments are given a copy.
7. To lead the Coach Selection process with the Coach Selection Committee members.
8. To supervise the Team Selection Process.
9. To distribute all game information to coaches, school office and parish office.
10. To assign workers, officials, and gym or field supervisors for all athletic functions.
11. To supply the school and parish office with a list of all coaches, assistants, coordinators, or any other persons assigned to assist with athletic events and functions.
12. To assume principle financial responsibility for the control and distribution of all funds.
13. To approve, maintain, inventory, distribute, order and purchase all athletic equipment, and uniforms.
14. To monitor student eligibility for play and to communicate with teachers, parents, coaches, and students about any changes in eligibility.
15. To issue athletic awards to eight grade students at the annual Awards Banquet.
16. To attend all Parent Athletics Council meetings in an ex-officio capacity.
17. To periodically attend committee meetings, and to review minutes of all committee meetings.
18. To ensure that all coaches are aware and comply with the diocesan requirement of training in "Protecting All God's Children" (VIRTUS).

## SELECTION OF PARISH CYO COACHES

The initial selection of coaches is vital to the parish if the program is to reflect Christian values and be part of the total Youth Ministry Program. A coach should not be selected purely for his/her knowledge of sports but rather as a potential youth minister who will reflect and model the Gospel values that should be incorporated into the athletic program.

Coaches should be selected through the following process. The Athletic Director and the Coach Selection Committee review the criteria for the position. The Athletic Director establishes a recruiting strategy. Once all applications and renewals are collected, reviewed, and interviews completed, the Selection Committee will make recommendations to the principal and/or Commission (depending on the timeframe). If a committee member is a coach up for approval, the coach will excuse himself/herself from the process. A head coach is selected first and then assistant coaches for teams.

### 1. Criteria for Selection

Parent of an SJE School or RE student– Does the coach have a student in the Catholic school or RE Program? First consideration is given to a parent who has children on a team. Parents who serve as coaches earn service hours for SJE school by volunteering. Other parishioners are then considered after the parents.

Christian Model – Does the coach model and reflect Christian values as a minister to youth? Does she/he begin games with prayer? Does she practice her religion? Does the coach regularly attend Mass? Does the coach promote a faithfulness to Christ in word and action?

Emotional Stability – Can the coach separate winning from the more important values and aspects of the program?

Responsibility – Is the coach able to care for the youth under his/her control in a responsible manner? Does the coach show up on time and fulfill his/her delegated duties for the athletic program and the use of the gym and/or fields? Does the coach care for equipment and for the property and teach the students to do the same? Does the coach follow guidelines about distribution and collection of uniforms and equipment? Does the coach communicate information and messages effectively with the team? with the parents? with the A. D.?

Interest in working with youth – Is the coach able to work with youth in a positive manner, building the confidence of each one and paying attention to development of all of the youth? Coaches must be aware of and sensitive to all the youth in a multicultural environment.

Knowledge – Is the Coach knowledgeable in all aspects of the sport, and able to faithfully follow all rules and policies of the CYO Guidelines?

Safety–Has the coach participated in the Gary Diocesan Safe Environment Program (VIRTUS) by attendance at the training session and submitting reports of participation in the online training bulletins? Is the coach aware of any health issues the students on the team may have and respond appropriately?

Reviews–Has the coach had positive reviews from past evaluations by parents and students? (These reports are reviewed by the Athletic Director and the principal). Has the coach shown improvement when suggestions were given?

## 2. Recruitment

A list of potential coaches can be gathered through parish contacts, priests and staff, youth ministers, teachers, Parents Athletic Council members, and the Athletics Director. Coaches may volunteer at Fee Payment Day in August by speaking with the Athletics Director or a member of the Parents Athletic Council.

## 3. Selection Process for New Coaches

### **NEW Coaches Application –**

Candidates for coaching positions should complete an application that indicates the qualities of the coaching candidate. The application indicates personal data, sports and coaching background, involvement in parish ministries, references, questions concerning the potential coach's reasons for coaching and his/her philosophy of coaching youth. The application also includes a section to notify the potential coach that the parish will seek a Criminal History Report on each applicant and that the parish will request permission of each candidate to do so.

**Screening** – The applications will be carefully screened by a Coach Selection Committee composed of representatives from the Parents Athletic Council. References will be checked from previous coaching experiences and with other youth work.

**Selection Committee**–This committee consists of the Athletic Director and two members who serve on the Coach Selection Committee of the Parents Athletic Council.

**Interview** – Following the acceptance of the application, the selection committee will arrange a personal interview with the potential coach. The interview will be used to determine the suitability of the person for youth coaching, the personal philosophy of the candidate, and the areas of expertise as well as deficiencies of the candidate. Only after the completion of the written application and personal interview will a person be allowed to coach.

## 4. Selection Process for “Renewal” Coaches

Each coach holding a coaching position at SJE, must complete an “Application to Coach” form. This form must be returned in a timely manner. It will be reviewed by the Athletic Director and the Coach Selection Committee. The applicants will be considered in light of the *Criteria* outlined above.

## 5. Selection Process for Head Coaches

Once a head coach has been selected by the Athletic Director with the Coach Selection Committee, that coach will be given first consideration as head coach for the next season. Coach evaluations will be seriously considered. Generally the head coach retains that role unless serious evidence and circumstances indicate a need for a change. The Criteria for Selection are the guidelines for decisions.

## 6. Evaluation Process for Coaches

Coaches will be evaluated at the end of each season. Parents should obtain a coach's evaluation form from the handbook. Students and parents should return this form to the Athletic Director within two weeks of the end of the sport. The evaluations will be reviewed by the Athletic Director and results given to the principal. The results will be summarized for the selection committee. Coaches will not be automatically retained from season to season. Any matters that

must be further investigated will be done by the Athletic Director and the Coach Selection Committee

**7. Resignations**

A coach must give notice of resignation from his/her position as a head coach directly to the Athletic Director. The A.D. will share this information with the principal and the Coach Selection Committee. Notice of resignation must be given in a timely manner so that a replacement can be sought and a notice can be sent to all parents of the sport and grade that it affects.

**8. Timelines for Coach Selection**

New Coach Application Due / Coach Application Due:

Soccer	1st week of June
Girls Volleyball	1st week of June
Cross Country	1st week of June
Boys Basketball	1st week of June
Girls Volleyball	1st week of June
Boys Volleyball	1st week of June
Track	1st week of June

Applications are Reviewed and Determined

Soccer	Last week of July
Girls Volleyball	Last week of July
Cross Country	Last week of July
Boys Basketball	Last week of July
Girls Volleyball	Last week of July
Boys Volleyball	Last week of July
Track	Last week of July

*Application Forms are available from the Athletic Director.*

**SELECTION OF TEAMS**

The following guidelines will be followed:

1. Teams will be picked from year to year when there are multiple teams per grade level.
2. The head coach and assistant coach for each team should have on record their *Application to Coach* forms on file prior to the picking of teams. The coaches have to follow the process for selection prior to the pick.
3. The head coach and one assistant coach will first be established for each team prior to the pick.
4. The Athletic Director and one Parents Athletic Council member chosen by the A.D. will supervise the team selection.
5. The head coach and the assistant coach will be present for the selection.
6. Each child of the head coach and their assistant coach will be rostered on their team.

7. The Athletic Director will establish how picking team members will be determined. The A. D. will help ensure that the talent gets spread *equally*. (The goal is to avoid talent being stacked to one team or having the two top ranked players to end up on one team).
8. Each coach must abide by the decision of the Athletic Director.
9. All team selection decisions are final for that season.

### **PARENT ATHLETICS COUNCIL**

The Parents Athletic Council is composed of the pastor, principal, Athletic Director and parents from children in the school. This advisory group meets formally at least four times a year. It is composed of many committees that meet as frequently as needed to fulfill its role.

The role of the Council is

- To review and recommend to the principal matters pertaining to the sports program
- To help develop policies for the Athletics Program at SJE
- To facilitate successful athletics events, including games, programs, and Fun Day
- To coordinate the annual basketball tournaments at Thanksgiving and Christmas
- To raise funds to sustain the Athletics Program, including but not limited to concessions and other events that raise the visibility of the Athletics Program and promote a parish family-community spirit

### **COUNCIL Membership and Duties**

Membership on the council consists of parents and parishioners who are willing to serve as committee chairpersons in order to promote and direct the sports program at the parish.

Parents who are interested in serving on the Council, should contact the Athletic Director. The pastor expects all Catholic members of the Council to actively practice their religion and to attend Mass weekly.

Council members are expected to regularly attend Council meetings and to actively involve themselves through participation on committees, coordinating Fun Day, leading and promoting fund raising activities, and participating as staff to the annual basketball tournaments.

Committees include:

- Coach Selection
- Thanksgiving Tournament
- Holiday Tournament
- Gym and Field Scheduling
- Fun Day
- Finance and Fund Raising
- Sports Camps
- Uniforms
- Equipment

Other committees will be added as needed.

## ACADEMIC ELIGIBILITY FOR PARTICIPATION IN SPORTS Policy and Procedures

*Playing sports is a privilege, not a right.*

*School officials have a duty to hold athletes to personal, academic, and disciplinary standards.*

### **What is Sports Eligibility?**

Students are able to play sports for St. John the Evangelist School if they meet the requirements established by the school and parish. Students must demonstrate that they are academically sound and socially and spiritually grounded. Students who participate in the St. John the Evangelist School Sports Program are to develop themselves as true athletes who represent their school. We expect our student athletes to keep up their grades so that each has a C average in the core subjects and **no subject with an F**.

### **Who determined this Policy?**

The policy which stated the qualifications for eligibility are established through the CYO by all the Catholic School Principals of the Gary Diocese. It is supported by the Catholic Schools Office.

### **What is the purpose of this policy?**

This policy is in place to help students keep their grades at least at the C level during the sports season. This policy promotes the fact that students must work hard at their academics as well as at sports. Students must grow in all areas: physically, emotionally, academically, socially, and spiritually. This policy helps to keep this goal foremost in everyone's mind.

### **What are the core subjects?**

The core subjects are: Literature, Language Arts, Math, Social Studies, Religion, and Science.

### **When is eligibility determined?**

On a regular basis, every **19 school days**, the students' grades are tabulated. The grades are determined at the end of each designated period. There is a published cut-off date that is strictly followed.

*This timeframe allows for vacation days and breaks.. There is no "free period" for the holiday tournaments. If a student is deemed ineligible on the last day before the holiday break, the student will not be able to play during the holiday tournament.*

Eligibility is determined by 8:00 AM on the day before the students are notified of eligibility. Teachers submit a progress report to the Athletic Director by 8:00 AM on the day before the students are notified. That means that whatever papers the teacher has corrected and entered into the grade book *by the morning of the day before notification* will determine the grades that apply. That logically means that if a student hands in work *the morning of the notification day*, the work *will not count until the next eligibility period!* Student assignments have had to be completed, handed in by the deadline, corrected and entered into the grade book by 8:00 AM *on the day before notification*. The responsibility is on the student to complete work on time.

Athletic Director will use the averages achieved by the student to determine the student's status. He sends out a notification to any student who will be on probation or on suspension on the designated dates. Only students who are on probation or suspension will receive a notification.

The students with special circumstances (IEP for learning disability) have already had the extra helps taken into consideration for the grades and they have already been given extra time and modifications to complete the assignments. They will be treated fairly according to their abilities and accommodations for learning.

### NOTIFICATION DATES

September 16	October 13	November 12	December 11	
January 21	February 19	March 18	April 22	May 20

### How are the student, coach, and parent notified of ineligibility?

The Athletic Director will write out the letters of notification for the parents and give the letters to the teachers to distribute to their students to take home to their parents. The Athletic Director will call or email the coaches.

### How long does probation and suspension last?

The timeframe is 19 school days. The dates have been determined. In some cases, because of holidays, the times sometimes extend over holiday breaks. Everyone has received a calendar of dates with the notification letters. Every family receives a handbook in which this policy is carefully outlined.

### How do I know that my student is off suspension or off probation?

You can follow the grade averages for your student online and note what they are by the cut off, that is the morning of the day before the *notification date*. Check the grade averages that have been posted by the morning of the day before notifications are sent out. Those are the averages that will determine eligibility. If you have not received a letter indicating probation or suspension, your student is eligible. If in serious doubt, call the Athletic Director.

### What does Athletic Probation mean?

It means that the student may practice and play any games with the team for the entire probation period. This is a *warning period*, a chance for the student to work diligently to improve grades. During this time, the student must bring up grades so that he or she has a C average in the core subjects. By the end of this probation period, the student should be able to show a C average and no subject with an F.

### What does Athletic Suspension mean?

It means that the student may not practice or play any games with the team for the entire suspension period. The warning period is over. This is a **time of consequence**. During this time, the student must bring up grades so that he or she has a C average in the core subjects. The average may not be a D+.or lower. If any core subject has an F, the student is immediately disqualified, regardless of the other grades.

### What if my student has been currently suspended but does not bring up grades during the 19 school days? Does my student get probation or suspension?

If there is no improvement after suspension for the period of 19 school days and the weekends and holidays included in this timeframe, the student continues on suspension.

**What if a student participates in a practice or a game before the end of the suspension period?**

The student will miss the next practice or next game to make up for the time he should have been on suspension. The student and his/her parents will meet with the Athletic Director and/or principal to explain the reasons for the mistake. Without a meeting immediately follow the infraction, the student is suspended from all sports.

**What are the consequences if a student is suspended from school?**

Regardless of grades, a student who is on suspension from school due to behavioral problems is automatically suspended from sports. This is determined by the principal.

**RE Students are obligated to meet the same academic requirements as SJE students and will also have the same consequences if they are ineligible for play.**

**To whom should I speak if I have additional questions about this policy?**

Contact the Athletic Director or the principal. Do not hesitate to contact them.

*Remember that all St. John the Evangelist School athletes and coaches are expected to regularly attend Sunday Mass!*

**2009 – 2010 Calendar for Eligibility**

*This process is explained in detail below.*

Cut Off Date for grades	Notification Date	Disciplinary Period
September 15	September 16	September 16 - October 12
October 12	October 13	October 13 – November 11
November 11	November 12	November 12 – December 10
December 10	December 11	December 11 – January 20
January 20	January 21	January 21 – February 18
February 18	February 19	February 19 – March 17
March 17	March 18	March 18 – April 21
April 21	April 22	April 22 – May 19
May 19	May 20	May 20 – June 5

***\*\*If students do not improve grades after the probation period, then the suspension period follows immediately, according to the listed timeframe.***

**TIMEFRAME FOR THE GRADE AVERAGES**

Notification date: September 16. The grade average is based on scores from August 19—September 15. The Cut Off for grades is September 15.

Notification date: October 13. The grade average is based on scores from September 16— October 12. The Cut Off for grades is October 12.

Notification date: November 12. The grade average is based on scores from October 13—November 11. The Cut Off for grades is November 11.

<u>Notification date: December 11.</u>	The grade average is based on scores from November 12 – December 10. The Cut Off for grades is December 10.
<u>Notification date: January 21</u>	The grade average is based on scores December 11 – January 20. The Cut Off for grades is January 20.
<u>Notification date: February 19</u>	The grade average is based on grades from January 21 – February 18. The Cut Off for grades is February 18.
<u>Notification date: March 18</u>	The grade average is based on grades February 19 – March 17. The Cut Off for grades is March 17.
<u>Notification date: April 22</u>	The grade average is based on grades from March 18– April 21. The Cut Off for grades is April 21.
<u>Notification date: May 20</u>	The grade average is based on grades from April 22–May 19. The Cut Off for grades is May 19.

#### **TIMELINE FOR DISCIPLINARY ACTION IN DETAIL**

- **Probation** from September 16 - October 12 means that the student **may play** sports and practice until October 12. On October 13 the probation is over. If the student has not improved grades by October 12, then the student is **suspended for the next 19 school days.** (see the chart above)
- **Probation** from October 13 – November 11 means that the student **may play** sports and practice until November 11. On November 12, the probation is over. If the student has not improved grades by November 11, then the student is **suspended for the next 19 school days.** (see the chart above)
- **Probation** from November 12 – December 10 means that the student **may play** sports and practice until December 10. On December 11 the probation is over. If the student has not improved grades by December 10, then the student is **suspended for the next 19 school days.** (see the chart above)
- **Probation** from December 11 – January 20 means that the student **may play** sports and practice until January 20. On January 21, the probation is over. If the student has not improved grades by January 20, then the student is **suspended for the next 19 school days.** (see the chart above)
- **Probation** from January 21 – February 18 means that the student **may play** sports and practice until February 18. On February 19, the probation is over. If the student has not improved grades by February 18, then the student is **suspended for the next 19 school days.** (see the chart above)
- **Probation** from February 19 – March 17 means that the student **may play** sports and practice until March 17. On March 18, the probation is over. If the student has not improved grades by March 17, then the student is **suspended for the next 19 school days.** (see the chart above)
- **Probation** from March 18 – April 21 means that the student **may play** sports and practice until April 20. On April 21, the probation is over. If the student has not improved grades by April 21, then the student is **suspended for the next 19 school days.** (see the chart above)

- **Probation** from April 22 – May 19 means that the student **may play** sports and practice until May 18. On May 19, the probation is over. If the student has not improved grades by May 19, then the student is **suspended for the next 19 school days**. (see the chart above)
- **Probation** from May 20 – June 5 means that the student **may play** sports and practice until June 5. On June 5, the probation is over.

**Suspension** means that the student **may NOT play** sports or practice during the 19 school days. It *takes into account* the weekends and holidays that are included during this timeframe.

**\*Students are urged to improve their grades during the 19 days between the cut-off dates. Last minute efforts are generally fruitless. Consistency is critical for success.**

FORMS FOR THE ATHLETICS PROGRAM  
*Copy of form to be signed by the parent for EACH SPORT*

**St. John the Evangelist School  
Athletic Program  
2009-2010**

I give my child \_\_\_\_\_ permission to participate in the sports program for the following sport: \_\_\_\_\_ .

**To indicate my support for my child, I will observe the following:**

**1. SUPPORT**

I will help my child to understand the importance of good Christian sportsmanship, responsibility toward self and teammates, and maintenance of academic standing necessary for participation in all athletics at St. John the Evangelist.

**2. UNIFORMS**

After the last game of the season, I will return the uniform issued for the sport. I will return it the day after the team sports picture has been taken, in a bag marked for the coach. All pieces of the uniform will be returned at once, washed and repaired, and labeled with the student's name. I understand that there is a late fee of \$5 per week.

**3. SERVICE HOURS**

I understand that I am responsible to give four hours of service time in the concessions booth for each sport in which my child participates. If my child participates on any basketball team, *I must serve an additional two (2) hours during the holiday tournaments.*

If I am unable or fail to work the required hours, I will pay \$40.00 per hour of missed service. I know that I may substitute another person (someone at least 18 years old) to fulfill my required concessions service hours.

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

**A separate form must be signed for each sport in which my child participates.  
The child may not participate in any game until this form is signed and submitted.**

**FORMS FOR THE ATHLETICS PROGRAM**  
*copy of CYO physical form to be completed for each student athlete*



**NORTHWEST INDIANA CYO REGISTRATION**

(This form is valid from fall of \_\_\_\_\_ through summer of \_\_\_\_\_)



NAME \_\_\_\_\_ MALE \_\_\_\_\_ FEMALE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ AGE \_\_\_\_\_ PHONE \_\_\_\_\_

CHURCH/RELIGION \_\_\_\_\_

SCHOOL ATTENDING \_\_\_\_\_ GRADE \_\_\_\_\_ SCHOOL PLAYING FOR \_\_\_\_\_

GRADE \_\_\_\_\_

In order to satisfy required statistical information for United Way, please indicate *ethnic and family financial* information.  
 (This information is held in the strictest confidence.)

African/American \_\_\_\_\_ Bi-Racial \_\_\_\_\_ Caucasion \_\_\_\_\_ Hispanic \_\_\_\_\_ American Indian/Alaskan \_\_\_\_\_ Asian/Pacific  
 Islander \_\_\_\_\_ Other \_\_\_\_\_

Single Parent Family: Yes \_\_\_\_\_ No \_\_\_\_\_ Covered by Accident Insurance \_\_\_\_\_ Income: under \$15,000 \_\_\_\_\_; \$15,000 to  
 \$30,000 \_\_\_\_\_; over \$30,000 \_\_\_\_\_

This form must be filled out, signed by parent/guardian and returned to child's coach or Athletic Director, who is then responsible for the return of this form to the CYO office. *Your child is not allowed to participate in practices or games until this form is on file at the CYO office.* Only one registration form is required for each school year. A copy of a current year Camp Lawrence physical is valid for the current year CYO sports season.

**RELEASE AND WAIVER OF RESPONSIBILITY**

Individuals participating in public school sports may not participate in comparable CYO sports. Therefore, I understand that my child may not participate simultaneously on a CYO and public school team. This excludes community league programs **but CYO games and practices must take precedent.** Failure to abide by this policy may result in removal of my child from the team.

I, hereby, (for myself, my heirs, executors and administrators) waive and release any and all rights and claims for all loss and/or damages I may have against the CYO, the above named church/school, the Diocese of Gary, the school, city or town in which an event is contested, their representatives, successors and assigns, for any and all injuries suffered by me in said event. I also give my permission for the free use of my child's name and/or picture in any broadcast, telecast, or other account of CYO events.

I give permission for my child's school to send a copy of my child's physical to the Diocese of Gary CYO Office if requested.

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
 (Parent/Guardian) (Parent/Guardian)

**FORMS FOR THE ATHLETICS PROGRAM**

*copy of CYO physical form to be completed for each student athlete*

**CYO PHYSICAL EXAMINATION VOUCHER**

(Valid \_\_\_\_\_ School Year – Fall of \_\_\_\_\_ thru Summer of \_\_\_\_\_)

Name \_\_\_\_\_ School child is playing for: \_\_\_\_\_  
 (Last) (First) (M)

Height \_\_\_\_\_ Weight \_\_\_\_\_ BP \_\_\_\_/\_\_\_\_ Pulse \_\_\_\_\_ Date of Last Tetanus Shot \_\_\_\_\_

	NORMAL	ABNORMAL FINDINGS
HEART		
LUNGS		
SKIN		
HERNIA		
URINE		

I hereby certify that this athlete was examined by me. At this time, no physical condition was detected which would reasonably be anticipated to render this athlete physically unfit to engage in any sport, except:

\_\_\_\_\_

(If none, please state 'NONE'.)

Physician \_\_\_\_\_

Date of exam \_\_\_\_\_

(Signature or stamp)

(Must have current date to be valid)

**APPLICATION TO COACH IN THE ST. JOHN THE EVANGELIST  
CYO ATHLETIC PROGRAM**

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone No.(Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

E-mail Address \_\_\_\_\_

Sport \_\_\_\_\_ Grade(s) Level Desired \_\_\_\_\_

Married \_\_\_\_\_ Single \_\_\_\_\_

Names and Ages of Children \_\_\_\_\_  
\_\_\_\_\_

**COACHING EXPERIENCE**

Have you ever coached CYO before? \_\_\_\_\_

If yes, please list sports, dates, grades and organization: \_\_\_\_\_  
\_\_\_\_\_

Have you worked with youth previously in programs other than sports? \_\_\_\_\_

In yes, please list: \_\_\_\_\_

Are you active in other parish organization, please list: \_\_\_\_\_

Are you certified in First Aid and CPR? \_\_\_\_\_

**ADDITIONAL QUESTIONS**

Why do you want to coach? \_\_\_\_\_  
\_\_\_\_\_

How do you see your role as coach as a minister to youth? \_\_\_\_\_  
\_\_\_\_\_

What goals do you have for the upcoming season? \_\_\_\_\_

\_\_\_\_\_

What are the areas that you have a need for training? \_\_\_\_\_

\_\_\_\_\_

Have you ever been disciplined or removed by another parish program or by any other

Youth serving agency? \_\_\_\_\_. If yes, please detail: \_\_\_\_\_

I state that the above answers are accurate and correct to the best of my knowledge. I will agree to abide by league and parish rules, the Code of Conduct, and the directions of officials as a volunteer coach. I understand that to coach, I must be accepted by the parish organization and complete the Diocesan Training and Formation Program for Coaches.

I, \_\_\_\_\_, am requesting SJE athletics consider me as head coach for the above sport and grade(s).

Signature Head Coach \_\_\_\_\_ Date \_\_\_\_\_

I, \_\_\_\_\_, am requesting SJE athletics consider me as assistant coach for the above sport and grade(s).

Signature Assistant Coach \_\_\_\_\_ Date \_\_\_\_\_

I, \_\_\_\_\_, am requesting SJE athletics consider me as assistant coach for the above sport and grade(s).

Signature Assistant Coach \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_

Interviewed by \_\_\_\_\_ Date \_\_\_\_\_

Accepted \_\_\_\_\_ Rejected \_\_\_\_\_

Grade/Sport Assigned \_\_\_\_\_

Athletic Director Signature \_\_\_\_\_

**Sports Evaluation Form  
2009-2010**

1. Coach's Name \_\_\_\_\_

2. Sport \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

This evaluation should be filled out with honesty and integrity. It is one of the tools used by the athletic director to improve our athletic program. This evaluation is very important. Please fill it out in its entirety. If you have any questions you should contact the Athletic Director at school, 365-5451.

Please evaluate your child's coach on the following:

**Knowledge of the sport**      **Excellent**      **Good**      **Needs Improvement**      **Poor**      **Uncertain**  
Coach displays fair knowledge of the sport during practices and games. The coach understands and positively reinforces the rules, the strategies, and his / her understanding of the sport to the students.

**Character**      **Excellent**      **Good**      **Needs Improvement**      **Poor**      **Uncertain**  
The coach has a positive demeanor both with the students and with parents. The coach's actions are always displayed in an adult-like manner both on and off the court / field.

**Control of Players**      **Excellent**      **Good**      **Needs Improvement**      **Poor**      **Uncertain**  
The coach is always in charge of the practices and games (when present) and the players are under the coach's direct supervision. All players listen to and follow the coach's instructions at all times.

**Punctual**      **Excellent**      **Good**      **Needs Improvement**      **Poor**      **Uncertain**  
The coach is always on time for all practices and games. Any changes to either practices or games are clearly announced and all players are notified.

**Organization**      **Excellent**      **Good**      **Needs Improvement**      **Poor**      **Uncertain**  
All practices and games are well planned and coached. Time during practices and games is used wisely and all players given clear directions on what they need to do.

**Sportsmanship**      **Excellent**      **Good**      **Needs Improvement**      **Poor**      **Uncertain**  
The coach always displays good sportsmanship during games. The coach also prioritizes sportsmanship, and teaches students to maintain integrity and class, in victory and in defeat.

**Approachable**      **Excellent**      **Good**      **Needs Improvement**      **Poor**      **Uncertain**  
The coach is available to talk to when the time is appropriate. After practices or games the coach will answer questions of both players and parents if necessary.

**Faith**      **Excellent**      **Good**      **Needs Improvement**      **Poor**      **Uncertain**  
Practices and games begin and end with a prayer. The coach instills honesty and fair play, and the coach teaches players to be thankful to God for their abilities and gifts.

Your name \_\_\_\_\_