

Holy Spirit School Athletic Handbook

Holy Spirit School
2222 Lake Michigan Drive NW
Grand Rapids, MI 49504

www.holyspiritschoolgr.org

Mark Nawrocki, Athletic Director

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Holy Spirit Mission Statement

Our mission at Holy Spirit School is to promote the message and teachings of Jesus Christ. Students, parents, and faculty form a Catholic family of faith. Together, we challenge our students to achieve their fullest spiritual, academic, and social potential.

Students eligible to participate.

- Holy Spirit Student 5 – 8 grade (fee based)
- Parishioner non-student 5 – 8 grade (fee based)

Holy Spirit School offers the following for 2015-16:

	5 th Girls	6 th Girls	7 th Girls	8 th Girls	5 th Boys	6 th Boys	7 th Boys	8 th Boys	5 th & 6 th Girls	7 th & 8 th Girls	5 th & 6 th Boys	7 th & 8 th Boys
Fall Volleyball	X	X	X	X								
Fall Football											X	X
Fall Soccer											X	X
Winter Basketball	X	X	X	X	X	X	X	X				
Spring Soccer									X	X		
Spring Softball									X	X		
Spring Baseball											X	X

Other sports offered through Grand Rapids Area Catholic Elementary Athletic Council (GRACEAC)

Girls and Boys Lacrosse
 Cheerleading
 Tennis
 Fall Cross Country
 Spring Track

Please see WWW.GRACEAC.COM for information or contact the Athletic Director.

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1. ATHLETIC CODE OF ETHICS

It is the duty of all concerned with Holy Spirit's Athletic Program:

- To emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.
- To stress the values derived from playing the game fairly.
- To respect the property of the school and the authority of school officials.
- To show courtesy to visiting teams and officials.
- To refrain from heckling, jeering, or distracting members of the opposing team.
- To establish a congenial relationship between visitors and host.
- To censor fellow spectators whose behavior is unbecoming.
- To respect the integrity and judgment of sports officials.
- To refrain from criticizing the players or coaches.
- To achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.
- To respect the judgment and strategy of the coach. Refrain from being a second gesser.
- To encourage leadership, use of initiative, and good judgment by the players on the team.
- To show respect for an injured player.
- To recognize that the purpose of athletics is to promote the physical, mental, moral, social and emotional well-being of the individual players.
- To avoid profane language and obnoxious behavior, which is contrary to good sportsmanship.
- To remember that an athletic contest is only a game.

2. RESPONSIBILITIES SECTION

Athlete's Responsibilities

Athletes shall conduct themselves in a Christian manner at all times, remembering that they are representing Holy Spirit School.

Athletes shall be responsible for attending all practices and contests related to their sport with a positive and respectful attitude to coaches and teammates. Failure to do so could affect your playing at the coach's discretion.

Athletes shall be held to Academic Eligibility standards as established by the Holy Spirit Board of Directors.

Player misconduct will not be permitted. If there are penalties for player misconduct and unsportsmanlike conduct by any athlete, coaches must notify the Athletic Director and school principal of the infraction. The athlete will not wear their uniform in the next game and will sit out the duration of the game during which the infraction occurred.

Athletes shall be expected to address any problems or complaints with the coach after waiting 24 hours after the incident.

Parent Responsibilities

Parents are encouraged to attend their child's games and to act in a Christian manner remembering that they represent Holy Spirit School.

- Parents are expected to ensure that their child attend all practices and contests related to their sport. It is the responsibility of the parent to make contact with the coach if their child is going to miss a practice or game. If contact is not made, it will be an unexcused absence as described in section 7 and any penalties as outlined in section 7 may be invoked.
- Parents are responsible for making sure that their student athlete has proper transportation to and from practices/games and that the athlete is dropped off and picked up in a timely manner. Coaches will remain until each athlete has left the site, but it is necessary for parents to realize that coaches should not have to remain for more than a few minutes after practices/games.
- Parents should not be instructing their child during practice or games. Please respect the coaching staff and direct comments or suggestions to them after waiting for 24 hours after an incident.
- Parents should read and understand section 9.
- Parents are responsible for the conduct and behavior of any spectator brought with them to the game

Coaches' Responsibilities

Coaches are expected to treat athletes in a Christian manner at all times, and to act as a responsible role model for student athletes while representing Holy Spirit School in a positive light. All coaches must complete the Virtus training program prior to coaching at Holy Spirit School. During home games the coach should form a circle with all players and thank everyone for attending and recite an appropriate prayer. It is the responsibility of each coach to attend the league meeting for the team they are coaching.

Coaches shall adhere to the established practice schedules and communicate practice times and, in writing/electronic notification, notify athletes in advance when changes are made. Coaches will remain visible with athletes at practice until ALL athletes have been picked up.

Coaches will be responsible for communicating with parents when a problem arises with an athlete, (i.e.: missed practices or games, behavior problems). Berating, humiliating and making negative statements by an athlete will not be tolerated. If the problem continues or cannot be resolved with the parent, the coach must notify the athletic director as soon as possible.

If an athlete is injured during a practice/game it is recommended that the coach follow up on the injury with the athlete and parent to determine readiness for return to play. ***Please complete an accident form and turn into the school office.**

Coaches are expected to address concerns from athletes and parents after a concerned party has waited 24 hours. Coaches should respond within 24 hours of receiving the concern. If problems arise at games or at practices with an athlete, parents or fan, it is the responsibility of the coach to notify the athletic director immediately.

If a coach finds it necessary to suspend an athlete from a game, the coach must notify the parents and the athletic director immediately.

3. Policies Relating to Student Athletes

Any student participating in athletics and representing Holy Spirit School MUST exemplify good character and Christian behavior.

Physicals, written permission from a parent or guardian, and sports fee are required each school year by each participant prior to a student's participation in practices and /or games. No uniforms will be given to an athlete until all the requirements are met.

Athletes at Holy Spirit School may participate in only one school sport per season with the exception of track in the spring. Students may participate in track and another spring sport.

Holy Spirit's students may participate in a sport at Holy Spirit School and a non-Grand Rapids area Catholic Elementary Athletic program, provided that it is understood that the student's first priority is to Holy Spirit School Athletics. It is not permissible for a Holy Spirit student to miss a Holy Spirit practice or game to participate in a practice or game for another league. (Unexcused absence)

A student may not participate in games or practices if he/she is not in school on the day of that particular weeknight game or practice. If a student misses school on Friday, the student may participate in a sporting event on Saturday. If a student is back to school before the end of the day, they may participate in a sport on that day. If a student is suspended from school, he/she is, at the minimum suspended from all practices and games for the corresponding days. After returning from a suspension the student must attend one practice before playing in a game.

Jewelry and Clothing: During sporting events no athlete may wear earrings, rings, hair barrettes, or necklaces. Headbands, undershirts, or shirts that are not the dominant color of the uniform may also not be worn. .

All sports practices for students in grade 5 – 6 will end by 9:00pm; grades 7 – 8 may extend to 9:30pm.

The last day a student athlete can sign up for a sport is ten school days or two weeks before the first game or at the discretion of the coach.

4. Policies Relating to Parents

All families are responsible for attending an informational parent/athlete meeting each fall. Proper paperwork must be on file and approved with the athletic director before the student participates in any Holy Spirit sponsored sport for that current school year.

Academic Sports Policy

Sports programs enhance the formal education of the student by teaching valuable lessons such as goal setting, teamwork, commitment, decision-making and critical thinking. However, Holy Spirit recognizes PARENTS as the primary educators of their children, with the ultimate duty of promoting academic responsibility at home and at school. The parent(s) may decide to withdraw their child from a sport activity for poor academic progress. It is expected that the parent(s) will speak to the coach of the athlete involved before they take this action.

Sports fees are collected each fall from every family who has a child participating in a Holy Spirit sponsored sport. In most cases an athlete will not receive a uniform until the sport fee is paid, and will not be allowed to participate in practices. The fee is set in the spring and will be communicated during the summer newsletter.

All parents (grandparents, or older siblings in high school), whose children participate in Holy Spirit's 5th – 8th grade sports program must volunteer at least 6 hours per athlete per year for the Holy Spirit Boosters. People who would like to opt out of their work responsibilities can pay a fee of \$5.00 per hour or \$30.00 per athlete instead of working. Some exceptions are made for those who fulfill duties of the booster organization. Parents who fail to fill their work obligations will be billed \$5.00 per unfulfilled hour. No uniform will be issued to that parent's child(ren) the following season until the fee has been paid. There are many ways you can fulfill your obligations, many of which are listed below:

- Concessions
- Door admission
- Lining fields
- Collecting uniforms when season is over
- Fixing / altering uniforms
- Any Holy Spirit Boosters fund raising event
- Coaching
- Other opportunities with Athletic Director and Booster approval

5. Policies Relating to Coaches

Volunteer coaches direct students who choose to participate in the Holy Spirit Athletic Program. The coaches assume full responsibility to set their team rules and discipline policies, within the guidelines of this document. The coaches are to be given the same respect as any other authority at Holy Spirit School.

A person of...

Faith	Exhibits a strong belief in God and encourages athletes and assistants to express their Christian beliefs in prayer and action.
Character	Possesses a Christ-centered integrity, models and demands the highest respect, discipline, behavior and sportsmanship from players and parents.
Enthusiasm	Exudes a positive attitude and passion for the sport that inspires, attracts, encourages and unifies the team, and program.
Knowledge	(based on experience) Understands the sport – basic and advanced skills, sound and innovative coaching techniques, practice and game strategies, health and safety issues – and can build an effective team.
Commitment	Focuses time, energy and attention to promote the welfare (academic and athletic) of each athlete, the success of the team, and the rich tradition of the school.

Who knows how to...

Communicate	Honestly and openly with administration, staff, players, parents in the best interest of the school and program.
Organize	Meets deadlines, inventories uniforms, oversees eligibility, and attends clinics and meetings, supervises and promotes care of facilities, meets with staff and parents as needed.
Lead	Contributes to the vision and goals of the program and the mission of the school, works with the athletic director and fosters good public relations.

Coaching

Coaching Selection:

- The Athletic Director will approve coaching assignments. The Board of Directors will approve as needed.
- In order to maximize parental involvement in coaching, all applicants will be considered and a head coach assigned by the athletic director. Coaches will work together and specific positions determined by them.
- Exceptions: If a coach is needed and no volunteers come forward, a person may be asked to be Head Coach for a second sport.
- The incumbent Coaches will retain their positions if they so desire.
- If a person has already been a coach during the current school year, he/she may volunteer to coach in another season that year.
- Coaches may have as many team helpers as desired, but Athletic Boosters will only recognize one assistant coach. Exception: Football and Track – two assistants will be recognized.

Coaching Evaluations

- The Athletic Director will have on file evaluations of each Coach. The principal will review evaluations if requested.
- A coach may be relieved of coaching duties for not adhering to coaching policies.

Team Splitting Method

- All sports teams will be split evenly for both combined teams and/or grade level teams.
- The split will take place after a minimum of two practices.
- Both team Coaches will be present and in agreement on the split.
- The athletic Director will serve as a witness to ensure fairness if needed. If coaches cannot agree, the Athletic Director will assist in the split of teams.

- If needed, a coin toss will decide who goes first.
- A coach will automatically get his or her own child.
- Assistant coaches will be assigned to their children's teams after the split.

Gym Usage

The gym is used by the church, school, social groups, and athletics. Practice and game schedules are approved by the Athletic Director and the Parish Office. Practices may take place at other locations. All other events need to be approved by the Parish Office. In the event of school closings due to inclement weather there will be no practices or games allowed. Events may be rescheduled.

6. Policies Relating to Eligibility

Procedures for Eligibility

Holy Spirit School has an eligibility code for extra-curricular activities published in the Parent/Student handbook. The purpose of this code is to encourage responsible academic effort and proper conduct among students and to place a priority on academics over extra-curricular school activities. Please review and familiarize yourself with the following policies in regards to eligibility:

EXTRA-CURRICULAR ACTIVITIES AND ELIGIBILITY

Students, with their parent's permission, may choose to participate in extra-curricular activities at Holy Spirit School. In order to participate in any Holy Spirit School Extra-Curricular Activity, a student must maintain satisfactory academic progress and conduct in the classroom as well as at all school-sponsored functions. The following situations will be considered unsatisfactory and a violation of the eligibility code:

Academic Expectations:

- a) See "Homework" in this Handbook.
- b) Students in grades four through eight receive progress reports via Infinite Campus in the middle of each quarter, as well as report cards at the end of each quarter. A student will be ineligible from extra-curricular activities if he/she receives an F on either of these reports. The student will be ineligible until he/she improves these grades to a C-. Weekly progress reports will be sent home by the homeroom teacher during a student's period of ineligibility. The Administration and Staff reserves the right to review the expectations of each individual student.
- c) At the end of the first week of ineligibility, the teachers and administration will evaluate the student's progress. If the student has made satisfactory improvement, he/she will be reinstated in his/her extra-curricular activity for the following week. Academic progress will be monitored on a weekly basis, thereafter. If improvement has not been noted, the period of ineligibility will be extended another week.
- d) The third time a student is marked ineligible for academic violations within the same quarter; he/she will be permanently removed from his/her extra-curricular activity for the remainder of that activity.
- e) Notices of academic ineligibility sent home during the week will take effect the following day and will normally last one week. Notices of ineligibility sent home on Friday will take effect the following Monday. The student will be ineligible for one week (through and including the following Sunday), regardless of the number of events, games or tournaments scheduled. Longer periods of ineligibility could exist for severe violations. The administration reserves the right to bypass normal procedures in the event of a serious violation.

- f) Students who are ineligible will not be allowed to participate in practices or represent Holy Spirit School in public competitions. Parents, coaches, leaders, and students are expected to adhere to this eligibility code.

Behavioral Expectations:

- a) Students in violation of the Holy Spirit School Disciplinary Code may become ineligible for extra- curricular activities based upon the consequences outlined in the Disciplinary Code in this handbook.
- b) A “Warning of Possible Ineligibility” will be indicated by the teacher on the Disciplinary Code Violation Form when a student is in danger of becoming ineligible for an extra-curricular activity. Copies will be given to the parents, school office, and/or the leaders, athletic director, coach/supervisor.
- c) Notices of ineligibility sent home during the week will take effect the following day and will last for a period of time as indicated in the Holy Spirit School Disciplinary Code. Notices of ineligibility sent home on Friday will take effect the following Monday. The student will be ineligible for a period of time as indicated in the Holy Spirit School Disciplinary Code, regardless of the number of events, games or tournaments scheduled. Longer periods of ineligibility could exist for severe violations. The administration reserves the right to bypass normal procedures in the event of a serious violation.

Students who are ineligible will not be allowed to participate in practices or represent Holy Spirit School in public competitions. Parents, coaches/supervisors, leaders, and students are expected to adhere to this eligibility code.

Non Holy Spirit Student Athletic Participation Policy

Students in grades 5 through 8 that do not attend Holy Spirit School may participate on Holy Spirit athletic teams provided that:

- 1) Student athlete must be an active parishioner.
- 2) If the student athlete is a former student of Holy Spirit, they must have been in good standing upon leaving the school.
- 3) The Holy Spirit Student Participation Fee plus \$50 per student per year shall be paid to the Holy Spirit Athletic Boosters before participating.
- 4) Student athlete shall not be admitted if a new team must be created to accommodate them.
- 5) Student athlete and parents must follow the guidelines established in the Athletic Handbook.
- 6) Holy Spirit Code of Ethics form must be completed before participating.
- 7) Active Parishioner form must be completed before participating.
- 8) Parents must report academic and/or behavioral issues at current school to the coach and Athletic Director.
- 9) Parents line of communication in regards to resolving issues:
 - a) Coach
 - b) Athletic Director
 - c) Pastor

7. Policies Relating to Attendance

- Tardy Ruling: Students are to arrive on time for practices and games. Students who violate this rule will be subject to disciplinary action at the discretion of the coach.
- Absence Ruling: Students are expected to attend all scheduled practices and games. Excused absences are when students are not in school due to illness. The team coach must approve all other absences from practices and games. If a student does plan to be absent from a practice or game, he or she must notify the coach in advance.
- Consequences for Unexcused absences:
 - 1st Offense: Coach's discretion of disciplinary action; parents and Athletic Director are to be notified by the coach.
 - 2nd Offense: Student is ineligible to participate in the first game immediately following his or her infraction. The parents and Athletic Director are to be notified by the coach.

8. GRACEAC Policies

Minimum Playing Time per Game/Event

SPORT	GRADE 5/6	GRADE 7/8
Soccer	15 minutes	17.5 minutes
Football	Varies 6-8 plays per game	Varies 6-8 plays per gam
Basketball	8 minutes	6 minutes
Baseball	2 full innings Rocket rule for batting	2 full innings Rocket rule for batting
Cheerleading	One round	One round
*Volleyball	16 serves per match	16 serves per match
Softball	2 full innings Rocket rule for batting	2 full innings Rocket rule for batting
Track	2 events per meet	2 events per meet
Lacrosse		

- Volleyball in Touraments or matches outside the regular season minimum number of serves is 10.

Maximum Practice Time per Week

SPORT	PRESEASON		IN SEASON	
	# PRACTICES	# HOURS	# PRACTICES	# HOURS
Football 7/8	5	10	4	8
Football 5/6	5	10	3	6
Basketball 7/8	3	4.5	3	4.5
Basketball 5/6	3	4.5	3	4.5
Baseball 5/8	4	8	3	6
Softball 5/8	4	8	3	6
Track 5/8	3	6	3	4
Soccer 5/8	5	10	3	6
Cheerleading 7/8	4	8	3	6
Cheerleading 5/6	3	6	3	4
Volleyball 5/6	3	4.5	3	4.5
Volleyball 7/8	3	4.5	3	4.5
Lacrosse 5/6				
Lacrosse 7/8				

9. Grievance Policy

If a problem arises between a coach and a player(s) or parent(s) of the Players(s) the parties involved must first address the problem. We ask that this meeting take place after waiting 24 hours after the incident. It is believed that waiting before addressing the issue will reduce the emotion and increase people's perspective.

If the problem remains unresolved after 48 hours, either party should contact the Athletic Director.

10. Policies Relating to Uniforms and Apparel

Uniforms are issued at the start of each season. Uniforms must be turned in promptly and in good condition (clean and in good repair) at the end of that particular activity. Return uniforms to the school office in a bag with the athlete's name on the bag. Athletes will not be allowed to participate in the next school sport unless the previous uniform has been turned in. The athlete's parent will make restitution for any damage to or loss of equipment or uniforms at the full and current replacement cost. Please read and follow washing instructions on the label for each uniform.

All Holy Spirit apparel must be purchased through school or Boosters.

PARENT/STUDENT ACKNOWLEDGEMENT OF ATHLETIC HANDBOOK

Dear Parent:

It is important that you and your child read and review the contents of this handbook. It contains notices of Holy Spirit Athletic Policy and Procedures. Please sign and return this page to indicate that you have read and reviewed the handbook with your child.

I understand and consent to the responsibilities in the Holy Spirit policies as outlined in this handbook. I also understand and agree that my children shall be held accountable for the behavior and consequences outlined in these policies at school and at school-sponsored and school-related events, regardless of time or location. I understand that any student who violates the rules established by Holy Spirit and/or GRACEAC is subject to suspension from participation as described in those rules. I further understand that any student who violates the school's rules of behavior shall be subject to disciplinary action.

Student (Print Name)

Student Signature

Parent/Guardian Signature

Date
