

# *St. Leo the Great School Sports Handbook*

---

## *Mission Statement*

The St. Leo School sports program offers interscholastic athletic competition within the context of Catholic values. The philosophy and educational mission of the school are the foundation of all its policies, procedures, activities, and events. The sports program enriches and supports the school community by:

- ❖ Providing a positive athletic experience for children of all ability levels.
- ❖ Teaching and upholding the attitude, standards, and actions consistent with the Word of God and challenging those which are not.
- ❖ Promoting good sportsmanship and respect for all persons and property.
- ❖ Fostering behaviors needed for teamwork including commitment, responsibility, self-discipline, cooperation, and appreciation for the contribution of others.
- ❖ Emphasizing that the success attained in the process of improvement, both individually and as a team, is of a higher priority than the success of winning.

The sports program educates and coaches the whole child in an environment, which reflects the Gospel message and supports each student-athlete's physical, social, emotional and spiritual growth. It recognizes that each athlete is, first and foremost, a student whose primary responsibility is to his/her schoolwork and academic progress. The sports program develops those qualities, which can be useful today and later in life, enabling the student to become a knowledgeable, skilled respectful, cooperative and spirited team player.

## *Goals*

- ❖ Provide the opportunity and positive atmosphere for every eligible student to participate regularly in interscholastic competition.
- ❖ Foster skill development to the best of one's ability through practice, and participation, recognizing the obligation of the student to practice and the obligation of the coach to maximize participation.
- ❖ Foster an appreciation for commitment, collaboration, responsibility, perseverance, and discipline required for person, and team achievement.
- ❖ Promote, and require good sportsmanship, and a Catholic attitude on the part of all participants: athletes, coaches, parents, and spectators.
- ❖ Demonstrate by word and action that the success achieved in the process of improvement, both individually and as a team, is a higher priority than the success of winning.

## *Responsibilities*

- ❖ Everyone associated with an athletic event: athletes, coaches, parents, spectators, and school administration, play an important role in seeing that the goals of the sports program, and philosophy are upheld before, during and after a contest is played.
- ❖ Each person in attendance should strive to meet the following fundamental rules of behavior associated with sportsmanship;
- ❖ Show respect for all coaches, athletes, spectators, and officials.
- ❖ Know, understand, and appreciate the rules of the contest.
- ❖ Maintain self-control at all times.

Within the framework of these basic fundamentals are some specific responsibilities:

### **Athletes**

- ❖ With the support of his/her parents, must maintain at least a C average with no grade below a C-. Failure to do so will jeopardize a student's standing on the team.
- ❖ Will **NOT** participate in a practice or game if they are absent from school (full or part day) the day of the practice or game. If a student is found to have participated when "absent" that day, an in-school suspension will be given, and the student will be ineligible to participate in sports for one week.
- ❖ Will consistently attend all practices and games. The athlete may not attend the practice or game if he/she was not in school that day. Absences must be communicated to the coach. Absence from a practice may result in reduced playing time and three unexcused absences may result in removal from the team.
- ❖ Must treat all equipment, uniforms, and facilities with the utmost respect.
- ❖ Will conduct him/herself in accordance with the School wide Learning Expectations and School Philosophy during all games and practices. If these guidelines and expectations are not met, their participation on a St. Leo's sports team can be at risk, at the discretion of the school administration.
- ❖ Will cooperate with the coaches and fellow teammates in maintaining a high level of sportsmanship.
- ❖ Must wear P.E. uniform to practice.

### **Parents**

- ❖ Responsible for helping the athlete maintain his or her schedule to allow for consistent attendance at practices and games.
- ❖ Support students in turning in all required paperwork, money and uniforms.
- ❖ Ensure that their child arrives safely and on time to all practices and games.
- ❖ Pick up or make transportation arrangements for their child within 15 minutes of the completion of a practice or game.
- ❖ Help with the care of uniform(s) and returning it to the Athletic Director on time.

- ❖ Responsible for supervising the behavior of younger and older sibling and friends that come with them to watch the game.
- ❖ Demonstrate good sportsmanship when a spectator at a game or practice. Failure to do so may result in the parent being barred from participation in future sporting events.
- ❖ Volunteer minimum 2 hours per sport.

### **Coaches**

- ❖ Responsible for modeling good sportsmanship for his/her team and the team's fans. This includes, but is not limited to: no profane language, no use of negative coaching.
- ❖ Will be fingerprinted by the Diocese of San Jose.
- ❖ Attend scheduled training sessions.
- ❖ Abide by the policies and philosophy of the sports program and St. Leo the Great School.
- ❖ Remain at the practice or game site until the last player is picked up.
- ❖ Maintain regular and consistent lines of communication regarding schedules, scores, and other team business.
- ❖ Will take all reasonable steps to ensure the safety and well being of the players during all practices and games.
- ❖ Will lead his/her team in prayer prior to the start of the game.
- ❖ Maintain a professional appearance and attitude while representing St. Leo the Great School.

### **Athletic Director**

- ❖ Will maintain consistent communication with St. Leo families, the administration, coaches and players.
- ❖ Organize practice and game schedules in a timely manner.
- ❖ Provide and organize all necessary paperwork needed for the fluid operation of the sports program.
- ❖ Review and provide feedback to the coaches.
- ❖ Attend monthly league meetings.
- ❖ Call in win/loss for each home game to the League Line.

### **Booster Club**

- ❖ Advise and assist the Athletic Director as needed.
- ❖ Coordinate fundraising efforts that support the sports program.
- ❖ For more info, see "Boosters Mission Statement" and "By-Laws".

### **Administration**

- ❖ Supervise and support the Athletic Director.

- ❖ Support efforts to create a sports program that is aligned with the school's mission and philosophy.

## St. Leo Sports Overview

Below is information regarding the structure and policies of the St. Leo School Sports Program

### Team Make-up

There are 4 divisions available for most sports

- ❖ A division can be made up with 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> graders.
- ❖ B division can be made up with 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> graders.
- ❖ C division can be made up with 5<sup>th</sup> and 6<sup>th</sup> graders.
- ❖ D division can be made up with 5<sup>th</sup> graders only.

### Fall Sports

- ❖ Boys Flag Football with A and C divisions, minimum 12 athletes required.
- ❖ Girls Volleyball with A, B, C, and D divisions, minimum 9 athletes required.
- ❖ Season played from **August thru October**.

### Winter Sports

- ❖ Boys Basketball with A, B, C, and D divisions, minimum 8 athletes required.
- ❖ Girls Basketball with A, B, C, and D divisions, minimum 8 athletes required.
- ❖ Season played from **November thru February**.

### Spring Sports

- ❖ Boys Volleyball with A and C divisions, minimum 9 athletes required.
- ❖ Girls Softball with A and C divisions, minimum 13 athletes required.
- ❖ Season played from **March thru May**.
- ❖ \*Boys and Girls Track with A and C divisions, unlimited athletes.

\*The League organizes a one-day Track Meet usually on the 3<sup>rd</sup> Sunday in May. This meet starts at 9am and runs to about 3pm with a medal ceremony to follow.

\*Practice will start in April.

- ❖ Minimum number of athletes for the designated sport must turn in an enrollment form with fees by due date announced by Athletic Director. Failure will result in not registering the team with the League and potentially moving athletes up in division.
- ❖ If there is a shortage of athletes enrolling for a division, the coach for that division may have try-outs for lower division athletes to play up.

- ❖ An athlete may not move down in division after playing in a higher division during that season. Unless it is for tournament play.
- ❖ Practices are minimum twice a week, Monday thru Friday for approximately 2 hours. This will be scheduled by the availability of the coach, gym, and or field.
- ❖ Games are usually played on Mondays, Wednesdays, Fridays, and sometimes Saturdays.
- ❖ Tournaments are usually played in the later part of the week, including weekends.

### **Playing time**

The following playing time expectations have been established:

- ❖ C and D divisions, every athlete will play **on average** 50% of the game.
- ❖ A and B divisions, every athlete will play **on average** 25% of the game.
- ❖ Playing time may be altered depending on the following at the discretion of the coach: Overall size of the team, absences from practice, attitude, contribution and cooperation at practice.

### **Tournaments**

- ❖ Every team registered with the League shall have the opportunity to play in at least one tournament, depending on the availability of tournaments and funds.
- ❖ Team will be made up by current team members first and then may adding lower division players to play up.
- ❖ Playing time will be at the discretion of the coach.

### **Coach Selection**

The following steps will be followed in the selection of Coaches:

- ❖ Request for volunteer coaches will be made by the Athletic Director.
- ❖ The interested coaches are reviewed by the Athletic Director and school administration.
- ❖ The Athletic Director and school administration makes the final decision.
- ❖ All coaches are notified of the final decision.
- ❖ Coaching selections are formally announced.
- ❖ Coaches will be required to complete enrollment form.
- ❖ Coaches will be fingerprinted by the Diocese of San Jose.
- ❖ Coaches are subject to evaluation at the end of the season by the athletes and Athletic Director for review by the school administration.

## Grievance Policy

When issues arise the following procedures should be adhered to and all individuals approached with the utmost respect.

- ❖ Have your child take the responsibility to speak to the coach about any concerns. It is important we teach students to communicate with adults in a mature manner.
- ❖ If the child's conversation with the coach did not help reach a resolution, then the parent should meet with the coach directly.
- ❖ If the issue has not been resolved, parents can arrange an appointment with the Athletic Director. Some situations may require a conference between the coach, athlete and parent in order to reach a solution.
- ❖ If the issue warrants further discussion the parents arrange an appointment with the school administration.

\*\*\*Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both parents and coaches. Meetings of this nature rarely promote resolution. \*\*\*

## **Diocese of San Jose Catholic Athletic League- East Division (DSJCAL)**

St. Leo the Great School operates its sports program in conjunction with the DSJCAL-ED. Athletic directors from member schools are charged with the league's overall operations. They annually elect officers and directors to oversee league business, and address issues or disagreements that may arise. The DSJCAL-ED is responsible for scheduling league competition, securing the proper facilities to hold league events, setting the fees for each sport, and handling the financial obligations of the league.

Each league member is responsible for abiding by agreed upon rules and by-laws. Each school has the ability to adopt their own policies within these guidelines.

The following are participation schools in the East Division: Holy Family, Most Holy Trinity, St. Catherine, St. Christopher, St. Leo the Great, and St. Mary.

St. Leo the Great Athletic Director

Jesus Velasco

[jvande@comcast.net](mailto:jvande@comcast.net)

(408)223-6049 home

(408)386-0666 cell

**Go Mighty Lions!**