

Seton Catholic School

Athletic Handbook

Updated July 2010

Athletic Program Philosophy

Seton Catholic School depends entirely upon volunteers to manage its after school hours athletic programs. The program is self-supporting through fees collected, and one annual fundraising event. In situations where extraordinary financial obligations arise, funding may be requested from the Seton Parent Teacher Organization or the Principal, or acquired through private donations.

Purpose

The purpose of this Athletic Handbook is to give students and parents information on our athletic program. This handbook covers information which applies to all athletic teams at Seton Catholic School. Our goal is to have athletics be a positive growing experience for our student athletes, parents, coaches, and the community.

Athletic Opportunities

Cross Country/Track

Sponsor/Coach/Contact: Volunteer Coach

Eligibility: Students grades 5-8

Dates/Season: August - October

Practice Schedule:

Anticipated Fee: \$40

Are volunteers needed to assist? Yes

Volleyball

Sponsor/Coach/Contact: Laura Cecil

Eligibility: Girls in grades 6-8

Dates/Season: August 18- October

Practice Schedule: Monday and Wednesday 4:00 at KBA (behind Meijers on Reynolds Road)

Anticipated Fee: \$70

Are volunteers needed to assist? See Julie White

Golf

Sponsor/Coach/Contact: Volunteer Coach

Contact: Volunteer Coach

Eligibility: Middle School Students

Dates/Season: Fall (Sept. & Oct.) and Spring (March & May)

Practice Schedule: Monday/Wednesday or Monday/Tuesday practice 3:30-5:00 (subject to change/still being coordinated)

Anticipated Fee: \$75 per semester

Are volunteers needed to assist? Yes

Basketball

Sponsor/Coach/Contact: Volunteer Coaches

Eligibility: Students grades 5-8

Dates/Season: November-March

Practice Schedule: Determined by coaches based on availability of practice facilities. Likely 2 evenings per week and a game each weekend.

Anticipated Fee: \$115

Are volunteers needed to assist? Yes, all coaches and Booster Club Members are Volunteer

The following athletic activities are offered to students at Seton, but are actually sponsored by outside sources:

Girls on the Run

Sponsor/Coach/Contact: Julie White (jbwhite@cdlex.org) visit website: www.gotrlexington.org

Eligibility: Girls 3rd-5th

Dates/Season: Begins week of September 15

Practice Schedule: Tuesday/Thursday 3:30-4:45

Anticipated Fee: \$150

Lexington Catholic Football*

Sponsor/Coach/Contact: Lexington Catholic High School

Eligibility: Boys grades 6-8

Dates/Season: August - October

Lexington Catholic Flag Football*

Sponsor/Coach/Contact: Danny Johnson (danny.johnson@insightbb.com) Phone: 223-0047

Eligibility: Grades 1-4

Dates/Season: Mid August

Practice Schedule: contact coach

Anticipated Fee: \$60

Lexington Catholic 8 Man Tackle Football*

Sponsor/Coach/Contact: Danny Johnson (danny.johnson@insightbb.com) Phone: 223-0047

Eligibility: Grades 5 & 6

Dates/Season: Mid August

Practice Schedule: contact coach

Anticipated Fee: \$90

**Lexington Catholic Leagues operate under the guidelines and procedures set forth by Lexington Catholic High School. Seton Catholic School provides information for signing up, but does not oversee these programs.*

Parent Expectations

Parental involvement is an integral part of the athletics at Seton Catholic School. All coaches, assistants, and board members are volunteers who commit countless hours providing athletic opportunities for the students of Seton Catholic School. **ALL parents are expected to assist and volunteer when help is needed.** The program is self – sustaining, meaning no tuition money goes toward the athletic program, and as such **ALL parents of student athletes are expected to do the following:**

- pays fees in full in a timely manner
- complete and submit all paperwork in a timely manner
- get students to practices and games on time
- pick students up from practices and games on time
- take care of all uniforms issued to students and return them in a timely manner and in excellent condition
- Volunteer at the annual Texas Holdem', the only major fundraiser, and assisting Knights of Columbus serving food at Fish Fry gatherings during Lent. Parents will also find volunteer opportunities in serving on the Athletic Committee, Coaching, Assistant Coaching, Team Mom, etc.

Athletic Board

The Athletic Board is made up of parent volunteers with the purpose of helping to manage and oversee the athletic programs at Seton Catholic School. The name of the organization shall be the Seton Catholic School Athletic Board. Membership on this board is open to any adult, who has the interests of the children as first priority and is willing to work within the boundaries of this Athletic Handbook. The Principal, the Chairperson (Athletic Director), the Vice Chairperson (Assistant Athletic Director), Equipment Manager, Secretary, Treasurer, and three members at large shall constitute this Board.

Duties of the Athletic Board:

- Select coaches who understand and are concerned with directing student-athletes according to the mission of the school and within the policies and procedures established in the Athletic Handbook
- Assist in establishment and revisions of athletic policies as needed
- Representing Seton Catholic School in the Lexington Parochial Basketball League
- Preparing school announcements to keep the school community informed and proud of the school's various athletic events
- Scheduling all sign-up opportunities for students
- Securing practice facilities

- Set fees for all athletic programs with consideration that the athletic program is to be self-sustaining
- Oversee the bid process with outside vendors on the purchase of all uniforms, equipment, and supplies as needed
- Collect, store, distribute and account for all uniforms, equipment, and supplies for all athletic programs
- Organize the annual Athletic Banquet

Athletic Board Job Descriptions

Chairperson

- Commit to a one year term as Chairperson serving from May-April
- Organize and facilitate monthly Athletic Board Meetings
- Prepare agendas for monthly meetings
- Secure Coaches for all sports through solicitation of volunteers
- Submit names of coaches to the principal to ensure that coaches have attended the Virtus; Protecting God's Children and has an acceptable background check
- Receive notification from the principal and communicate to coaches students who are ineligible for practice/play due to behavior or academic probation
- Oversee the duties of co-Board members to ensure that all expectations are being met and performed for the good of all athletic programs

Vice Chairperson

- Commit to 2 years service on the board. Terms will begin in May and end in April. The first year will be in the position of Vice Chairperson, followed by a year as Chairperson
- Schedule all facilities for practice space (specifically gym rentals for basketball)
- Work hand in hand with the Chairperson to ensure a smooth transition from year to year
- Organize and facilitate Athletic Board Meetings in the absence of the chairperson
- Assist with securing coaches for all sports

Secretary

(assisted by Team Moms)

- Shall commit to a 1 year term to be served from May - April
- Keep and distribute minutes of each meeting
- Maintain all documents pertinent to the operation of the Athletic Committee
- Keep an annual roster of players for each sport
- Keep an annual roster of coaches for each sport
- Work with the coaches to ensure that each student has the appropriate forms completed and submitted in a timely manner
- Provide the school secretary a calendar of scheduled practices and games
- Send out monthly reminders to the board regarding the meeting with minutes from the prior month's meeting attached
- Provide a regular report of game results and highlights to the school office for publication in the Star News and announcements at school (it is recommended that the secretary asks parent volunteers to submit regular reports that can then be compiled and forwarded to the school)

Treasurer

- Shall commit to a 1 year term to be served from May - April
- Work with the school bookkeeper and principal to create an annual budget
- Work with the school bookkeeper and principal to set fees for each sport
- Submit to the bookkeeper a student roster/fee sheet for invoicing purposes for each sport
- Give a quarterly financial report to the Athletic Board
- Work with the Equipment Manager in the replacement / purchasing of new equipment, supplies, and uniforms as approved by the board
- Submit approved invoices to the book keeper for payment to outside vendors

Equipment Manager

- Act as liason to Parochial Basketball League and attend any meetings of the league
- Shall commit to a 1 year term to be served from May - April
- Maintain an accurate and detailed inventory of all equipment, supplies, and uniforms purchased by the school for athletics
- Distribute uniforms, maintaining records of who has been provided a uniform, for each sport
- Collect uniforms, evaluating their condition, for each sport
- Properly store uniforms while not in use in an area provided at the school
- Properly store equipment while not in use in an area provided at the school
- Work with the treasurer in the replacement/purchasing of new equipment, supplies, and uniforms as approved by the board

Members At Large

- Members at large are to attend each monthly meeting
- Provide input and service when and where needed
- Assist with the annual fundraising event (Texas Holdem')
- Assist with scheduling workers for Knights of Columbus Fish Fry
- Assist with promoting and encouraging parent of student athletes to be active in supporting the Athletic Board, its policies, and procedures

Team Moms

- Assist Secretary by appointing a student to make weekly reports to the school office for publication and announcing at school
- Assist Secretary by submitting your teams schedule and roster
- Assist the Equipment Manager with the distribution and collection of team uniforms and equipment
- Coordinate a team picture for historical/yearbook purposes
- Notify, through a team phone tree or e-mail, changes in schedules, venues, games etc.
- Keep a folder containing all student emergency forms and a copy of the permission slips at games and practices

Athletic Board Policies

Volunteers

All volunteers must attend Virtus: Protecting God's Children and submit a criminal background check through the school office.

Emergency Forms

Coaches must keep student emergency forms and a copy of the Permission Slip with them at all practices and games.

Student Eligibility

A student must maintain a C average in each class and acceptable conduct and effort in order to participate in our athletic program. Students who fail to maintain these standards may be placed on probation at the direction of the Principal. The principal will contact the parent and Athletic Board Chairperson who will in turn notify the coach of the student's ineligibility. Upon academic improvement the principal will make the student eligible through notification of the student, parent and Athletic Board Chairperson.

In the event that a serious violation of school rules occurs, the Principal may, at her discretion, suspend the student from athletic eligibility. In this event the principal will notify the student, parent and the Board Chairperson of the student's ineligibility.

When a student is ineligible they are expected to support their team by attending the games. Ineligible students are not to wear their uniform. Parents may determine whether the student is to attend practice.

Student Absence from School

Students must be in attendance at school in order to participate in practice or games that day. In special circumstances the principal may provide for exceptions after consultation with parents.

School-Issued Equipment

All athletic equipment that is issued to an athlete shall be returned upon the conclusion of the sport's season. All equipment not returned, or equipment returned in poor condition will be billed to the family according to the cost of replacement.

Prayer

All games, practices and meetings shall begin with a prayer. Students and coaches may take turns leading prayers. A sincere and prayerful atmosphere should prevail throughout the prayer time.

Snow Days

If school is canceled due to inclement weather, athletic practices and games are also canceled.

Athletic Fees

In order to maintain an athletic program it is necessary to charge fees for each sport. Fees will be set by the principal and Athletic Board Treasurer with consideration given to expenses the school will incur, replacement/purchase of equipment, rental fees, league fees, etc. The fee will be approved by the board.

Athletic Handbook Acknowledgement Form

This page is to be signed by all student athletes and their parents indicating that they have read this handbook. Students not returning this form in a timely manner will be subject to loss of privileges.

I (we) have read the Seton Catholic School Athletic Handbook and will support the rules and regulations set therein.

_____ Parent / Guardian Signature	_____ Parent Name Printed	_____ Date
_____ Parent / Guardian Signature	_____ Parent Name Printed	_____ Date
_____ Student Signature	_____ Student Name Printed	_____ Date
_____ Student Signature	_____ Student Name Printed	_____ Date

Tear this page out, sign it and return it to school.