

Holy Family Regional School

CYO ATHLETICS

HANDBOOK



This handbook has been created to define the CYO Athletic program offered at Holy Family Regional School (HFRS).

HFRS has the privilege of being a member of the CYO and follows all rules and regulations set forth by the CYO. The CYO of the Archdiocese of Detroit administers the CYO Athletic program. Holy Family is one of the many schools/parishes that participates in the various sports through the CYO. Based on the registrations for a season/sport, CYO will group schools in divisions and create game schedules for the schools to compete against one another.

Holy Family Athletic Department (Athletic Director(AD) and Assistant Athletic Director(AAD)) administers the CYO athletics at HFRS. The HFRS Athletic Advisory Commission (AAC) provides support to the athletic program as set forth in the AAC Charter and By-Laws found on the HFRS website. Any and all decisions regarding the HFRS CYO Program are ultimately at the discretion of the Athletic Department.

Holy Family offers participants (grades 5 – 8) all of the CYO sports currently offered by CYO Detroit. There are 3 sports seasons within a school year. The seasons are indicated below as well as the time frame of the season and the general time that registration occurs. The registration period at Holy Family occurs based on the deadlines set forth by the CYO.

The Athlete Registration Period is announced in the HFRS school newsletter that goes home to each family, in each of the supporting parish's bulletin for 4 weeks prior to the registration period and on the 'CYO Sports' page of the HFRS website (www.holyfam.org). **It is important that you register your child within the registration period to ensure your child has a spot on a team. Those who register during the late period or inquire about registering after the late period will not be guaranteed a spot on a team.**

The actual start dates for each season for each sport will be communicated from the HFRS Athletic Department to all registered participants. Forms of communication are one or more of the following: email, US Mail, phone, school newsletter, school mail, and the HFRS website.

Fall Season

Athlete Registration Period -	During May of the previous school year
Season Duration-	Begins in mid-August and completes by mid-October
Cheerleading – girls only	Soccer - boys and girls
Volleyball – girls only	Cross Country - boys and girls
Football - boys only	

Winter Season

Athlete Registration Period -	Late Aug/Early Sept
Season Duration -	Begins in late-October and completes by late-February
Cheerleading – girls only	Basketball - boys and girls
Bowling - boys and girls	

Spring Season

Athlete Registration Period -	During January
Season Duration -	Begins in mid- March and completes by late- May
Softball – girls only	Track - boys and girls

Baseball -

boys only

Lacrosse -

boys only

STUDENT ELIGIBILITY

- All Holy Family Regional School students in grades 5-8 are eligible to play CYO sports provided they meet CYO guidelines (weight requirements for football, age and dual sport participation) and any guidelines established by the AAC.
- Catholic youth, who do not attend HFRS, but attend the parishes of St. Andrew, St. Irenaeus, St. John Fisher, St Mary of the Hills or Sacred Heart are eligible to play on Holy Family teams as long as they meet CYO guidelines (weight requirements for football, age, parish affiliation, dual sport participation) and any guidelines established by the AAC.
- Eligibility for participation is based on the following criteria: active parish participation, appropriate religious education, parent participation, completion of all required forms, current health form on file, good academic standing, and adherence to the athlete's code of conduct.
 1. Active parish participation is defined by each individual Pastor. Parish membership registration must occur no later than August 1, for a student to be eligible to participate during the following school year. Exceptions will be made upon approval of the Athletic Department for students who have moved into the area and/or have enrolled at Holy Family Regional School after August 1.
 2. Appropriate religious education is defined as being enrolled at HFRS or in one of the supporting parish's religious education programs at the start of the school year and maintaining acceptable attendance and participation.
 3. Parent Participation is defined as participation in fundraising, coaching, or administrative tasks in support of the Holy Family CYO athletic program.
 4. All athletes must have a physician signed physical dated after April 15 of the previous school year on file in the Athletic Office before the first practice/assessments for a student to be eligible to participate. For example, for the 2006-2007 school year, the physical must be dated after April 15, 2006.
 5. All CYO athletes must maintain good academic standing and citizenship in their respective schools (a minimum of a "C" average is recommended) Monitoring academic and citizenship eligibility is the responsibility of parents.
 6. A player who has left a previous Holy Family team prior to the end of the CYO season to play for another team (AAU, RARA, public school team, etc) must obtain permission from the Athletic Department before he/she will be considered eligible to participate in a new season or sport.
- All CYO athletes are expected to attend school on the day of a scheduled practice or game when it falls on a school day.

CYO DIVISIONS

CYO manages a program that consists of a 7th/8th grade level and a 5th/6th grade level in all the sports offered. Each level is broken into multiple divisions. CYO attempts to group the divisions geographically and by skill level. If schools submit more than 1 team per grade level teams will be numbered for scheduling purposes (ex. Holy Family #1, Holy Family #2, etc). CYO will attempt to create divisions that have #1 teams playing against each other. CYO will attempt to create divisions that have #2 teams playing against each other. For the few schools that have 3 teams, CYO will attempt to create a division that has #3 teams playing against each other. Most school/parishes do not field more than 3 teams per sport (per grade level). For schools fielding more than 3 teams in a sport per grade level, CYO will attempt to place the #4, #5, etc. teams in appropriate divisions. The goal is to match skill level of the teams within a division (i.e. #1 vs. #1 teams, #2 vs. #2 teams, etc) so that the games are competitive for the players.

The goal of the HFRS Athletic Department is to form teams that will allow the players to have the best athletic experience possible for the skill level that the individual possess. In conjunction with the available CYO divisions, the volume of participants and the varying skill levels of our participants, we have instituted an assessment process that allows us to group players on the appropriate teams. These teams can then be placed in the appropriate CYO divisions (#1, #2, etc) to allow for competitive play for all those involved.

ASSESSMENT PROCESS

Assessments may not be necessary for a specific sport/level based on the number of registered players. In the event that assessments are necessary to form the HFRS teams, registered players will be notified by the Athletic Department with the dates and times for the sport/grade level assessment. . Any and all decisions regarding the HFRS CYO Program are ultimately at the discretion of the Athletic Department.

Assessments are as follows:

1. Mandatory for all registered players to attend so that a player's ability can be adequately assessed.
2. A player must attend at least 1 day of the assessments to have an opportunity to be placed on the #1 team. It is expected that players attend both days of assessments.
3. If a player does not attend any of the assessment days, he/she will be placed on the lowest team that HFRS is fielding for that sport/division.
4. Consisting of a minimum of 2 days of drills/scrimmages that allow the assessors adequate time to evaluate the abilities of the registered players.
5. Carpooling, friendships, previous team placement, etc will not be factors in team placement.
6. Sport positions will be considered as a criteria in the assessment process (e.g., it is not logical to place 5 point guards on a team or 5 goalies on the same team and none on another team)
7. Participant's general attentiveness, ability to follow instruction, cooperation and ability to work well with a team will be used as criteria.
8. Participants will wear numbered pinnies during assessments.
9. The Athletic Department will oversee the assessments.
10. Coaches will abstain from assessing and assigning of their own child to a team.
11. Coaches may follow their child to the team on which they are placed.
12. High school and college athletes may be used to run drills and keep score during assessments to free up assessors.

TEAM FORMATION

Recruiting of players is not allowed.

5th/6th Grade Level

1 team - All registered players will be on the same team (this could be a combination of 5th and 6th graders, based on those that are registered)

2 teams – If the number of 5th and 6th grade registered players is split evenly, a separate team for each grade will be formed (1-5th grade team and 1- 6th grade team).

If the number of 5th and 6th grade registered players does not allow the formation of a team for each grade, an assessment will be held. Based on the assessment, the teams will be formed as a #1 team and #2 team. The assessment will follow the above-mentioned policies.

3 or more teams – There will be an assessment in accordance with the above-mentioned policies and teams will be formed as follows:

- #1 team – all 6th grade team – most skilled at this level*
- #2 team – all 5th grade team – most skilled at this level*
- #3 team – next highest skilled 5th and 6th levels*
- #4 team - next highest skilled 5th and 6th levels*
- #5, #6 etc. – continue team formation in the same manner as mentioned.*

7th/8th Grade Level

1 team - All registered players will be on the same team (this could be a combination of 7th and 8th graders, based on those that are registered)

2 or more teams - There will be an assessment in accordance with the above-mentioned policies and teams will be formed as follows:

- #1 team – most skilled at this level*
- #2 team – next highest skilled at this level*
- #3 team – next highest skilled at this level*
- #4 team – next highest skilled at this level*
- #5, #6 etc. – continue team formation in the same manor as previous teams*

*With positions being considered per Assessment Process, item #6.

TEAM POLICIES

CYO league play is competitive in nature. Despite the lack of a CYO policy concerning equalization of playing time, consideration will be given to individual playing time to the extent that it is practical.

- HFRS follows the minimum team sizes defined by CYO Guidelines. Recommended maximum team sizes are as follows:

Soccer	18	Volleyball	12	Baseball/Softball	16
Football	40	Basketball	12	Cheerleading	20
Lacrosse	23	Bowling	6		
Cross Country	No limit	Track			No limit

- Team sizes that don't meet the above recommendations are resolved between the coach(es) and the AD. It is a goal of the program to involve as many students as possible within the constraints of coaches, practice times and costs.
- Assuming adequate coaching, financial and facility support, opportunities will be available for all children to participate within the program. In cases where it is impossible to support all interested children, team limits will be made based on recommendations of the AD.
- Children and parents have the opportunity to understand the criteria and philosophies prior to the team selection process, practice and games. They have the right to choose to participate or not by understanding and agreeing to those criteria and philosophy.
- Recommended practice times are as follows:
 - 7th and 8th grade teams; 3-4 times per week/2 hours per practice
 - 5th and 6th grade teams; 2-3 times per week/1.5 hours per practice
- Holy Family has adopted the following CYO sanctioned recommendations for playing time:
 - Each player should start in at least one game (two games in 5th and 6th grades)
 - Attempts should be made to get each player into every game
 - At the end of the season the player with the least amount of playing time on a team should have a recommended playing time average per game/match as follows:
 - Soccer 15 minutes per game
 - Volleyball 1 game per match
 - Football 1 quarter per game
 - Basketball 6 minutes per game
 - Softball/Baseball 2 innings in the field/1 at bat per game
 - Track/Cross Country Everyone participates/maximum participation at city meet
 - Cheerleading Everyone participates in sideline cheer
 - Competition participation based on skill level and Experience
 - Lacrosse 10 minutes per game
 - Bowling Everyone participates
- When student athletes are being transported to practices or games, there must be a seat belt for each student athlete as well as proper insurance coverage.(NOTE: As of August 2003, the minimal, acceptable liability for privately owned vehicles is \$250,000/\$500,000. It is recommended that parents consider expanding coverage to \$500,000 CSL(Combined Single Limit).
- The HFRS name and logo are registered with the State of Michigan and may be used only with permission of the AAC.

COACHING POLICIES AND RESPONSIBILITIES

- Coaches will sign and adhere to a “Coaches Code of Conduct” prior to the start of each season. (See Appendix A)
- All coaches will have on file an application which includes athletic and coaching background and personal references. All coaches will be subject to a background security check and attendance at a “Protecting God’s Children” workshop as required by CYO Guidelines.
- Coaches should keep accurate records of each student’s attendance at practice and games.
- Coaches will be expected to start or field teams with players that adhere to behavioral guidelines and are present at a majority of practice sessions.
- Coaches are responsible for their equipment and first aid kit; an inventory list should be maintained and turned in at the end of each season with the equipment to the Athletic Department.
- In cooperation with the team parent, coaches will provide practice and game schedules, gym/field locations, and team information to each team member.
- Coaches must not leave children unattended (without an adult) at any time. In the event that a practice must be cancelled, notify HFRS prior to dismissal so that it can be announced. If not, the coach will notify all children individually. Parish children must be notified individually by the coach in the event of a cancellation.
- Coaches will hold a parent meeting at the beginning of the season to discuss their coaching philosophy and team expectations.
- Coaches should not try to treat injured players during a practice or a game. Apply ice if needed and consult medical help if a parent is not available. Do not advise parents how to treat specific injuries. In the event of a sudden cardiac arrest, defibrillators are located in the following locations:
 - HFRS South Campus: Across from the school office
 - St. Mary’s: In the conference room
 - St. Andrew’s: In the activities building lobby area
- In the event that an athlete is injured, and the injury has caused the student athlete to seek medical attention, regardless of where the injury occurred, that athlete must have a written medical release signed by their doctor in order to participate in any Holy Family athletic event or practice.

- Coaches are required to keep accurate game participation statistics and scorebook(s) and are required to submit the participation record and scorebook(s) to the Athletic Department at the end of the season when the equipment is returned.
- If a coach needs to schedule a game or practice that requires athletes to leave school before the end of the school day, they will notify the Athletic Department before final plans are made and communicated to the parents and players. There must be a seatbelt for each student when traveling by car.
- Coaches should remove a player from a game for unsportsmanlike conduct at his/her discretion based on the severity of the infraction. The head coach will consult with the AD to determine if further disciplinary action is warranted, i.e. suspension from a game.
- If an athlete is disruptive and/or disrespectful at either practices and/or games, coaches should follow the:

Holy Family CYO Disciplinary Action Plan:

Step 1 Confer with Athlete: The coach will **Talk to the athlete** and explain what he/she is doing wrong and what is expected of him/her. The Coach will notify parent(s) of the incident as soon as possible and the risk of suspension if the problem continues. The coach is empowered in game situations to immediately take a player out of a game, for the remainder of the game, should an incident occur.

Step 2 Notify Parents: If the problem continues, **the Coach will talk to the athlete and to the parent(s)** about the situation including the risk of suspension if the problem continues. The Coach will notify the AD of the situation.

Step 3 Suspension: If the Coach feels the athlete's behavior has not improved, **the athlete may be suspended** from practices for up to one week and no more than one game. The Coach will notify the parent(s) and AD of the suspension prior to notifying the athlete of the suspension. A player involved in such incidents will extend a formal apology to Holy Family teammates and to competing school as applicable.

Step 4 Dismissal: **The Coach can dismiss an athlete from the team** when the above actions have not improved the athlete's behavior. The Coach needs to obtain approval from the AD prior to administering the dismissal. The Coach will notify the parents first, then the athlete. The AD will inform the school principal and the Athletic Board. Appeals may be made first to the AD then to the AAC.

PARENT RESPONSIBILITIES

- Parents will sign and adhere to the “Parents Code of Conduct” at the beginning of each season. (See Appendix B)
- Parents who wish to discuss a concern with the coach are asked to follow these guidelines:
 1. Wait 24 hours after the incident to collect your thoughts
 2. Call the coach and request a time to meet.
 3. If the coach cannot be reached or the matter can not be resolved satisfactorily, contact the Athletic Department.
 4. If the matter is not satisfactorily resolved contact the AAC President.
- Parents should monitor their child’s attitude towards other athletes. Teasing/kidding of other athletes due to team assignments/performances is *not acceptable* and must be addressed by parents.
- Parents must work designated concession shifts for those sports which collect admissions and sell concessions. Failure to adhere to this policy will result in an assessed fee per occurrence.
- Parents must also assist with one Athletic Department activity per child/per season/per sport played. This may include fundraising, coaching, awards nights or an administrative task.
- Parents must deliver and pick up student-athletes on time from practices and games
- Parents must supervise siblings at CYO games and practices, and not allow siblings to roam facilities alone (in restrooms, under bleachers, in hallways....etc)
- Parents must complete all required forms and submit them to the athletic department before the first practice/assessment for their student to be eligible to participate.
- In the event that an athlete is injured, and the injury has caused the student athlete to seek a doctor’s care, regardless of where the injury occurred, that athlete must present their coach a written medical release signed by their doctor in order to participate in any Holy Family athletic event or practice. This release should then be forwarded to the Athletic Department.
- Parents should complete a survey at the end of each season to provide feedback to the Athletic Department and AAC.

ATHLETE'S RESPONSIBILITIES

- Athletes will sign and adhere to an "Athletes Code of Conduct" (See Appendix C)
- Athletes should ALWAYS display good sportsmanship as they represent HFRS and their parishes
- Athletes will support all Holy Family players through positive words and actions.
- Athletes will show respect for teammates, coaches, referees, and opposing teams at all times. Foul language or gestures, and verbal or physical fighting will be subject to the HFRS CYO Disciplinary action policy.

Holy Family Disciplinary Action Policy:

Step 1 Confer with Athlete: The coach will Talk to the athlete and explain what he/she is doing wrong and what is expected of him/her. The Coach will notify parent(s) of the incident as soon as possible and the risk of suspension if the problem continues. The coach is empowered in game situations to take a player out of a game, for the remainder of the game, should an incident occur.

Step 2 Notify Parents: If the problem continues, the Coach will talk to the athlete and to the parent(s) about the situation including the risk of suspension if the problem continues. The Coach will notify the AD of the situation.

Step 3 Suspension: If the Coach feels the athlete's behavior has not improved, the athlete may be suspended from practices for up to one week and no more than one game. The Coach will notify the parent(s) and AD of the suspension prior to notifying the athlete of the suspension. A player involved in such incidents will extend a formal apology to Holy Family teammates and to competing school as applicable.

Step 4 Dismissal: The Coach can dismiss an athlete from the team when the above actions have not improved the athlete's behavior. The Coach needs to obtain approval from the AD prior to administering the dismissal. The Coach will notify the parents first, then the athlete. The AD will inform the school principal and the AAC. Appeals may be made first to the AD then to the AAC.

- Athletes must notify their coach if they cannot attend a practice or game.
- Athletes need to maintain good academic standing.
- Athletes are required to attend religious education classes in their parish if they are not enrolled at HFRS.

APPENDIX A
Holy Family Regional School
COACH'S CODE OF CONDUCT

Coaches hold a unique position of responsibility. As such, they must be positive role models of character and sportsmanship. The actions of coaches set a standard, high or low, that their players and parents will inevitably follow.

By agreeing to coach at HFRS, you agree to:

1. Know and follow the rules of the game.
2. Know and follow the coaching policies outlined in the HFRS Athletic Charter and league manual
3. Set an example of sportsmanship by treating players, opponents and officials with respect.
4. Be more concerned about the well being of one's players than in one's win-loss record.
5. Be responsible for the conduct of players at practices and games.
6. Attend scheduled games and practices, or arrange for a substitute.
7. Be responsible for the safety and supervision of players during practices and games.

Coaches are specifically prohibited from:

1. Using profanity, abusive language, or illicit hand or body gestures.
2. Negative or haranguing comments towards players.
3. Taunting, derogatory remarks or gestures toward opposing players, coaches or officials.
4. Questioning the honesty or capability of referees; arguing with referees or officials.
5. Knowingly playing with ineligible players.
6. Inciting players to commit flagrant fouls or injure opposing players.
7. Entering the field of play without the referee's permission.
8. Use of alcohol or tobacco at HFRS League functions.

I understand that by signing this document I am agreeing to support and promote the HFRS Coaches' Code of Conduct. Further, my failure to comply with this agreement will result in disciplinary action, up to and including expulsion from coaching at HFRS.

PRINTED NAME

SIGNATURE

DATE

APPENDIX B
Holy Family Regional School
PARENT'S CODE OF CONDUCT

By submitting my child's registration to the HFRS CYO League, I hereby pledge to provide positive support, care, and encouragement for my child by adhering to this Parents' Code of Conduct:

1. I will remember that the game is for my child and not for me.
2. I will encourage good sportsmanship by demonstrating positive support and by showing respect and courtesy for all players, coaches, officials and spectators at every game, practice or other HFRS CYO event. I will lead by example, with composed, thoughtful words and actions.
3. I will place the emotional and physical well being of my child ahead of any personal desire to win.
4. I will adhere to the 24 Hour Rule, waiting 24 hours to calm down and contemplate, before contacting a coach or the Athletic Department about an issue.
5. I will not criticize officials, direct abuse or profane language or gestures toward them, or otherwise question or undermine their authority I will not intrude onto the field/court/bench, or stand on the sidelines and yell at or to the coaches, referees, players or opposing fans.
6. I will expect my child to treat other players, coaches, officials and spectators with respect regardless of race, gender or ability.
7. I will teach my child that doing one's best is more important than winning, so that my child will not feel defeated by the outcome of a game or his/her performance.
8. I will leave any sideline coaching to the coach while attending games and practices.
9. I will cheer for Holy Family and not against opposition teams, despite what other teams are doing.
10. I will monitor my child's academic status and participation in religious education to assure these remain their first priority.

I understand that by signing this document I am agreeing to support and promote the HFRS Parents' Code of Conduct. Further, my failure to comply with this agreement may result in disciplinary action, up to and including being forbidden from attending games and practices.

TO BE SIGNED BY ALL PARENTS/GUARDIANS OF THE CHILD:

CHILD'S NAME _____ SPORT: _____

Parents/Guardian Signatures _____ Date _____

_____ Date _____

APPENDIX C
Holy Family Regional School
STUDENT ATHLETE'S CODE OF CONDUCT

1. I will never argue with referees, officials, or my coach.
2. I will show good sportsmanship at practices and games.
3. I will acknowledge all good plays whether they are by my team or the opposition.
4. I will treat all players as I would like to be treated. I will not tease, interfere with, bully, or take unfair advantage of another player.
5. I will cooperate with and respect my coaches, officials, teammates and opponents.
6. I will listen to the advice and instruction of my coaches and work to apply it in practice and games.
7. I will respect the facilities I play in and the equipment provided.
8. I will remember that I represent Holy Family Regional School both on and off the field/court.
9. I will keep up with my school work which is my first priority.
10. I will follow all the rules of play.
11. I will notify my coach in advance if I am unable to attend a practice or game.

I understand that by signing this document I am agreeing to uphold the HFRS Student Athlete Code of conduct. My failure to comply with this agreement may result in disciplinary action up to and including expulsion from the team.

ATHLETE'S NAME _____ SPORT: _____

Athlete's Signature: _____

Parents/Guardian Signatures _____ Date _____