

Athletic Handbook: Policies and Procedures

Our Lady of Lourdes School and Parish

OUR LADY OF LOURDES SCHOOL

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Committee Description and Operating Policies and Procedures

Athletic Committee

Topic	Text/Comments
Type of Committee	Athletic Committee
Purpose and Scope of Committee	<ul style="list-style-type: none"> • Guide Athletic Director in the planning of the Athletic Program. • Review and revise the policies and guidelines of the Our Lady of Lourdes Athletic Program as necessary. • Evaluate all coaches and leagues at the end of each sport season • Assist in fundraising • Review budget: approve finances and expenditures.
<p>Composition</p> <ul style="list-style-type: none"> ■ Number of members ■ Qualifications of members ■ How appointed/selected ■ Quorum ■ Athletic Director, ex officio 	<p>The Athletic Committee is to be comprised of either (a) coaches from an OLOL sports team, (b) parents of OLOL student, (c) parents of students involved in an OLOL sports team, and/or (d) Parish or Community Members. The Athletic Director will act as member ex officio. It is recommended that there are only 5-7 members.</p> <p>One of the members will serve as chairperson, one will serve as treasurer, one will serve as volunteer hour coordinator, one will serve as concession coordinator, one will serve as public relations manager and one will serve as tournament director.</p> <p>Members are appointed based on interest in serving and a willingness to commit to a three-year term with options for renewal. Terms will be served on a staggered and rotating basis. Exceptions can be made on a case-by-case basis. All members must be available and committed to carrying out the work of the committee.</p>

	<p>A quorum consists of a majority of current voting members.</p> <p>The Athletic Director will be hired through a collaborative process with the principal, pastor and athletic committee. Preference will be given to current Our Lady of Lourdes staff members.</p>
<p>Relationships (Internal and External)</p>	<p>The Athletic Committee has the following relationships:</p> <ol style="list-style-type: none"> 1 Our Lady of Lourdes School – The Athletic Committee will publish a summary of each season to the school families. 2 Parish/Parish Council- The Athletic Committee will submit meeting minutes and policy to the Parish Council and publish them via the Lourdes Letter and the Our Lady of Lourdes website.
<p>RESPONSIBILITIES/DUTIES</p>	<p>CHAIRPERSON</p> <ol style="list-style-type: none"> 1 Take notes at each Athletic Committee meeting and submit to committee for approval 2 Create the agenda in collaboration with the Athletic Director and committee 3 Share meeting minutes to Parish, Parish Council and publish to the website. <p>VOLUNTEER HOUR COORDINATOR</p> <ol style="list-style-type: none"> 1 Track Athletic volunteer hours and send statements to families detailing hours completed and fees owed 2 Recruit school families to volunteer for various events <p>TREASURER</p> <ol style="list-style-type: none"> 1 Generate P.O.s. 2 Bring monthly reports to Athletic Committee

about income and expenses

3 Collect and track income and expenses

4 Consult with Parish Financial Secretary regarding monthly statement balances

5 Develop, update, and maintain budget

ATHLETIC DIRECTOR

1 Be responsible for sports programs at Our Lady of Lourdes Catholic School

2 Be knowledgeable of and monitor adherence to regulations set by the Diocese, Parish, Pastor, Principal, and Athletic Committee for all sports and personnel

3 Keep the School and Parish Offices informed of all athletic activities

4 Schedule and attend organizational meetings for all team sports

5 Recruit, hire and orientate coaches for all sports

6 Give school office a list of coaches, players, practice schedules and game schedules for all sports

7 Prepare and maintain master schedule for the gym and playing fields

8 Make sure gym is set up for games and cleaned up after games on weekends and during the week.

9 Keep maintenance informed about the happenings in the gym. This would include keeping the light bulbs burning brightly, the scoreboard in proper repair, and the bathroom and locker room facilities in good working order.

10 Purchase and maintain necessary equipment, such as first aid kits, uniforms, and playing equipment

11 Issue building keys, badges, and equipment, to coaches and collect all keys, badges, and equipment at the end of each season.

12 Communicate with all pertinent entities at the end of each sport season in order to address

	<p>issues and gather suggestions.</p> <p>13 Ensure that all athletes have signed Parent and Athlete Expectation forms, medical form, concussion forms and fees paid prior to the beginning of <u>each</u> sport. The forms above can be found in Appendix A.</p> <p>14 Be responsible for assisting with the agenda and setting the dates for Athletic Committee meetings.</p> <p>TOURNAMENT DIRECTOR</p> <p>1 Communicate information regarding tournaments with other school and recruit teams for each tournament</p> <p>2 Communicate information about tournament to coaches and families including number of teams</p> <p>3 Work with concession stand coordinator to ensure concession stand is stocked and prepared for the tournament</p> <p>4 Organize and recruit volunteers and referees</p> <p>CONCESSION COORDINATOR</p> <p>1 Ensure the concession stand is supplied throughout all athletic seasons</p> <p>2 Coordinate and recruit volunteers for concession stand</p> <p>3 Work with treasurer for reimbursements and payments</p> <p>PUBLIC RELATIONS MANAGER</p> <p>1 Work with the school technology coordinator to keep the website up to date</p> <p>2 Update the Twitter and Facebook pages with relevant information</p> <p>3 Collaborate with committee on any information that needs to be shared</p>
Authority/Decision-Making	The Athletic Director, in conjunction with the

	<p>Athletic Committee, principal and pastor have the authority to make decisions regarding the day-to-day activities of the athletic program.</p>
<p>Meetings/Schedules</p>	<p>The Athletic Committee meets monthly at Our Lady of Lourdes and more or less often as determined necessary based upon the scope of work for the year. Meetings are called by the Athletic Director.</p> <p>The first fifteen minutes of the Athletic Committee Meeting will be considered an open forum for coaches, parents, and stakeholders. Anyone interested in attending the meeting needs to contact the chairperson, in advance to be added to the agenda. The open forum will be an opportunity for stakeholders to share concerns for the committee to discuss during the meeting.</p> <p>An agenda will be created and shared by the chairperson with feedback from the athletic director and committee prior to the meeting. There is a standard agenda form that can be referenced in Appendix A.</p>
<p>Fiscal Management/Budget</p>	<p>The budget is created by the Athletic Director and Treasurer and approved by the Athletic Committee. The budget is maintained by the Athletic Director, Treasurer and the Parish Financial Secretary.</p> <p>The Parish is not involved with Athletic expenditures, except facilities related costs.</p>
<p>Other Forms/Templates and Related Instructions</p>	<p>The Athletic Committee maintains and utilizes the following forms/templates:</p> <ul style="list-style-type: none"> 1 Athletic Handbook: Policies and Procedures 2 Athlete Medical forms, including concussion forms and physicals 3 Coaches contact forms 4 Gym User Guide 5 Tournament Registration Form

	<p>6 Team Roster Form 7 Signed copies of all parent/athlete forms 8 Athletic Volunteer Hours Form 9 Use and Occupancy Form</p> <p>All these forms can be found in Appendix A.</p>
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Gym and Facility Use

- 1 The Parish has the final discretion on all gym and facility use. All gym and facility use will be coordinated through the Athletic Director.
- 2 Per Diocese of Green Bay guidelines, any organization using the gym and facility must provide proof of general liability insurance in the amount of \$1 million and a Use and Occupancy Form completed and on file. All attendees and supervisors must provide a completed general liability form. (See Parish or Appendix A for form)
- 3 A registered adult parishioner (21 or older) with VIRTUS training must be present at all times during activity, must operate within the VIRTUS guidelines and will assume full responsibility for any damages occurring during use of facility.
- 4 All Our Lady of Lourdes school activities take precedence over athletic activities. As a result, previously agreed upon facility use may be subject to cancellation with minimal notice.
- 5 The Facility will not be available on any Wednesday during Religious Education, Saturdays 4:00pm until 6:00pm, Sundays from 7:30am until 12:00pm, and Holy Days of Obligation. Additionally the gym may be unavailable during school wide events.
- 6 Gym facilities are available according to WIAA open gym policies and based upon availability.
- 7 Gym use over school vacations or breaks is allowed but cannot be mandatory.
- 8 Gym practice time will be distributed equally among all teams.
- 9 The gym can be used by outside groups when not being used for Our Lady of Lourdes School or athletic activities.
- 10 Each outside group will pay \$30 per hour of gym use.
- 11 The payment should be placed in an envelope labeled Gym Payment and placed in the Athletics mailbox in the school office.
- 12 An Our Lady of Lourdes parishioner must be present in the gym the entire time the outside group is using the gym.

Co-Curricular and Athletic Policy

- Co-curricular activities are defined to include any activities or sports when the student voluntarily represents the school and parish.
- A student must have parent permission to participate in co-curricular and athletic activities. Students are required to display good sportsmanship, proper language, cooperation, and promptness to be in good standing and full eligibility for the co-curricular/athletic activity.
- Participants are expected to have adequate insurance coverage through the school or provided by his/her parents or guardians. Our Lady of Lourdes will not be responsible for any medical charges incurred by a student.
- Students participating in co-curricular or athletic events must be in attendance the entire school day of an after-school event in order to participate in the event. This includes both practice and game/competition situations. Special circumstances such as medical and dental appointments must be reviewed and approved by the Athletic Director prior to the absence for the student to participate in the after school event.
- Participants must remain drug and alcohol free.
- Any infraction of the Athletic Handbook and/or other stated guidelines may result in suspension or season-ending removal from the activity. The Athletic Director will make any decisions regarding a student's suspension or removal from an activity.

Athletic Mission Statement

The purpose of athletics at Our Lady of Lourdes Catholic School is

- To instruct student athletes in various aspects of competitive sports
- To offer a Christian role model for competitive activity
- To teach the fundamentals of the sport
- To develop physical skills
- To encourage the importance of individual effort and its relationship to and integration with team participation and cooperation
- To develop a sense of justice, fairness, and concern for the emotional and physical well being of all participants.

Winning competitive events is desirable but it is secondary to the meaningful participation of all athletes. All coaches are to coach all athletes to their maximum potential so that this can be achieved.

Intrinsic to this is a "no cut" policy. A selection process is not to be allowed at any level whether before, during or after the forming of teams, nor by overt or covert means.

In addition, the following will NOT be allowed:

- A and B line-ups or teams
- Running the score up
- Non-rotating starting line-ups
- Unequal playing time

The following will be encouraged:

- Prayer prior to all athletic practices and games
- Balanced line-ups and teams
- Equal opportunities for positions and scoring, i.e., a student expresses an interest to try another position
- Strategies such as a set number of passes and plays that give each athlete the opportunity to score, especially to prevent running up the score

Participation in Our Lady of Lourdes Athletics

- Our Lady of Lourdes grade school athletic team participants must be enrolled in Our Lady of Lourdes day school. Only by way of exception would consideration be given to parishioners that are home-schooled.
- In a situation where Our Lady of Lourdes is unable to field a team, per the guidelines listed under Regulations by Sport, the Athletic Director and Committee may open the team to parish members or other GRACE schools on a case-to-case basis.
- If an athlete would like to join the team after the season has started the following guidelines will be followed
 - Minimum number of 50% of practices need to be met before first game (full team number)
 - If minimum number of players not met and coach is recruiting then at least one practice must be completed prior to being put into a game.
 - Other situations will be addressed on a case-by-case basis, such as, but not limited to player injury and the team needs a replacement (practice required) or if a late enrollee into the school shows an interest (practice required).

Athletics and Parent Involvement

- Each family with a child in athletics in grades 5-8 will be required to fulfill a total of 12 HOURS of volunteer activities related to athletics.
- Each family with a child in athletics in grades 3-4 will be encouraged to volunteer in activities related to athletics. Volunteer opportunities are an excellent way to learn about athletics, gain experience for future volunteer activities, and support the OLOL athletic program.
- These athletic hours are separate from the required TSF school hours.
- Hours can be completed during any athletic season.
- If you are unable to volunteer, you will be required to pay \$20 per hour not volunteered, in lieu of your services, but we would really prefer that you contribute your time.
- If a family does not meet the above requirements; working 12 hours or paying the \$20 per unworked hour, the student will be ineligible to participate in athletics until the payment is made.

Coaches may receive Athletic Hours for coaching, but those will not transfer to school TSF hours.

Parental Permission

Participation in any program requires written permission of the player's parent or legal guardian. Parents and/or legal guardians agree to indemnify and hold Our Lady of Lourdes and the Athletic Association harmless from any injuries incurred during athletic activities (practice or games), or in transit to or from athletic activities.

Physical Examination

Athletes must obtain a physical examination from a licensed physician at least every two (2) years.

Any seriously injured athlete requiring outside medical attention (by paramedics, physician, etc.) will not be allowed to return to active team participation without a written doctor's release submitted to the team's coach.

Injury

The risk of injury is a part of virtually every sport. ***Our Lady of Lourdes is not responsible for any injury incurred during participation in Athletics.***

Parents and guardians are strongly encouraged to:

1. Obtain adequate Health and Dental insurance to cover possible injuries. Our Lady of Lourdes does not provide insurance.
2. Provide athletes with appropriate safety equipment including eye guards, mouth guards, padding and other protective devices specific to the sport.

Athletes, parents, and guardians agree not to file claims for injury against the Our Lady of Lourdes as a result of an injury incurred during team participation.

Playing Time

Players shall not be switched to other teams for tournament play, unless in special circumstances of illness, injury or academic probation. Athletic Director will have final say and approval on all roster moves. A player may not be switched downwards, e.g. an 8th grader to the 7th grade team. Any player switched upwards for more than two games, e.g., 6th to 7th grade, must remain at the higher level for that school year.

1. On a team of 10 players or less, each player must play in every regular season game.
2. On teams of 11 players or more, each player must play in every other regular season game. This means that for every two games that are played, each player on the team must have played in at least one. All players must sit out a comparable number of games.
3. If a team has eight or less eligible players, the team may use the WIAA five-quarter rule. Any time played in a quarter constitutes a full quarter of play. The five-quarter rule applies for same day competitions except in tournament play.

Any team with a full number of players, per policy, will not pull up a player from a younger team.

1. In cases of short-term injury resulting in inability to play (will not suit up), e.g. more than two games; a player may be pulled up to complete the roster. Players pulled up may only play up two games during the season. If a player plays up for more than two games, the player will become a permanent member of the team for the remainder of the season.
2. In cases of academic ineligibility, a player may not be pulled unless needed to field a team.

Athletic and Co-Curricular Eligibility Policy

Eligibility for co-curricular and athletic activities will be based on the following academic guidelines:

- It should be considered a privilege to participate in athletics and co-curricular activities, but it should be secondary to academic effort, attitude, and conduct. Any individual not performing adequately in any of these primary areas should not be allowed to participate in extracurricular activities. This includes sports as well as participation in clubs such as Forensics, Yearbook, and Student Council.
- Grades will be monitored weekly throughout the season.
- Student participants are expected to maintain, at minimum, a “C” grade point average (2.0 or higher) (with no “F’s”)
- If the student is below a “C” average grade point average (2.0), he/she will be put on probation for one week. During the probation period the student will still be allowed to practice, but not participate in games.
- During the probation period, the student should work to improve his/her grade to a “C” grade point average (2.0 or higher) in order to return to the team in good standing.
- If after the one-week probation period the grade point average has not improved, the student will be ineligible to practice, participate, or play in the sport until re-evaluated in one week.
- When the eligibility is checked again, if the student’s grades are at a “C” average or higher and no “F’s”, he/she may rejoin the team and/or co-curricular activity.
- Any student who spends three consecutive weeks on probation with no significant improvement to grade or grade point average will be removed from the team or co-curricular activity for the remainder of the season.
- Teachers will be consulted during this process. If the grade has not improved during the probation period but the student’s teachers feel the student has made adequate progress toward improving the grade or grade point average, the student’s eligibility status may be reinstated. The student will be required to continue making adequate progress toward improving his/her grade or grade point average. If a student’s effort in this regard weakens, the student will be placed back on probation or the ineligible list under the above standards.

- If a student has an ISP (Individualized Service Plan) additional consideration will be given; including but not limited to consultation with the resource teacher and other appropriate faculty.
- If any student is receiving a "P", "U", or "F" grade in any subject (less than 69%), that student is ineligible to practice, play, or participate in any co-curricular or athletic activities for at least a one-week period. There is no academic probation period for failing grades. The student's progress will be re-evaluated every week.
- If a student spends three consecutive weeks on probation, the ineligible list, or a combination of both, the student will be removed from the team or co-curricular activity for the remainder of the season.
- Athletes are encouraged to meet with teachers often to ensure that their work is satisfactory and that they are meeting all requirements.
- School staff, Athletic Director, and principal will work collaboratively to review student grades and give consideration to special circumstances.

Fees

Athletes will be required to pay a non-refundable fee during registration for each activity in which the athlete participates.

No student will be denied a chance to participate due to financial hardship. Please contact the Pastor or Athletic Director to discuss any special arrangements.

BASKETBALL -	\$45	(5th, 6th, 7th & 8th grades - boys & girls)
BASKETBALL-	\$25	(3rd & 4th grades - boys & girls)
SOCCER -	\$40	(5th, 6th, 7th & 8th grades - coed)
VOLLEYBALL -	\$40	(6th, 7th & 8th grades - girls)
TRACK -	\$35	(6th, 7th & 8th grades - coed)

The fee (checks made payable to: Our Lady of Lourdes) must be paid prior to the first practice, game or meet for that sport. The student cannot participate in practice or games until fee is paid.

Offered through West De Pere Middle School based upon their policies and procedures

FOOTBALL	(7th & 8th grades - boys)
CROSS COUNTRY	(6th, 7th & 8th grades)
TENNIS	(6th, 7th & 8th grades)
WRESTLING	(6th, 7th & 8th grades)

Responsibilities of Coaches

General Responsibilities

Coaches are expected to:

1. All coaches and volunteers must have completed VIRTUS training and have a background check as required by the Diocese of Green Bay and Our Lady of Lourdes Catholic School.
2. Be aware of and adhere to the Diocesan and Our Lady of Lourdes guidelines for the sport they are coaching.
3. Have medical release cards for their team members with them at ALL practices and games.
4. Discipline consistently. (For example, if the coach decides that an unexcused absence will result in a one game suspension, then this should be enforced for all players regardless of their abilities or other qualities.)
5. Keep documentation on all disciplinary actions and forward it to the Athletic Director.
6. Timely communications with parents, organized practices, and fostering Christian values and sportsmanship are essential for all coaches.

Pre-Season Responsibilities

Coaches are expected to:

1. Communicate with the athletes and parents at least once before the season begins and explain all rules regarding uniforms, practices, play, etc. and to share all other necessary information. This can be part of the Parent Informational Meeting.
2. Issue uniforms and maintain a record of what uniform numbers were issued to each athlete.
3. Notify athletes of the necessary forms that must be completed and fees that must be collected before they will be allowed to participate. Fees will be turned into the Athletic Director with a team roster. Athletic Director will distribute forms and information to coaches.
4. Coaches should schedule a minimum of two practices before the season begins, maximum of twelve practices.

During-the-Season Responsibilities

Coaches are expected to:

1. Teach fundamental techniques and skills that enable the athletes to develop to their fullest potential.
2. Give all athletes equal coaching time and encouragement.
3. Organize and schedule practice sessions on a regular basis with the idea of developing the athlete's greatest potential.
4. Work with the Athletic Director to set up schedule and reservation of facilities for practices and games. If a coach wants to use the gym during a time assigned to another coach, the two coaches should work that out and notify the Athletic Director.
5. Apply discipline in a firm and positive manner consistent with the Our Lady of Lourdes Athletic Philosophy. Treat players fairly with respect and dignity.

6. Not directly or indirectly cut athletes from the team.
7. To honor that the Facility will not be available on any Wednesday during Religious Education, Saturdays 4:00pm until 6:00pm, Sundays from 7:30am until 12:00pm, and Holy Days of Obligation. Additionally the gym may be unavailable during school wide events.
8. Be present for all practice sessions or games. When this is not possible, the Coach should find a responsible adult replacement and notify the Athletic Director of the situation.
9. Check locker rooms after practices and home games. Make sure lights are turned off, litter picked up, windows closed, equipment securely stored and all doors of the gym and school entrance properly locked. Report any damages to the Athletic Director within 24 hours.
10. Create opportunities for players to develop leadership skills. Such as leading the team in practice or pre-game warm-ups, leading the team in a prayer before games, etc. Leadership opportunities should be rotated among team members equally.
11. Be responsible for the safety and behavior of the athletes from the time they arrive for a practice or game until the time they leave the school premises. Students should not be allowed to remain after the practice session without adult supervision. The coach should be the last person to leave.
12. Notify parents if athlete arrives more than 10 minutes before a scheduled practice or remains more than 10 minutes after the end of a practice. If problem persists, notify the Athletic Director.
13. Model good sportsmanship whenever they are with student athletes or representing the school as a coach. Avoid the use of bad language, loss of temper, fighting, name calling, etc.
14. Report any violations of the athletic regulations to the Athletic Director within 24 hours of the violation.
15. Each athlete of good standing on all teams must be played equally, to the best of the coach's ability.
16. Missed practices and/or games for any reason may result in reduced playing time.

Post-Season Responsibilities

Coaches are expected to:

1. Collect uniforms at the end of season and return them to the Athletic Director with a report of any damaged or unreturned uniforms and the name of the responsible athlete.
2. Notify the Athletic Director of all records of the team and individual accomplishments. Turn in a list of all athletes who completed the season.
3. Inventory all equipment assigned to them at the completion of the season and make recommendation of equipment needs for the following year.
4. Meet with the Athletic Director to make recommendations regarding policies and procedures for the following year.
5. Turn in uniforms, keys, and post-season reports before receiving their check.
6. Coaches will receive monetary compensation as agreed upon and be able to use time spent coaching as Athletic Hours.

Responsibilities of Student Athletes

Athletes are expected to:

1. Abide by the eligibility and attendance policies.
2. Adhere to all game rules of play.
3. Respectfully accept the decisions of the coaches and referees.
4. Participate in practices and games and be prompt and attentive for both.
5. Let the coach know if they are not going to be able to attend a practice or a game, and understand that absenteeism may result in reduced playing time or possible game suspensions.
6. Conduct themselves in a spirit of good sportsmanship. Be a team player. Coaches may discipline any athlete who is disruptive to team activities. Such disruption may include foul language, disrespect for others, or other activities deemed disruptive by the coach.
7. Help others to become better players.
8. Abide by the rules and instructions of the coaches and other supervising adults.
9. Show respect for all buildings, equipment, and uniforms used during athletic practices and competition.
10. Maintain their uniform. If damaged or lost, the athlete must pay the cost of repair or replacement.
11. Athletes are responsible for proper use and care of uniforms and other equipment issued to them. Athletes and/or their parents or guardians will be expected to pay for any lost, stolen or abused uniforms or equipment.
12. Follow all class and school rules. Students will receive a warning regarding play and practice if they receive a behavior referral (refer to PBIS handbook regarding referrals) to the office from any teacher or staff member. A second referral will result in missing a game. The athlete must be on the bench with the team, but will not be permitted to play. Athletes will be expected to practice with the team also. A third referral will result in removal from athletics for the season.

Responsibilities of Parents

Parents are expected to:

1. Volunteer 12 hours of time to benefit Our Lady of Lourdes athletics.
2. Be a positive and respectful fan of the team.
3. Yelling, using profanity or confronting players, coaches, parents or officials is prohibited. We strongly encourage parents who have a grievance about a player, coach, parent or official to file a complaint with the coach, coordinator or athletic board.
4. Treat the coaches, referees, and opponents with respect and courtesy.
5. Abide by Athletic-Grievance Policy.
6. Ensure that athletes do not arrive more than 10 minutes before the start of practice and that athletes are picked up within 10 minutes after completion of practice.

7. Provide transportation to and from games.
8. Attend any parent meeting at the beginning of a sport season. If they cannot attend, it is their responsibility to contact the Athletic Director to obtain information presented at the meeting.

Further support is evidenced by respect for coaches' decisions and instructions. Parents and guardians must not interfere with the work of the coaches during practices, scrimmages, games or matches.

Regulations by Sport

BASKETBALL

- Each athlete of good standing on all basketball teams must be played equally, to the best of the coach's ability.

- Athletes in grades 7 & 8 may play a maximum of 16 games plus 3 tournaments.
- Athletes in grades 5 & 6 may play a maximum of 16 games, plus 2 tournaments.
- Athletes in grades 3 & 4 may play a maximum of 10 games and no tournaments.

Basketball for grades 3 & 4 is strictly instructional.

- Teams follow WIAA rules.
- Practice prior to the first scheduled game shall be limited to 3 weeks before the contest but no more than a total of 12 practice sessions.
- A full team will be considered 7 players.

SOCCER

- Athletes in grades 7 & 8 may play a maximum of 12 games plus 3 tournaments.
- Athletes in grades 5 & 6 may play a maximum of 12 games, plus 2 tournaments.
- Teams follow FIFA, WIAA, and SAY rules.
- Each athlete of good standing on all soccer teams must be played equally, to the best of the coach's ability.

- Practice prior to the first scheduled game shall be limited to 3 weeks before the contest but no more than a total of 12 practice sessions.

- A full team will be considered 15 players.

VOLLEYBALL

- Athletes may play a maximum of 12 matches plus 3 tournaments.
- Each athlete in good standing must be played equally, to the best of the coach's ability.
- Practice prior to the first scheduled match shall be limited to 3 weeks before the contest but no more than a total of 12 practice sessions.

- A full team will be considered 8 players.

TRACK

- Athletes may participate in a maximum of 10 meets.
- Practice prior to the first scheduled meet shall be limited to 3 weeks before the contest but no more than a total of 12 practice sessions.
- The events and the order in which they will be run will be as follows:
 - The 4 field events; shot put, discus, high jump, and long jump will be run first and simultaneously or as close to simultaneously as possible.
- The track events will run in the following order:
 - **Coaches may mutually agree to change the order.
 - 100 meter hurdles-boys
 - 100 meter hurdles – girls
 - 100 meter dash
 - 1600 meter run
 - 800 meter relay
 - 400 meter dash
 - 400 meter relay
 - 800 meter dash
 - 1600 meter relay

Tournaments

Players are limited to the number of tournaments they may participate in as members of a school/parish team during the season as specified below:

- Grades 7 & 8 – three tournaments per sport
- Grade 6 – two tournaments per sport
- Grade 5 – two tournaments per sport
- Three-on-three – An individual is allowed to participate in three-on-three basketball tournaments before the first regular season game or after the last regular game.

West De Pere Sports

- Football, Cross Country, Tennis, and Wrestling
- Athletes will follow West De Pere Middle School athletic regulations in addition to Our Lady of Lourdes regulations.

Athletic-Grievance Policy

Occasionally the student athlete, their parents or the coach may have a question, a suggestion, or a problem relating to the student's involvement in the athletic program. Prompt, open communication is important when this occurs and can usually resolve the situation before it becomes a major issue. The recommended sequence for this communication follows:

1. The STUDENT ATHLETE and the COACH should discuss the situation/issue.
2. If not resolved, the COACH, the PARENTS, and possibly, the STUDENT ATHLETE should meet to talk about the issue.
3. If the issue is still not resolved, the PARENTS, the COACH and the ATHLETIC DIRECTOR should meet to discuss the issue.
4. If still not resolved, Athletic Director will seek counsel from relevant parties such as, parish Pastor, principal, Athletic Committee member(s).
5. If still not resolved, the person who has the complaint should prepare written documentation of the situation along with a recommendation of what action they believe should be taken to remedy the situation. The other people involved in the discussions (athlete, parents, coach, Athletic Director, Athletic Committee) also have the opportunity to write a similar summary and recommended action. The written documents should then be collectively presented to the Parish Council for a decision.

Questions and suggestions

School Families or parishioners with questions and/or suggestions are encouraged to express them.

Please submit any issues to the Committee by forwarding them in writing to Our Lady of Lourdes, Attention Athletic Director. Letters should include your name, address and phone numbers where you can be reached.

All correspondence will be considered for review at the next Committee meeting. You may be asked to join a future meeting for further discussion of your suggestions or issue.