

**St. Dennis School
Athletic Handbook
2018-2019**

MISSION STATEMENT OF St. Dennis Athletic Committee

MISSION STATEMENT:

The Athletic Committee of St Dennis School is dedicated to providing a foundation of competitive athletic opportunities while incorporating Christian values and promoting the principles of good sportsmanship, respect, teamwork, integrity and academic achievement.

GOALS:

- Develop athletic skills and teamwork
- Promote principles of good sportsmanship
- Teach lifelong values through participation in sports
- Fundraise to maintain and improve the facilities and programs of St. Dennis
- All Athletic rules are in addition to all school rules highlighted in the parent handbook as well as school disciplinary procedures.

INTRODUCTION

The purpose of this handbook is to provide a resource for parents, coaches, school staff and students. Please take the time to carefully read this handbook. Parents, coaches and students are required to read and discuss this material together.

PHILOSOPHY

Participation in the sports program is encouraged, especially for learning the particular sport and having experience working together as a team. While competition is part of athletics, **cooperation is our focus**. Playing the game for fun and experience takes priority over winning.

Coaches should focus on giving positive feedback in making suggestions for improvement. All students who wish, shall have the opportunity to participate in the sports program. The emphasis on winning shall always be secondary to striving to create a Christian environment which is exemplified by our students, parents, and coaches. Principles of our Christian sportsmanship should prevail at all times.

MADISON AREA INDEPENDENT SPORTS LEAGUE (MAISL)

This is the league that St. Dennis participates in. It is comprised of Christian schools in the Madison area. The Athletic Committee has one representative that sits on the MAISL board to be a voice for St. Dennis. The league maintains a website to keep coaches and parents notified of schedules, standings, tournaments and related events. Visit www.maislathletics.org for more information.

ST. DENNIS SPORTS PROGRAMS

Students have been given the opportunity to participate in a variety of sports in the past, as shown in the table below. Each year, these offerings are reviewed and adjustments made according to the student interest and feasibility.

		Fall	Winter	Spring
Grades 5-8	Boys	Touch Football	Basketball	Volleyball
Grades 5-8	Girls	Volleyball	Basketball	Softball

ST. DENNIS ATHLETIC COMMITTEE

The Athletic Committee is composed of the following: President, Vice President, Secretary, Treasurer, MAISL representative and committee members. The Athletic Committee generally meets on the second Monday of each month from August through May. The members are all volunteers and serve in numerous ways. You are all welcome and encouraged to participate.

Duties include: Fundraising, hosting tournaments, recruiting/selecting coaches and team parents, maintaining athletic facilities, supervising programs, organizing practice schedules, monitoring/distribution of uniforms, organizing/monitoring concessions for home games, etc.

2018 -2019 Members:

Athletic Director – Jason Pothof **Treasurer** – Melissa Hammersley
MAISL Rep – Eric Sztuczko **Secretary** –
School Rep – Jason Pothof
Current Committee Members – Janna Studts-Wirth, Chris Neal, Matt Tormey, Tony DeMarte

ELIGIBILITY & INELIGIBILITY

All students in grades 5, 6, 7 and 8 are eligible to participate in sports sponsored by the athletic committee. Appropriate behavior in light of the Gospel which is consistent with the pillars of conduct is to be evident in the student's actions.

Student's expectations in the classroom will be addressed by the teacher prior to the beginning of the season. The coach will meet with parents and players at the beginning of the season to clarify regulations and make sure the role of the teacher with regard to team participation is clear.

If a student is absent due to an illness, the student will not be allowed to participate in practice or a game that day. If the absence is on the last day of the school week, the parent(s) shall use their own discretion to allow or not allow student participation in weekend games.

Procedures for Academics

Grades 5, 6, 7, and 8

Each Tuesday of the season, the fifth grade teacher and middle school faculty will meet and determine which students are academically ineligible. All coaches and parents will be notified by Tuesday, which individuals are ineligible. Students who are academically ineligible will start their suspension Tuesday and will regain their eligibility the following Tuesday. Ineligibility will be determined by the following criteria:

- Poor tests/ quiz scores
- Consistent poor quality of work/incomplete assignments.
- Having a **D- or lower** in one of the core classes: LA, Math, Reading, Religion, Science, or Social Studies

GRADE 5

Procedures for Late/Missing Work

The fifth grade teacher will issue an orange slip to a student for missing assignments. If a student receives 3 or more orange slips in one week, ineligibility will be enforced. Late/missing work ineligibility will start their suspension Tuesday and will regain their eligibility the following Tuesday. This will be the same as the academic ineligibility. Coaches and parents will be notified Tuesday.

GRADE 6, 7, and 8

The middle school faculty will issue a blue slip to a student for accumulating 3 late/missing assignments. The blue slip requires the student to go to homework club, one time, within a week, after the blue slip has been assigned. If the student fails to attend homework during that week, ineligibility will be enforced. Their suspension will begin Tuesday and will regain their eligibility the following Tuesday. If the student does not attend homework club during that week, they will need to attend 2 homework clubs and will still remain ineligible for the next week. Coaches and parents will be notified Tuesday.

Procedures for Disciplinary Action

GRADE 5, 6, 7, and 8

When a disciplinary problem arises **suspension is effective immediately**. Suspension will be a full week starting on the day the problem occurred. Coaches and parents will be notified that day.

First & Second Offense – Student will be removed from all practices and games for one week if s/he is missing three or more assignments. OR Student will be removed from practices and games for one week if s/he is not meeting the expectations set by the teacher. The student will receive a suspension form that must be signed by the teacher(s), student, parent, coach and principal. When completed, the form will be turned into the player's coach.

Third Offense - Student will be permanently removed from a team if s/he has three offenses during a season.

ATHLETIC PERMIT CARD

Before any student can participate in any athletic practice or game, an athletic permit card must be filled out, signed and returned to St. Dennis along with the athletic fee: \$75 for one sport, \$125 for two sports, and \$150 for all three sports. If the athletic fee is a hardship, please contact the athletic president for scholarship information.

PHYSICAL EXAMINATION CARDS

In order to participate in any athletic program at St. Dennis School, each student must have a current physical card on file in the school office, as required by Diocesan regulation. These cards are available in the school office if you need one.

Physicals are required every 2 years, with the appropriate card (either white or yellow) placed on file **each** year.

TRANSPORTATION

Since our athletic program involves transportation of students, a signed parental permission slip and indemnification agreement for each student and a signed volunteer driver information sheet for **each vehicle used** must be submitted according to Diocesan policy and regulations for field trips.

A signed volunteer indemnification agreement and/or a signed volunteer driver information sheet is valid for the specific sport schedule that it is on file.

If coaches are going to be transporting students to and/or from games or practice, a signed volunteer driver information sheet should be on file.

RULES AND REGULATIONS

All athletic schedules and rosters are to be given to the principal before the first practice. All athletic events need to be scheduled, as time and space are available through the designated athletic coordinator from the athletic committee.

No jewelry, earrings, hair clips, bands, watches, etc., shall be worn during practice or games.

All students involved in sports should use the locker room and bathrooms. Bringing a water bottle is an excellent idea, and is strongly encouraged. Except as permitted for use of the drinking fountains in the school hallway, no one may be in the school hallways or at lockers, etc. Only students participating in practice are allowed to be in the school.

All drop-off and pick-up for practices will take place at the back door of the school playground and loading dock area. Students MAY NOT be in the school without their coach or supervisor present.

Students are expected to leave the building after school if no adult is present.

Church lobby and bathrooms are off limits to all adults and children during sporting events. Please pick up trash and litter. Garbage cans are already in place.

Games/scrimmages shall not be scheduled during religious education classes.

Sports events will not be scheduled when there are retreats.

If you have any communication to pass out to your team, including practice schedules, extra practices, tournaments, please make sure the school office has a copy prior to distribution.

Good attention and behavior are required at all times. If a player misbehaves, or shows disrespect to coaches or other players, that player will be excused from practice immediately and required to call to be picked up.

School work is always a priority. If a practice or game interfere, please let the coach and/or team parent know.

EXPECTATIONS OF STUDENTS

Students need to understand that participation in athletics is a privilege, not a right. To earn that privilege, students should:

- 1) Act in a Christian manner with coaches, team members, and opponents.
- 2) Have fun, be a good sport, and play to the best of their abilities at practices and games.
- 3) Arrive at games and practices on time.
- 4) Remember that they play as a team and encourage their teammates.
- 5) Learn the rules of the game and be aware of their responsibilities as a member of the team.
- 6) Respect property at both home and away games.
- 7) Communicate with and treat coaches, players, officials, and others with respect.
- 8) Talk to their parents about any unresolved problems regarding coaches and/or teammates.
- 9) Notify the coaches as soon as possible if s/he is going to miss practice or a game.

EXPECTATIONS OF PARENTS

Parents should:

- 1) Display and exemplify Christian values, emphasizing teamwork, good sportsmanship, fun and self-esteem.
- 2) Emphasize that sports are only one part of life and winning, as well as losing, is an opportunity for learning.
- 3) Have children at practices and games on time.
- 4) Inform coaching staff of any special concerns you have about your child relating to athletics. (i.e. asthma, injury, etc.)
- 5) Watch your child play and encourage your child and all team members.
- 6) Let the coaches do the coaching and running of the team. Hence, no coaching from the stands. Only encouraging remarks allowed.
- 7) Work with the coaches to resolve disciplinary problems. If you cannot work with the coach, contact the athletic director, Jason Pothof. If Mr. Pothof is not available, contact the MAISL representative, Eric Sztuczko.
- 8) Realize that this is an all-volunteer organization depending on participation. There are a variety of ways that parents can be involved and use their talent and abilities.

All parents are required:

- ***to perform 10 hours of volunteer time, by participating in any of the following: working concessions, annual fundraisers and working any tournaments hosted by St. Dennis as requested.***
- ***to be Virtus certified. (www.virtus.org)The certificate of completion must be turned into the school office.***
- ***If you know you can not put in 10 hours, you now have the option of the "buying out" of your time. The cost is \$100.00 and the money will be used to pay a youth group to fulfill your hours.***

EXPECTATIONS OF COACHES

Coaches are encouraged to be familiar with and supportive of the athletic philosophy, policies and expectations pertaining to their particular sport(s) and discuss them with the student athlete's a number of times throughout the season. Coaches are also expected to be familiar with St. Dennis, Madison Area Independent Sports League (MAISL), and Diocesan guidelines and policies.

Coaches should:

- 1) Display and exemplify Christian values
- 2) Promote healthy competition, encourage enjoyment of team sports, emphasizing teamwork, good sportsmanship and development of skills and self esteem.
- 3) Treat each player as an individual, remembering the wide range of emotional and physical development of students in the same age group.
- 4) Provide players with an orientation meeting at the beginning of the season to explain rules and regulations of the game.
- 5) Explain to players and parents at the beginning of the season (in writing, if possible) of your expectations regarding conduct, practice, facility use and responsibility.
- 6) Inform parents, in a timely manner, of unresolved problems regarding their children and enlist their support.
- 7) Work with the team parents to solve problems and communicate with parents.
- 8) Provide a list of players, and any tournament schedules to the office as soon as possible before the first game.
- 9) See that all players have left the building before you leave.
- 10) Inform athletic president of any incidents involving students or parents.

EXPECTATIONS OF TEAM PARENTS

Team parents should:

- 1) Display and exemplify Christian values.
- 2) Assist volunteer coach in communicating with parents.
- 3) Encourage parents' attendance at games and practices.
- 4) Assist Athletic Committee in recruiting volunteers for hosting home games.
- 5) Assist Coach in collecting jerseys at the end of the season.

TEAM ROSTER POLICY

School teams shall be made up of St. Dennis School student-athletes subject to the conditions outlined herein. There will be no maximum limit for the number of school student-athletes on a team roster. When the number of school student-athletes is large enough to support more than one team the Athletic Committee shall determine, on a case-by-case basis, whether or not split the roster into more than one team and/or add Faith Formation students. Consideration will be given to potential playing time, availability of coaches, information gathered from meeting with the Athletic Committee representatives and parents.

In May 2001, the Madison Area Independent Sports League established recommended minimum numbers of team participants for each sport. These recommendations are listed below along with the maximum roster size for the St. Dennis teams.

Sport	Volleyball	Football	Basketball	5/6 Softball	7/8 Softball
Minimum Roster Size	8	10	8	12	11
Maximum Roster Size	12	14	10	15	14

When the number of school student-athletes on a team roster is less than the recommended minimum roster size or so large that there can almost be two teams, team participation shall be open to student-athletes registered in the St. Dennis Faith Formation/Youth Ministry programs. The Athletic Committee shall provide notice to all eligible Faith Formation students of the open positions. If the number of Faith Formation students causes the roster size to exceed maximum roster sizes, the available positions will be filled by lottery. In the event that an interested Faith Formation student has participated in the sport the previous year, the student athlete shall be given priority in filling the vacant roster places.

In addition to contacting St. Dennis Faith Formation students, the Athletic Committee may choose to contact another school participating in MAISL and combine with their school. This arrangement will require approval of administrators from both schools. The process for filling the roster would follow the same steps as above for Faith Formation students.

Parish teams formed exclusively of eligible Faith Formation/Youth Ministry student athletes must petition the MAISL board for approval. Visit the website www.maislathletics.org under "documents" to find the appropriate paperwork for submission.

MAISL Bylaws

(Revised May 1997)

SECTION I

Article I Name and Objectives

- A. The name of the organization shall be the Madison Area Independent Sports League. Hereafter named MAISL.
- B. The objectives are to present a healthy and wholesome opportunity to extend, foster and develop athletics through the principles of good sportsmanship and fair play.

Article II Purpose

- A. Decisions made by the MAISL Executive Board must comply with Diocesan guidelines. The MAISL Executive Board will act as administrative agents on behalf of the schools involved and see that all programs follow Diocesan policy.
- B. The Membership Schools charge the MAISL Executive Board with the day to day operation of the league in close cooperation with the membership principals and subject to final approval of those schools

Article III Membership and Responsibilities

- A. Any Catholic parish sponsored Catholic Education program and/or Catholic school team may participate. New membership applications from parish schools or Catholic Religious Education Programs may be admitted by a 2/3 vote of the MAISL Executive Board.
- B. Any Non-Catholic private or parochial school may apply for MAISL membership. New membership must be approved by 2/3 vote of the MAISL Executive Board. Non-Catholic schools must comply with all Diocesan guidelines.
- C. Voting Rights One (1) vote for each participating school/parish, Commissioner and the Area3 Principal's Representative. The Chair will vote only in the case of a tie. Representation from a simple majority of participating schools/parishes shall constitute a quorum.
- D. Responsibilities of the Membership
 - 1) Attend MAISL Executive Board meetings
 - 2) Participation on MAISL standing committees
 - 3) Transfer of information from Board to school, school to Board and school to Commissioner including contacting the Commissioner with number of school/parish teams participating in each sport season by the dates set by the MAISL Executive Board.
 - 4) Insure school/parish compliance to MAISL and Diocesan rules and guidelines.
- E. Set a minimum of four (4) meeting dates for the MAISL Executive Board at the beginning of each school year.

Article IV Officers

- A. Officers to be selected from the MAISL membership. They are the chairperson and vicechair. Each elected annually by a majority vote of the MAISL Executive Board.
- B. The position of Secretary/Treasurer is a partially funded position. Approval for this position must be by 2/3 vote of the Board. This position will be reviewed annually by the MAISL Executive Board.

C. The chairperson will be responsible for setting an agenda for each meeting and sending the agenda to the secretary at least one (1) week in advance for mailing to the Board and member schools. Members may submit items for the agenda no later than two (2) weeks prior to the meeting. All meetings are open but if an individual wishes to speak to an issue they must contact the chairperson and request to be placed on the agenda. The chairperson is also to preside at all meetings.

D. The Vicechair is to preside at all meetings in the absence of the chair.

E. The Secretary will send out agendas one week prior to the meeting, record and type minutes, and send minutes to all MAISL members and member schools. The secretary will be responsible to make phone calls if meetings are changed or canceled.

F. The Treasurer is to monitor a Board approved budget for both Commissioners and to submit an updated budget report to the MAISL membership at each meeting. The Commissioners are to submit bills to the treasurer for payment from a MAISL Executive Board account.

Article V Standing Committees

A. Members of the MAISL Board are to serve on at least one standing committee per year. They are to meet minimally on a seasonal basis.

B. The following committees are to give monthly reports as to their meetings and recommendations. The commissioners are to work in conjunction with these committees when dealing with the stated intent of the committee.

1) Scheduling Committee: The committee is charged with the development of the sports schedules for each season and reporting the schedule in a timely manner to the MAISL Board and the respective schools.

2) Policy Committee: This committee is responsible for the annual review of the Bylaws and the promulgation of new policies for the separate seasons. This committee is also responsible for the education of the coaches and referees to new and existing athletic policies.

3) Rules & Grievance Committee: This committee will be responsible for the hearing of concerns from parents and coaches, and together, work with other committees and the commissioners to mediate these concerns.

4) Awards Committee: This committee is responsible for seeing to the purchase of appropriate (based upon existing policies) trophies and awards for each season.

Article VI Commissioners

A. There shall be a Commissioner for the Girl's league and a Commissioner for the Boy's league. These positions shall be a funded position with a salary established annually by the MAISL Executive Board. An Associate Commissioner may be utilized at the suggestion of the Commissioner and upon approval of the Board by a 2/3 vote.

B. Each Commissioner will make arrangements for and obtain use of all facilities and hire officials (referees, umpires, scorekeepers etc.) for all games.

C. The Commissioner of each league is to submit to the treasurer all bills and receive payments for only those bills supported by proper documentation. Payment to officials is to be equal for both Boy's and Girl's leagues.

D. Each Commissioner will prepare game schedules (with the assistance of the MAISL Scheduling Committee), keep league statistics, and standings. The commissioners will have all schedules ready and delivered to MAISL Board members and member schools ten (10) days prior to the start of each season and/or round (unless specific dates have been mandated by the MAISL Executive Board). Tournament dates and locations must be submitted with the league schedules, times may be announced later.

E. Each Commissioner (with assistance from the MAISL Awards Committee) is responsible for purchase of awards for each sport.

F. Budget and Billing Procedures:

1) A tentative budget must be presented and approved by the MAISL Board prior to the start of each season. Upon approval of the budget by the MAISL Board, a copy of the approved budget and the appropriate billing is sent to all participating schools.

2) Payment of bills are due to the treasurer within two (2) weeks of receipt by school.

G. Each Commissioner will be evaluated by the MAISL Executive Board on an annual basis and will be provided with a written copy of said evaluation which is to include spaces for the Commissioner's comments with regard to the evaluation. The major part of the evaluation is to be based upon administration of league rules and following MAISL Board directives and deadlines. Copies of evaluations with commissioner responses are to be sent to all MAISL members and to all Principals of participating MAISL schools.

H. Rule changes for each season are to be directed to the Policy Committee for discussion and full board for approval before implementation by the Commissioner.

I. Each Commissioner will be contracted on a yearly basis by the Board, subject to yearly evaluation.

ATHLETIC GUIDELINES

Policy and Regulation Article I General Guidelines

A. All athletic contests are to be played under WIAA guidelines and the National Rule and Case books. MAISL variations and/or exceptions to these rules will be given to each school and coach at the coach's meeting prior to the start of each sport season.

B. Player Eligibility

1) Grades Grade policies are at the discretion of each school but it is the understanding of the MAISL Executive Board that minimum grade standards will be maintained by each participating school/parish.

2) Disciplinary Procedures No student under school disciplinary procedures shall be allowed to participate in MAISL activities without the written approval of the school principal and/or parish pastor.

3) A player may move up or down on a roster only once without MAISL Board approval. A student may not play down a grade level, example: an 8th grade student can not play on the 7th grade team, a 7th grade student placed on the 8th grade team due to demographics may play one (1) game with the 7th grade team without Board approval.

4) No student may participate in two (2) teams of the same grade level if a school/parish has more than one (1) team entered in a MAISL league

5) The MAISL Board is to vote on any exceptions or rule on any irregularities.

C. A minimum of two (2) weeks must separate the end of a sport season before the start of practice for the next sport season. Start and completion dates will be set by the Commissioners with the approval of the MAISL Executive Board.

D. Diocesan guidelines are minimum standards to be followed by all participants in MAISL activities, i.e. member schools & parishes, MAISL Board, Commissioners, officials etc.

Article II Touch Football, Volleyball and Softball

A. The season is to consist of one (1) round, with a post season tournament after the regular season. Additional rounds may be played if determined prior to the start of the sport season and with the approval of the MAISL Board.

1) Football & Softball may not have a league sponsored tournament. This TBD each year
B. The champion will be determined by the best winloss record and there will be no playoffs in the event of ties.
Article III Basketball

A. The number of games will be in accordance with Diocesan guidelines (16). "A team is allowed four activities per week including games, practices, and scrimmages of which no more than two (2) may be practices". A week is defined as a calendar (Sunday Saturday) week.

B. Tournaments A team may participate in no more than three (3) tournaments during the MAISL season. This rule includes the season ending league tournament.

C. All teams may participate in nonconference games but must fulfill their weekly league obligations first. League games or tournament activities will not be rescheduled for a team to participate in contests outside of the MAISL leagues. Nonconference games count as an activity as outlined in Article IIIA.

D. Champions will be determined by the best winloss record. In the event of ties, cochampions will be named.

E. No team with a lead of fifteen (15) or more points may press. A bench technical will be assessed after one (1) warning if this rule is not followed.

F. Rough play, foul language and abuse of the officials will not be tolerated. A player and/or coach ejected for a second time during a sport season will be under review by the MAISL Board for expulsion from the league for the balance of the season.

Article IV Penalties for Rule Violation

Player, Coach, Team and/or School/Parish violations will be handled on a case by case basis. They will be forwarded to the Rules and/or Grievance Committees prior to review by the MAISL Board as a whole. Listed below is the approved guidelines relating to rules violations of MAISL and/or WIAA rules.

A. 1st Violation Verbal warning and/or written reprimand

B. 2nd Violation Forfeiture of contest in question and possible suspension of individuals involved. Suspended from play in postseason tournament for that sport season.

C. 3rd Violation Possible forfeiture of entire sport season, reprimand to school with possible suspension of all school teams for that sport season.

D. Flagrant rules violations may necessitate immediate suspensions and require the circumvention of initial penalties.

E. Disciplinary procedures may vary based upon type of violation and severity of violation.

Article V Awards

Trophies for the Boy's and Girl's champions are to be of equal size and cost.

MAISL Awards Policy:

League Champion Permanent trophy awarded to parish/school

Tournament Champion Traveling Plaque to be awarded at completion of tournament play.

Tourney Individual Awards:

5th & 6th Grade Leagues (Volleyball & Basketball)

1st Place Blue Ribbon or medal

2nd Place Red Ribbon or medal

3rd Place or Consolation Champion White Ribbon or medal 4th Place or 2nd Place Consolation Green Ribbon

Participation Pink or Gray Ribbon (TBD)

7th & 8th Grade Leagues (Football, Volleyball & Basketball) 1st Place Gold Medal w/Blue Ribbon

2nd Place Silver Medal w/ Red Ribbon

3rd Place or Consolation Champion Bronze Medal w/White Ribbon 4th Place or 2nd Place Consolation Bronze Medal w/Green Ribbon

Additional appropriate policy and regulation to be added to this document. This to be used as a companion instrument to the MAISL Bylaws.

Policy for the Diocese of Madison

Your School and/or Parish Office will have copies of the Diocese of Madison Policy Handbook available for your review. You can also view a copy online by following the instructions below.

Excerpts from the Diocese of Madison Policy Handbook as they relate to cocurricular activities: DBA 6420 – DBA 6430 & DBA 6450

Copy and Paste this address to the diocesan webpage for the policy handbook into your web browser and look for pages 76 to 80

www.madisoncatholic.org/OEC/Forms/DBE_Policy_Handbook.pdf