



ST. JOHN PAUL II ATHLETICS OPERATING POLICIES AND EXPECTATIONS

St. John Paul II Athletics is a part of the St. John Paul II Catholic Church Youth Ministry program. This is part of the New Albany Deanery Catholic Youth Ministry (NADCYM) program. St. John Paul II fields teams in soccer, basketball, cheerleading, track, volleyball and golf. St. John Paul II students may also participate in Deanery teams including football, tennis, swimming, softball, cheerleading, wrestling, and cross-country. Pre-K through 4th grade sports are instructional only and are intended to teach the fundamentals of the sport and Christian-centered values. 5th through 8th grade sports build on the fundamentals and introduce athletes to healthy competition.

I. STUDENT ATHLETES

A. ELIGIBILITY/PARTICIPATION AND GRADE REQUIREMENTS (per NADCYM guidelines)

1. Parishioners of St. John Paul II who do not attend St. John Paul II Catholic School may participate on parish teams. Non-parishioners who are not enrolled in St. John Paul II Catholic School cannot participate on a St. John Paul II Catholic Parish athletic team.
2. Participation in St. John Paul II Athletics is left to the full discretion of each student athlete's parents or legal guardians. If an athlete's parent(s) or guardian(s) determine that their child's academic progress is being hindered, they are encouraged to suspend their child from all athletic practices and competitions until they are satisfied that sufficient progress by their child has been made. At that time, the parent(s) or guardian(s) may reinstate their son or daughter, without penalty by the team or parish, for full athletic participation.
3. Athletes in 5th through 8th grades who attend public school and are members in good standing with St. John Paul II Parish, may not play for both their public school team and their parish team when any portion of those seasons runs concurrently. They will be allowed sufficient time to try out for their public school team while trying out for the parish team, but they must choose a team before final rosters are determined for the parish team. If it is determined that a student is trying to play for both their public school and parish team at the same time after the final rosters are turned in, he or she will be ruled immediately ineligible for participation in deanery sports for the remainder of that year and sanctions may be taken against the parish if appropriate.
4. Unless the league is designated as a co-ed sport, members of the opposite sex will not be permitted to practice or compete on a team that is designated for boys only or for girls only.

B. GRADE LEVELS (per NADCYM guidelines)

1. 3rd/4th Grades: A player is not eligible to play for any part of the season if his/her eleventh birthday falls prior to August 15. However, that player is eligible to play on the fifth/sixth grade team.
2. 5th/6th Grades: A player is not eligible for play for any part of the season if his/her thirteenth birthday is reached prior to August 15. However, that player is eligible to play on the seventh/eighth grade team.
3. 7th/8th Grades: A player is not eligible to play for any part of the season if his/her fifteenth birthday is before August 15.
4. A player may only move up one level for the following reasons:
 - a. Date of birth requires it.
 - b. Needed to meet the minimum requirements for team entry in league, with approval of NADCYM.
 - c. Move limited to one grade level. For example: 4th grader may move up to 5th/6th grade team.

C. TRANSFERS

1. Players who move to another parish or school during the school year or season may finish the sport with the parish at which they initially played.
2. If a sport is offered at your home parish, you must participate at that parish. Exceptions allowed if player is cut from the team and another parish is in need of players, subject to approval by the NADCYM.
3. Those who want to play a sport that is not offered by their home parish may participate in that sport at another parish. Such a move is subject to the approval of the NADCYM and the respective parishes.

D. STUDENT ATHLETE EXPECTATIONS

1. Students absent from school for any part of the day will not participate in sports or other extracurricular activities on that day, unless the absence is an excused absence.
2. Sports participation by a student may be temporarily suspended due to classroom performance or conduct that is far below expectations. This is at the discretion of the teacher and principal in communication with the parents, and coaches.
3. Read and comply with St. John Paul II Athletics Code of Behavior. Students showing unsportsmanlike behavior will be suspended from the current team or group and possibly future opportunities.
4. Every child is given the opportunity to play or participate in any St. John Paul II sport.
5. Practice participation determines playing time. This is a rule that will supersede the Deanery rule that a "B" player is to play in at least one quarter.

II. PARENTS/GUARDIANS

PARENT/GUARDIAN EXPECTATIONS

1. Parents will conduct themselves in a Christian manner. Parents shall read and comply with St. John Paul II Athletics Code of Behavior. Anything to the contrary can subject a spectator to suspension from the event or a player to suspension from the team and future athletic events/activities.
2. Support participating athletes' compliance with the Code of Behavior.
3. Parents are also required to assist with sports activities. If your child plays sports for St. John Paul II, you will be required to work admissions, concessions, clean-up, etc. Work assignments will be posted on the St. John Paul II Athletics website. If a parent does not work his or her designated time a \$50 fee will be assessed. This fee must be paid for the student to continue participating.
4. A \$95.00 annual athletic fee per athlete (not per sport) is required to help to cover the athletic expenses (uniforms, basketballs, volleyballs, equipment, and awards). These fees also are used to pay the fees assessed by the Deanery for our teams to participate. The athletic fee does not cover all of the expenses for the athletic program, which is why assistance with concessions, admissions and other volunteer activities is critical. If a student at St. John Paul II School does not participate in any athletic program the fee will be refunded at the end of the school year. Instead of the annual fee, per-sport fees are assessed for Pre-K sports and will be posted during registration for those sports.
5. All uniforms and equipment must be cleaned and returned at the end of a season. Failure to do so will result in parent/guardian being assessed for replacement costs associated with that particular uniform or equipment. Youth will not be allowed to participate in St. John Paul II Athletics until these are returned or paid for.
6. Team uniforms are to be worn for competition only. It is not appropriate to wear St. John Paul II athletic uniforms to school for any non-uniform days unless the athlete is competing or performing for a school assembly, in which case they are expected to bring a change of clothes to wear when they are not competing or performing.
7. Register child(ren) for St. John Paul II Athletics via online registration form, which will be available on the St. John Paul II Athletics website (stjohnpaulathletics.org). Registrations after posted deadline are a subject to a \$50 late registration fee. Online registration of athletes is necessary, in order to:
 - Minimize delay determining number of teams and delay in schedules being finalized.
 - Have an accurate, complete roster of athletes to send communications to parents and report to NADCYM.
 - Ensure number of uniforms is accounted for and correct sizes are available.
 - Accurately recognize athletes, since athletic awards are based on the online registration.
 - Assess the number of teams needed, and then balance the number of players per team for sports with more than one team.
8. Annual IHSA physicals, signed Code of Behavior, and Permission/Medical Release forms are required for each child to participate in St. John Paul II Athletics practices and games. IHSA physical forms must be dated April 1 or later for the next school year. For example, a physical dated 4/01/2019 or later is required for participation in JP II athletics during the 2020-2021 school year. For Kindergarten players we accept the physical that was required to attend St. John Paul II.

9. Please address questions or concerns about Athletics in this order: Coach, the Sport Coordinator, the Athletic Director, and then the Youth Minister.
10. Visit the St. John Paul II Athletics website (stjohnpaulathletics.org) for the most up-to-date information on schedules, tryouts/evaluations, and registration for athletes and potential coaches. Deadlines are enforced.

III. COACHES

A. COACH SELECTION

Recruit coaches prior to athlete registration based on previous involvement or identification through coaching interest registration. Due to the amount of work involved and the potential for conflicts of interest, a Sport Coordinator shall not be a Head Coach in the sport for which he or she is the Sport Coordinator. In situations where there is a lack of volunteers, a Sport Coordinator may serve as a Head Coach with Athletic Committee approval.

B. ASSISTANT COACHES

1. Assistant Coaches must be at least 17 years old and, if under age 21, always in the presence of the Head Coach at practices and games.
2. Assistant Coaches must complete Safe and Sacred program and Coach Orientation through NADCYM.
3. The Sport Coordinator shall make Head Coaches aware of all those expressing an interest in coaching so he or she may utilize them as assistants if they wish to do so.
4. Efforts will be made to include anyone expressing an interest to assist in coaching and to match assistant coaches with their son or daughter's team.

C. HEAD COACHES

1. A Head Coach must be at least 21 years old.
2. Head Coaches must complete Safe and Sacred program and Coach Orientation through NADCYM.
3. Any candidate who expresses an interest in being a Head Coach must be identified to the entire Athletic Committee. The Sport Coordinator shall make a recommendation to the Athletic Committee regarding Head Coach selection, after first consulting with the Athletic Director to determine if there are any concerns with any potential Head Coaches.
4. The Athletic Committee shall then vote on the Head Coaches for each season. This should be done as early as possible to give coaches time to prepare and to identify any coaching vacancies.
5. In the event there are multiple Head Coach applicants, the Sport Coordinator or Athletic Director may elect to have the Athletic Committee interview applicants prior to voting.
6. The Sport Coordinator will verify that all Head Coach volunteers have documented: Safe and Sacred completion, NADCYM coach orientation or are signed up for the next available class, a season summary, evaluations, and any other pertinent information.
7. In some tryout situations, there may be occasions where potential Head Coaches cannot be determined until teams are selected. In such occasions, the Athletic Committee shall approve the A Team coaches in advance. The Sport Coordinator shall appoint the B Team coaches after teams are selected, subject to later ratification by the Athletic Committee.
8. Athletic Committee members desiring to be Head Coaches shall not be present for or involved in Athletic Committee discussion, decisions, or votes concerning their status as an applicant.

D. COACH DISMISSAL

Any parent or guardian of a participant in the Athletic Ministry or parishioner of St. John Paul II may initiate a dismissal process of any volunteers serving in a coaching capacity who exhibit conduct unbecoming a volunteer and/or inconsistent with the Athletics Code of Behavior. The initiator of the dismissal process shall submit in writing to the Athletic Director the request and a summary of facts supporting the request. Upon receipt of the request, the Athletic Director and Youth Minister will meet with the athletic volunteer in question to discuss and review the dismissal request and the conduct/behavior in question. At the conclusion of the meeting, the Athletic Director and the Youth Minister will share with the Pastor a summary of the incident and recommended action.

The outcome and recommended action, if any, will then be brought before the Athletic Committee for discussion and vote. The communications, recommendations, and actions taken as part of any dismissal process shall remain confidential out of sensitivity to the volunteer involved, except to communicate only that a vacancy exists should be volunteer be dismissed or resign.

E. COACHING VACANCIES

In the event of a mid-season Head Coach vacancy, the Sport Coordinator shall appoint a new Head Coach, with approval of the Athletic Committee.

F. COACH EXPECTATIONS

1. Read and comply with St. John Paul II Athletics Code of Behavior.
2. Complete Safe and Sacred program.
3. Attend NADCYM coach orientation.
4. Participate in team evaluations and Selection Committee when possible.
5. Validate roster compliance for each team member (online registration, current Code of Behavior, physical, Permission and Medical Release Form).
6. Submit roster corrections to Sport Coordinator.
7. Circulate gym requests to Sports Coordinator. Follow NADCYM guidelines for Practice and Games, as outlined in this document.
8. Distribute and collect uniforms. All uniforms will be ordered by Sports Coordinator. Coaches will not be reimbursed for uniform purchases unless specifically authorized ahead of time by Sports Coordinator. Extra items such as socks and hair bows may be coordinated by Coaches, with expenses to be paid by parents and/or Coach.
9. At games, ask for parent volunteers (scorer table, line judge, etc).
10. Report any practice or game injuries to Sport Coordinator, Athletic Director, and Youth Minister within 24 hours of incident.
11. Communicate season record and notable highlights (team AND individual) to Sports Coordinator.
12. Recognize athletes for Knight of the Month. All St. John Paul II athletes in grades K-8 are eligible.

IV. PRACTICES AND GAMES

A. PRACTICES (per NADCYM guidelines)

1. 7th/8th Grade: When School is not in session, total weekly number of practices and scrimmage games will be limited to four (4) days a week. When school is in session, total weekly number of practices and scrimmage games will be limited to three (3) days a week. Practices will not exceed 2 hours a day and must conclude no later than 9:00 p.m.
2. 5th/6th Grade: When School is not in session, total weekly number of practices and scrimmage games will be limited to three (3) days a week. When school is in session, total weekly number of practices and scrimmage games will also be limited to three (3) days a week. Practices will not exceed 2 hours a day and must conclude no later than 8:30 p.m.
3. 3rd/4th Grade: When School is not in session, total weekly number of practices and scrimmage games will be limited to two (2) days a week. When school is in session, total weekly number of practices and scrimmage games will also be limited to two (2) days a week. Practices will not exceed 1 ½ hours a day and must conclude no later than 8:00 p.m.

B. GAMES AND TOURNAMENTS (per NADCYM guidelines)

1. All games will begin with participating teams praying the Lord's Prayer together at center court/field. Fans should be encouraged to join with the athletes as they pray through an invitation over the public address system if possible.
2. All league and tournament games must start no later than 8:30 p.m. for 5th through 8th grades and by no later than 7:00 p.m. for K through 4th grades.

3. In addition, no practice or games should be scheduled that will conflict with liturgies on Holy Days or Sundays. Therefore, no games, practices or tournaments should be scheduled until after 12:30 p.m. on Sundays. Other important parish or school events should be considered when scheduling practices and games. Please notify your parish athletic representative before deanery scheduling takes place if there are major parish considerations.
4. It is not permitted for teams to participate as a team under parish name nor use their parish uniforms once their season is complete, in any other league, organization or tournament. Individual participation is permitted.
5. Any team participating in athletics through the New Albany Deanery will be limited to competing in a maximum of 20 games or competitions for a given sport. Teams must play their entire deanery schedule (if applicable) and may, if the parish chooses, schedule outside games with public or other private schools. However, the total number of games scheduled during the course of the season may not exceed 20.
6. 5/6th and 7th/8th grade teams may play in one invitational tournament during the season as long as it does not conflict with deanery league or tournament play and it takes place before the end of the regular scheduled season and tournament.

V. TEAM SELECTION POLICY

A. SELECTION COMMITTEE

For each sport, a Selection Committee shall decide how to divide players. The Selection Committee is comprised of the Sport Coordinator(s) for that sport, along with all identified Head Coaches for that sport. The ideal number per team will allow for maximum playing time but not jeopardize the ability to participate due to an inadequate numbers of players being present for a game.

B. A and B LEVEL TEAMS

1. **A Level:** Athletes in grade 5 and above are eligible to be selected for A level teams. If St. John Paul II is only entering one team, the Sport Coordinator will have that team automatically placed in the A level division unless extenuating circumstances exist, and the Athletic Committee must then approve any deviation from this policy. If St. John Paul II is able to field more than one team, the goal is to field the most competitive team possible at the A level. Generally, only one team will be entered as A level. Tryouts shall be held, and a Selection Committee shall select players for the A and B level teams. It is recommended but not required that at least two fifth graders be placed on an A level team for social development reasons.
2. **B Level:** The number of B level teams shall be determined by the Athletic Committee. In situations where there is more than one B level team, division of players should be such that the competitive ability of the teams is deemed comparable.

C. NEUTRAL LEVEL

1. In sports where the division of teams is not determined by A/B levels, the number or teams shall be determined by the Sport Coordinator with approval of the Athletic Committee.
2. The Selection Committee shall make a recommendation to the Sport Coordinator on how to divide the players among the teams, with the Sport Coordinator making the final decision. Division of players should be such that the competitive ability of the teams is deemed comparable.
3. If a dispute arises with the decision made by the Sport Coordinator, this should be directed to the Athletic Director who will make the final decision and inform the Sport Coordinator and Athletic Committee

VI. EQUIPMENT/UNIFORMS POLICY

1. After team selection and rosters are finalized, each Sports Coordinator will work with Operations Officer to determine any shortfalls in equipment and uniforms.
2. If purchases of new uniforms and equipment are required, work with Operations Officer to submit a request to the Treasurer, Athletic Director, and Assistant Athletic Director.

3. If the request shows costs that are within the sport's annual budget, the expenditures will be approved and then reported to the Athletic Committee.
4. Expenses in excess of the sport's annual budget must be submitted to the full Athletic Committee for approval to use Athletic Committee general funds. Upon approval, the Sport Coordinator shall then obtain the items requested.
5. All uniforms will be ordered by Sports Coordinator. Coaches will not be reimbursed for uniform purchases unless specifically authorized ahead of time by Sports Coordinator. Extra items such as socks and hair bows may be coordinated by Coaches, with expenses to be paid by parents and/or Coach.
- 6.

VII. POST-SEASON EVALUATIONS POLICY

- 1.** Within two weeks of a season concluding, prepare sport program evaluations to post electronically (one for parents, one for Coaches), then share availability with parents and guardians of participants as well as with Coaches. Evaluators can remain anonymous using this electronic format.
- 2.** Present a summary of the parent evaluations to the Athletic Committee so any problems or negative responses can be addressed.
- 3.** Positive evaluations should be communicated to coaches. Evaluations should be maintained in the coach's file.
- 4.** Sport Coordinator evaluations will be summarized by the Athletic Director and reported to the Athletic Committee. If a concern or negative evaluation occurs involving a Sport Coordinator, the Athletic Director will request a meeting with that coordinator to resolve any reported issues or concerns. If a resolution cannot be achieved, the Athletic Director will initiate dismissal process as set out in the St. John Paul II Athletics By-Laws.

VIII. SPORT COORDINATORS

The Athletic Committee shall assign from among its members at least one member to serve as a Sports Coordinator for each sport or activity provided by the Athletics Ministry. The Sport Coordinator's duties shall be as follows:

SPORT COORDINATOR EXPECTATIONS:

1. Prepare sport promotion information (announcements, registration information deadlines, etc.) for review by Athletic Director and Youth Ministry contact. Once approved, send to:
 - Parish Office for publication in church bulletin and Parish email
 - School Office for inclusion in weekly school newsletter
 - Athletic Committee Digital and Communications Officer to post to St. John Paul II Athletics website, Facebook, and Twitter sites
2. Arrange and announce evaluations at least two weeks prior to their occurrence.
3. Set up pre-season open gym time for:

Soccer

Volleyball

Basketball

Track

4. Oversee the selection of teams. Coordinate evaluations for:

Soccer

Volleyball

Basketball

5. Direct the coach selection process. *See Coach Selection policy in this document.*
6. Review equipment and uniform status with Operations Officer prior to season.
7. Order uniforms if needed, including Coach shirts for any new coaches. *See policy on Equipment/Uniforms in this document.*
8. Facilitate meeting and/or communication with coaches prior to tryouts/selections, practices, and season.

9. Act as liaison among participants, parents, coaches, and the Athletic Committee.
10. Keep in contact with coaches during the season to assist with any problems or issues that may arise.
11. Supply online registration roster to Coaches.
12. Solicit online registration changes from coaches (any adds and deletes as season gets underway).
13. Based on compliance information provided by Secretary, coordinate with coaches to make sure all participants are compliant with registration, parishioner or school attendee status, physical form, Code of Behavior, and medical release before participants compete in practices or games.
14. Submit reconciled sports rosters to Operations Officer, Concessions Coordinator, and Secretary.
15. Recommend to the Athletic Committee the number of teams to submit to the NADCYM and the classification (A or B Level) of those teams. The Athletic Committee shall approve the number of recommended teams.
16. Distribute uniforms, equipment, and gym keys to Coaches. If a coach needs a gym key, the Sports Coordinator sends email request to Youth Minister with name of coach. Allow 48 hours for Parish staff to get the key ready for coach to pick up at the parish office. Keys will not be issued to any coach who has not fulfilled Safe and Sacred obligation.
17. Communicate to Head Coaches that they are responsible for the return of all equipment and uniforms. Sport Coordinators will maintain records to aid in recover of equipment and uniforms from Head Coaches at the end of the season.
18. Complete Deanery registration forms and check request by required deadline (if applicable).
19. Oversee scheduling of open gyms, practices, and usage of facilities. Based on Coach input, Sport Coordinator will communicate all facility requests via email to the Youth Minister and copy Athletic Committee on all requests. Initial set-up of open gyms and practices should be submitted at least one week prior to first date scheduled. Include days of week, which gym, start and finish time, coach name, and sport. Sport Coordinator will share any change requests with Youth Minister and copy Athletic Committee via email at least 48 hours prior to impacted date(s). No gym time requests submitted via text will be accepted.
20. Coordinate team pictures with Operations Officer. Team Picture dates should be released within two weeks of the game schedule release date.
21. Report any practice or game injuries reported from coaches or observed to the Youth Minister and Athletic Director within 24 hours of incident.
22. At the conclusion of the season, collect and inventory uniforms and any keys given to coaches to use for that season. The Sport Coordinator shall then present a summary to the Athletic Committee on equipment and uniform status. Suggest purchases for the next season.
23. Within two weeks of a season concluding, prepare sport program evaluations to post electronically (one for parents, one for Coaches), then share availability with parents and guardians of participants as well as with Coaches. Evaluators can remain anonymous using this electronic format. *See policy on Post-season Evaluations in this document.*
24. For 3rd grade and above sports, solicit season records and highlights from coaches, then prepare summary of results of the season for a general report to the Athletic Committee.
25. For K-2 sports, work with Coaches to recognize players at final season game.