



JOHN PAUL II

~ Regional School ~

Dear Parents, Volunteers and Students:

John Paul II Regional School's mission is to encourage the intellectual, social and spiritual development of each student. Our athletic program expands on this by offering our students important fundamentals in sportsmanship, teamwork, and competition.

The athletic program at John Paul II Regional School focuses on team participation sports and is open to all John Paul II students. Our coaches receive guidance on blending spirituality and sports ultimately tying our Catholic educational experience into healthy athletic competition. This athletic program handbook details our approach.

As is the case with our faculty and volunteers at John Paul II, student athletes will be held to the same high standards of appropriate conduct at all times which provides for the health and safety of our students while encouraging physical, mental, educational, and spiritual growth.

Our program also focuses on bringing our school and parish communities together through participation of community fundraisers, parish events and mass celebration.

Naturally, the success of our program depends directly upon positive parental support. We are grateful to our parents who contribute considerable time as coaches, board members, fundraisers, and committee members. Their efforts help make this program a success and we encourage those new to the athletic program to participate by volunteering time.

Please take a moment to read through this handbook which highlights our program and policies. We think it will be of great use to you. Should you have any questions, please contact the school office.

***Respectfully yours,
Mrs. Helen Persing
Principal***



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Athletics Policy

John Paul II Regional School Mission Statement

The mission of the John Paul II faculty and staff is to teach children academic skills and interpersonal skills. Academic, social, and emotional well-being is fostered at John Paul II Regional School. We guide students toward personal responsibility and the decision-making skills that they will need to be successful. Our school is a warm, caring, and safe environment where boys and girls can work diligently, achieve academic success, and show courtesy to peers and to all school personnel. We believe that all can achieve; our job is to offer students their path to achievement.

ATHLETIC PROGRAMS AT JOHN PAUL II

- Volleyball: Girls, fifth through eighth grade, late August to November
- Field Hockey: Girls, currently in fourth through seventh grade, September to November
- Basketball: Boys and girls, third through eighth grade, October to March
- Cheerleading: Girls, fourth through eighth grade, November to March
- Track and Field: Boys and girls, kindergarten through eighth grade, March to May

Registration forms can be found on our Web site and in our main office

REGISTRATION AND FEE FOR ATHLETICS

To participate in a student sport at John Paul II, student athletes must maintain a grade of “C” or better in all subjects.

Each student wishing to join a team for the 2009-2010 school year will pay a \$40 participation fee for each sport played. These fees are used to purchase equipment and replace uniforms among many other items related to our athletic program. Fees are to be paid before the first scheduled game. If the fee cannot be paid, please call the school office.

Also, students must also sign a John Paul II Catholic School Athlete Contract and submit a medical release form to the coach of the sport (attached).

ROLES

John Paul II Athletic Director

The Athletic Director (AD) is appointed annually by the principal and is responsible for coordinating athletic programs. He or she will work closely with John Paul II PTA, school board, pastor and the principal. The AD will be directly accountable to the principal, the school board and the PTA. He/she will attend and make appropriate reports at all meetings when requested.

The operation of the entire school program is the responsibility of the principal, but the AD will be delegated some responsibilities in this area from time to time. Responsibilities for all fiscal matters, while split between the principal’s and the School Board Finance Committee, could be delegated to the AD.



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Responsibilities

The AD will:

- Follow the guidelines set forth in the John Paul II athletic policy
- Be responsible for proper contract management related to athletic programs and events (note: all contracts and RFPs must be sent to the principal for approval prior to anything being signed including agreements for food, events, equipment, etc.)
- Provide budgeting information to the School Board Finance Committee
- Be responsible for scheduling all athletic events, including gyms, fields, etc., identifying conflicts early and providing a solution when a scheduling conflict occurs
- Work with the coaches and St. Luke Church pastor to schedule the mass celebration for each team
- Will assign referees
- Oversee purchase of equipment, supplies, uniforms, etc., and submit purchase requests to the principal three days prior to the order being made
- Be ultimately responsible for the collection, storage and accounting for all uniforms, equipment, and supplies of the program
- Meet with the coaches of a particular sport at least once a season and hold them accountable for their responsibilities
- Report to the principal any behavior (by coaches or players) judged inappropriate according to Catholic school standards.
- Communicate any concerns to public school officials and administrators
- The AD is required to sign a copy of the attached Athletic Director/Coach Contract

The AD is encouraged to delegate responsibilities to the School Board and/or ask for assistance from the principal in identifying appropriate individuals for assistance.

John Paul II Coaches

Coaches serve a key role in the development of the student athlete and are expected to serve as adult role models for players. To prepare coaches for this volunteer assignment, each coach is required to attend a coaches retreat at the beginning of the school year. The half-day retreat is focused on the spirituality of sports and how it ties in to the overall experience of a Catholic educational experience.

Responsibilities

- Coaches will follow the guidelines set forth in the John Paul II athletic policy
- Coaches should have a firm familiarity and understanding of the school policies and procedures
- Coaches will provide for the health and safety of their athletes encouraging the physical, mental, educational, and spiritual growth of each athlete
- Each coach is directly accountable to the AD and John Paul II principal.
- Each coach will implement the approved John Paul II policies and direct the overall activities of his/her team
- Coaches will not make purchases using John Paul II or team monies or sign any contracts before first providing the AD with a check request **three days** in advance of purchase.



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(Coaches Responsibilities Continued)

- All fundraising and registration fee monies must be turned into the John Paul II AD with documentation for bank deposit
- All fundraising and registration fee monies will be deposited within 24 hours of collection
- Setup and breakdown of the gymnasium is the responsibility of the coach.
- The coach will fulfill any other duties that may be assigned by the AD or principal
- Coaches will ensure school or rented facilities and property are respected
- Coaches will ensure equipment and uniforms are safeguarded from loss or damage and that they are returned at the end of the season
- All **Scholar Athletic Awards** must be submitted to the principal at least three days before they are awarded

Setting the Example

Coaches set the example for our student athletes by exemplifying ethical behavior in coaching style, appearance, leadership and communication.

- All coaches will demonstrate Christian living and good sportsmanship and will respect the needs of other coaches and the athletes
- Disputes with officials should be conducted in a professional, respectful, and calm manner
- Every practice and game will begin with a prayer and end with a prayer, no exceptions; coaches are encouraged to designate a particular player or players to lead the prayer
- Each team is to attend one mass together, scheduled by the AD, during the season of the sport in uniform or jersey; attendance should be encouraged and emphasized
- Coaches will publicly shake hands with opposing coaches and will have their players shake hands with opponents before or after a game
- Coaches will require appropriate conduct from each athlete at all times
- Coaches will be discrete when reprimanding athletes in front of spectators and his or her peers
- Coaches will behave with courtesy at all times and will not be physically or verbally abusive
- All written communication to parents, students or colleagues must be submitted to Chris Willard, advancement director, before it is distributed, no exceptions
- Any written or verbal communication which is offensive or denigrating to John Paul II, its parents, students or colleagues will not be tolerated

Eligibility for Coaching

- All coaches **MUST** undergo fingerprinting and background checks and complete the CAP training course according to the diocesan guidelines
- One time fees for fingerprinting and background checks are the responsibility of the coaches
- All coaches must participate in the coaches' retreat hosted by the school
- Each coach is required to sign a copy of the attached Coach Contract

The selection and removal of coaches is the responsibility of the AD and John Paul II principal. A coach can be removed for any violation of the Coach's Contract or the John Paul II School Athletic Policy.



John Paul II Parents

For John Paul II Catholic School students to grow in their faith in God and achieve academic excellence it is important that our students' parents be involved in the student's education. The school seeks parent help with school activities and school fundraising activities. Even though it is desired that each parent volunteer to the school out of a willingness to further their student's education, the school asks that each parent complete at least two bingo events and one athletic fundraising event for each child enrolled in a sport.

Guidelines for Parent Volunteering

- Parents who sign up to volunteer for an event should be sure they are available to attend
- In case of emergency, it is up to the parent to find a replacement and communicate that to the coach or an event contact at least 24 hours in advance
- Parents set the example for our students; please wear appropriate attire and exhibit professional behavior during volunteer events
- Each parent is asked to complete at least two bingo events per year and one athletic fundraising event for each child enrolled in a sport
- Parents are encouraged to sign up for other volunteer events outside of the sports-sponsored fund-raisers such as Scrip sales, PTA events, lunch assistance and bingo; contact Chris Willard, advancement director at the school office, for information
- A parent/guardian must sign a copy of the attached Parent Contract before the first practice

John Paul II Student Athletes

Students must meet the following to be eligible for participation in the John Paul II Athletic Program:

- Student athletes must maintain a grade of "C" or better in all subjects
- Students will pay for any lost or mistreated equipment
- Students absent on the day of the scheduled sports event or practice may not participate in the event or practice; a student absent on Friday may participate in an event on Saturday
- Once rostered, a student may not quit one sport to join another which is running concurrently. A student is considered rostered if he or she attends the first two scheduled practices. The student who elects not to participate must inform the coach prior to the third scheduled practice.
- All athletes are expected to represent themselves and John Paul II in a courteous manner
- Every practice and game will begin with a prayer and end with a prayer, no exceptions
- Each student will attend one mass in uniform or jersey with his/her team during the season

JOHN PAUL II FACILITIES POLICY

John Paul II School Board recognizes campus facilities are a valuable resource of John Paul II Regional School and are to be enjoyed and equally available for all school athletic activities. The principal, in conjunction with the AD, shall establish a uniform procedure for handling and scheduling use of facilities by such groups. However, the principal has authority to grant or deny all requests for facility usage.



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Some additional guidelines on use of facilities:

1. All requests to use facilities for athletics must be presented in writing to the AD with priority given to the sport or activity in season
2. Participants are to be supervised by coaches at all times while on school property
3. All activities will be terminated by 9 p.m.
4. Equipment and supplies are not to be removed from the premises
5. Each activity's coach will accept full responsibility for damage or loss of such equipment
6. All activity clean up will be responsibility of the coach and/or the AD
7. Smoking on school grounds is prohibited at all times
8. No one may bring alcoholic beverages onto school grounds
9. All use shall comply with state and local fire, health, safety and police regulations
10. All participants and spectators shall abide by rules of conduct in the coach, parent and student-athlete contracts
11. Facilities will not be available for use on Sundays before 1 p.m., nor will they be available on days closed for emergencies or inclement weather
12. To allow for the after-school program, facilities are not available before 6 p.m. on weeknights

FUNDRAISING

Fundraising is an essential part in keeping our athletic program going. These guidelines are a means to ensure fundraisers provide a rewarding experience for our volunteers and student athletes.

Planning a Fundraiser

- All fundraising event proposals shall be submitted to Chris Willard, advancement director, for John Paul II Regional School
- Teams shall limit their fundraising efforts to their respective season as to not compete with fellow school teams fundraising events

Process for handling finances

1. All funds raised will be counted by a volunteer and an event contact person (board member, coach, AD) immediately following the event
2. Money will be inserted into money envelope with the amount earned included
3. Money will be given immediately to the office of the principal; at off-site locations, money will be given to the event contact person to be dropped at the office of the principal within 24 hours
4. The principal is responsible for depositing the funds into the appropriate account or delegating the responsibility for depositing funds

Spending our Fundraising Dollars

Coaches must submit a check request to the AD prior to contract being signed. The check request form is attached below. All requests must be presented to the AD and then the principal a minimum of three days in advance. The principal shall have authorization on day-to-day check requests for league fees, refunds, referees, bulk snacks, etc. The School Board's Finance Committee and school pastor will review requests for end of season events such as parties, banquets, etc., and surplus monies. The principal, from time to time, may consult the board on spending requests should its approval be needed.



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John Paul II Catholic School Athletic Director/Coach Contract

As a coach of John Paul II Catholic School, I will:

- Implement all school and league rules and policies as printed
- Demonstrate Christian living and good sportsmanship
- Provide for the health and safety of my athletes
- Encourage the physical, mental, educational and spiritual growth of each athlete
- Require appropriate conduct at all times from each athlete
- Treat all athletes, parents, fellow coaches, opposing teams, and officials, with respect. I will conduct all disputes with Sport officials, the Athletic Director and School Officials in a professional, respectful, and calm manner.
- Not inappropriately address any player on the opposite team
- Shake hands with the opposing coaches and will have my players shake hands with the opposing team
- Be discrete in reprimanding athletes in front of spectators and in front of peers
- Not use abusive, offensive, and/or demeaning language
- Be sure that school or rented facilities and property be respected
- Insure that equipment and uniforms are safeguarded from loss or damage and that they be returned at the end of the season.
- Not smoke while on school grounds
- Not use alcohol preceding or during my involvement with athletes
- Use fiscal responsibility when collecting and spending monies acquired as a result of the athletic programs.

I understand that the John Paul II athletic programs are committed to providing a safe, healthy and positive experience for children while teaching them specific sports. I understand my failure to live up to any one of these promises may result in my dismissal from coaching at John Paul II.

(Coach)

(Date)

(Athletic Director)

(Principal)



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John Paul II Catholic School Parent Contract

- I hereby pledge to provide positive support, care, and encouragement for my child participating in youth sports by following this code of ethics:
- I understand and accept that my child's participation in John Paul II (JOHN PAUL II) Athletic Program is tied to academic performance and acceptable conduct. I pledge to fully support my child in both reaching his/her academic potential and always conducting him/herself in a manner consistent with the mission of the school.
- I will encourage good sportsmanship by demonstrating positive support for all players, coaches and officials at every game, practice or other youth sports event.
- I will place the emotional and physical well being of my child ahead of any personal desire to win.
- I will insist that my child play in a safe and healthy environment
- I will provide support for coaches and officials working with my child to provide a positive, enjoyable experience for all.
- I will demand a drug, alcohol, and tobacco-free sports environment for my child and agree to assist by refraining from their use at all youth sports events.
- I will remember that the game is for children and not for adults
- I will do my best to make youth sports fun for my child
- I will insist that my child treat other players, coaches, fans, and officials with respect

I will promise to help my child enjoy the youth sports experience within my personal constraints by assisting with coaching, being a respectful fan, providing transportation or whatever I am capable of doing.

I understand that the John Paul II Catholic School Athletic Programs are committed to providing a safe, healthy, and positive experience for children while teaching them specific sports. I understand my failure to live up to any one of these promises may result in being restricted from attending sporting events.

(Parent/Guardian)

(Date)



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John Paul II Catholic School Athlete Contract

As an athlete of John Paul II (JOHN PAUL II), I will:

- Maintain a “C” average or higher in academics and an “S” average or better in behavior
- Follow all school and league rules and policies as printed
- Treat all team members, parents, coaches, opposing teams, and officials, with respect
- Shake hands with the opposing team members
- Not use abusive, offensive, and/or demeaning language
- Treat school or rented facilities and property with respect
- Begin every practice and game with a prayer and end with a prayer
- Attend one mass in uniform with my team during the season

I understand that the John Paul II (JOHN PAUL II) Athletic Programs are committed to providing a safe, healthy, and positive experience for children while teaching them specific sports. I understand my failure to live up to any one of these promises may result in my suspension or expulsion from the team.

(Student)

(Date)

(Parent/Guardian)

(Parent/Guardian)



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John Paul II Regional School Medical Release Form

This form must be completed prior to participation in any John Paul II athletic activities. Although injuries can occur and are inherent in sports, by signing this agreement you acknowledge that neither John Paul II Regional School nor its coaches are liable for injuries sustained by any athlete.

Please Print

Student Name _____ Activity _____

I hereby give my permission for any emergency medical attention to be administered to my child, _____, in the event of an accident, injury, sickness, etc. under the direction of the coach/asst. coach listed below, until I may be contacted. I also assume responsibility for the payment of treatment should any occur.

In the event that I cannot be reached, the following persons are designated to act on my behalf:

Coach _____ Asst. Coach _____

Medical Insurance Company _____ Policy # _____

Physician's Name _____

Address _____

Phone # _____

Known Allergies _____

Existing Medical Conditions _____

Medications _____

Other instructions or considerations _____

Parent/Guardian _____

Address _____

E-Mail _____ Phone _____ Cell _____

Parent/Guardian Signature _____ Date _____



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John Paul II Regional School Check Request Form

(For use by coaches and athletic director)

DATE: _____

REQUESTED BY: _____

DATE REQUIRED: _____

REASON FOR CHECK: _____

MAKE PAYABLE TO: _____

AMOUNT: _____

DELIVER/MAIL TO: _____

AUTHORIZATIONS

ATHLETIC DIRECTOR: _____

PRINCIPAL: _____

All check requests must be turned into the athletic director first who will then submit requests to Mrs. Helen Persing, principal, at John Paul II Regional School Office using this form. PLEASE ATTACH ALL INVOICES / RECEIPTS TO THIS FORM.

Check requests are to be submitted three days prior to date check is needed.

Revised 08-15-09