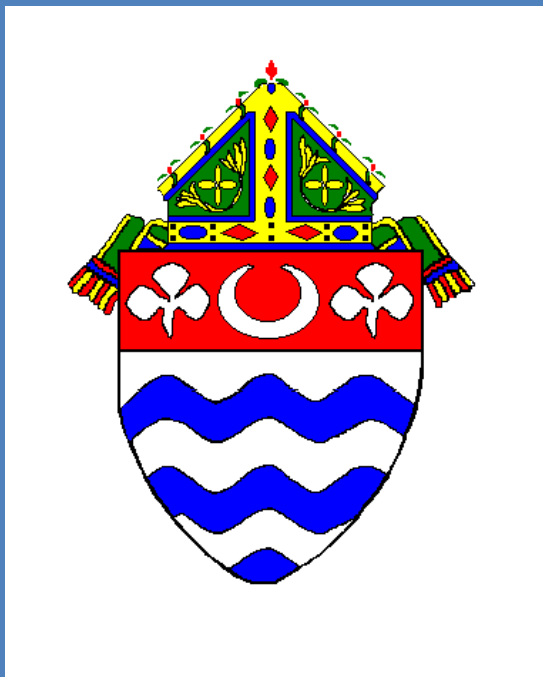


**ARCHDIOCESE OF NEWARK**



**ATHLETIC GUIDELINES  
FOR  
ELEMENTARY SCHOOLS  
2013 - 2014**

**Archdiocese of Newark  
Athletic Guidelines for Elementary Schools**

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**Archdiocese of Newark**  
**Athletic Guidelines for Elementary Schools**  
**2013-2014**

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# **Archdiocese of Newark**

## **Athletic Guidelines for Elementary Schools**

### **MISSION STATEMENT**

*Our purpose is to provide an opportunity for young people to play sports. We foster the development of the whole child in the sense of a sound mind in a sound body emphasizing the development of Catholic identity in each child. We recognize the importance of a Christian atmosphere, one in which the players, coaches, and fans will be able to see Christ reflected in each other. We aim to do this in the most pleasant and safe surroundings available, and with the complete cooperation and support of those adults who share our aims for our young people.*

### **ARCHDIOCESAN ATHLETIC BOARD**

In order to maintain appropriate governance guidelines for the various Catholic School athletic leagues found within the Archdiocese of Newark, a Board will be appointed by the Archdiocesan Superintendent of Schools.

The Board will consist of:

- Associate/Assistant Superintendent of Newark Archdiocesan Schools
- Four elementary school principals, one from each county  
(Bergen Essex, Hudson and Union)
- CYO General Director or designee

The Board is assigned the responsibility of an annual review of sports policy guidelines, and as needed a recommendation review of situations and events occurring in Catholic elementary school sports leagues as directed by the Archdiocesan Superintendent of Schools.

## COACHES

- All coaches are representative of the schools and set the tone for each individual team (see *Acceptable Standards of Coaching Behavior* on Page 6). The coaches must act in a Christian and good sportsmanlike manner at all times.
- Each school's Principal and Athletic Director or designee must evaluate coaches annually.
- All coaches should receive coaching training ( i.e. Rutgers training) and must be at least 21 years of age.
- All coaches must be in compliance with the Archdiocesan guidelines for Protecting God's Children.
- All coaches should be interviewed and approved by the Principal and/or the school's Athletic Director or designee.
- A list of coaches should be prepared by the Principal and/or the Athletic Director to be shared with the local Pastor.
- Lists of coaches, addresses, phone numbers, and e-mail addresses must be maintained by the Principal and/or the Athletic Director or designee.
- Coaches must be at least 24 years old to transport student athletes and follow the Archdiocesan policy.
- Coaches ejected from games must self-report within 24 hours to the Principal and/or Athletic Director or designee using an Injury, Issue and Complaint Form (Form A), and shared with the local Pastor. A suspension of two (2) games may be levied. Failure to report ejections will trigger a forfeiture of the season for the non-reporting team.
- Any coach ejected from two (2) games in a single season, may not continue as coach.
- Any ejections other than a coach (player-parent) must be reported (within a 24-hour period) to the Principal and Athletic Director or designee. Failure to report ejections will trigger a forfeiture of the season for the non-reporting team. An Injury, Issue and Complaint Form (Form A) must be completed by the coach or a site manager.
- Coaches are charged with the responsibility of securing playing fields and gyms following an athletic practice or event. Coaches must assure that all student athletes have left the playing area safely in the custody of a parent or pre-arranged adult. The coach/ site manager should be the last person to leave the play area.
- Any coach involved in tampering or recruiting another school's player(s) will forfeit the school's membership in its assigned league.

## **PLAYER/STUDENT ATHLETE**

- All team members must be full-time students at the school for which they play, except where it has been accepted by the school to abide by the conditions and rules of the league they wish to join.
- Any player ejected from a game for unsportsmanlike conduct, will be suspended for the next two (2) games. Suspension is automatic and imposed by the coach. The ejection must be reported within 24 hours to the Principal and Athletic Director of that school or the coach (Form A). If the automatic suspension is not carried out immediately and/or not reported within 24 hours, then the rest of season will be forfeited by that team.
- Team rosters should be prepared by the coach and Athletic Director. Rosters should be reviewed by the Principal and signed off prior to the playing of any games.
- Player injury – in the event of a serious injury to a student athlete, the coaches and referees in attendance will complete a player injury form (Form A) on the incident resulting in the injury. In the event that a referee will not complete a written report of the incident, the referee will be reported by the coach and the Athletic Director who will inform the league of referee's refusal. These reports should be made available to the Principal and Athletic Director within 24 hours.
- Students athletes who suffer a serious injury, should be treated as follows:
  - 911/or ambulance summoned
  - Assistant coach or parent accompany student athlete to the hospital.
  - Report of the incident and first aid given filed by coach and referee to the Principal and Athletic Director or designee (within 24 hours).
  - Report of diagnosis or treatment filed by the parent of the student athlete affected with the Athletic Director.

## **STUDENT ATHLETE ELIGIBILITY**

- Any participant who is 15 years of age prior to September first of the current school year is not eligible to compete.
- No student athlete may play in a grade classification lower than the one for which they are eligible as determined by the local leagues.

## **SAFETY AND BEHAVIOR AT GAMES**

- It is the responsibility of the home team to make sure that all players, fans, and coaches have a safe environment for all participants.
- Any team that has legitimate proof that their safety was/is put in jeopardy, or has reason to believe they will not be safe, must inform the Principal and Athletic Director and appropriate measures will be taken.
- Unruly fans(s) should be given one warning (yellow card) by the site manager. Failure to comply with the site manager's request will result in removal of the fan(s) from the play area (red card).
- If a coach has a question about student athlete safety or feels the opposing team is not abiding by rules (i.e.: involving safety of player or not following the direction of officials), games should not begin until the safety issue is resolved appropriately. The officiating referee will have the final word.
- School Principal and Athletic Director or designee has total authority when it comes to the direction of their school's sports program.

## **EXPECTED BEHAVIOR AT SPORTS EVENTS**

### Acceptable Standards of Coaching Behavior

- Set a good example for participants and fans to follow exemplifying the highest moral and ethical behavior.
- Respect the judgment of officials and abide by the rule of the event.
- Treat opposing coaches, participants, and fans with respect.
- Instruct participants in sportsmanship and demand they display good sportsmanship; coach in a positive manner, reflecting Christian values.

### Penalties for Coaches

- Any coach ejected from a game because of unsportsmanlike conduct will be suspended for the next two games and may be subject to additional penalties.
- Any coach who physically or verbally abuses another person may be suspended for the remainder of the season.
- Any coach who physically or verbally abuses an official during or after a game will be suspended for the remainder of the season.

## Acceptable Standards of Participant Behavior

- Treat opponents with respect; shake hands prior to and after contest.
- Respect the judgment of officials and abide by the rules of the contest.
- Accept seriously the responsibility of representing the school and parish by displaying positive behavior at all times.
- Play in a positive manner, reflecting Christian values. Do not bait or taunt opponents.

## Penalties for Participants

- Any player ejected from a game because of unsportsmanlike conduct, will be suspended from the next 2 games and may be subject to additional penalties.
- Any player who physically or verbally abuses another player, participant, or official is suspended from playing for the remainder of the season.

## Acceptable Standards of Spectator Behavior

- Remember that the players are youth and are playing for their enjoyment, not yours. Remain seated in the spectator area during the games.
- Respect decisions made by contest officials.
- Be a role model by positively supporting teams and not shouting instructions or criticism to the players, coaches or officials. Do not coach from the stands. Make no derogatory comments or gestures to players, coaches, parents of the opposing team, officials or league administrators.

## Penalties for Spectators

- Participating teams and their coaches are responsible for the conduct of their spectators.
- An official, their team coach, a league administrator or the site manager can remove any spectator who displays poor sportsmanship from the facility.
- Any spectator who interferes with the conduct of an activity, may at the discretion of the spectator's parish league, be barred from attendance at subsequent athletic events.

NOTE: See Appendix: Code of Conduct Poster  
Code of Parent Conduct Form



## **PRE-SEASON PARENT MEETING**

A pre-season meeting should be conducted by the Principal and/or Athletic Director or designee and coaches with the parents/guardians of all student athletes participating in the season. The following topics should be addressed:

- Mission Statement of Archdiocese Guidelines – league and/or individual sponsoring school.
- Roles of Athletic Director, coach and site manager.
- Behavior requirements of coaches, student athletes and spectators.
- All other areas concerning transport, communication, fees, uniforms, schedules, etc.
- Filing of grievances and complaints

## **GRIEVANCES AND COMPLAINTS**

- A grievance or complaint should be filed by the Athletic Directors or designees of the two schools involved who should meet to resolve grievances at the school level. If the grievance involves a game official, the official referee assigner should be contacted by both Athletic Directors or designees. Grievances that are not resolved by the Athletic Directors are to be appealed to the Principal and Pastor.
- Grievances which are not resolved at the school level or league level, should be reported to the Archdiocesan Athletic Board for mediation within two weeks of initial grievance or complaint report filing at the school level.
- If mediation is unsuccessful, the two schools appoint the Archdiocesan Athletic Board as arbitrator. The Archdiocesan Athletic Board may conduct a hearing and will promulgate a decision on the event reported. Decision of the Archdiocesan Athletic Board will then be final, binding and non-appealable.

## **DEFINITION OF POSITIONS**

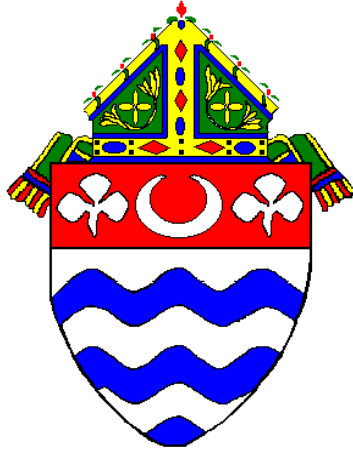
- Site Manager: Appointed by school Principal and Pastor from school staff or sports program. Individuals who will manage the following:
  - Admission collection
  - Preparation of scoreboard/clock
  - Payment of officials
  - Management of spectators
  - One of the individuals who reports safety hazard or injury to the Athletic Director
- Athletic Director: appointed by school Principal and Pastor to oversee all areas of operation of the school's sports program. The Athletic Director will:

- Develop schedules in consult with the athletic league
  - Interview and approve coaches in concert with the Principal and/or Pastor
  - Obtain officials for games
  - Review all policy necessary for the appropriate operation of the athletic program.
  - Maintain files of student athletes' and coaches' eligibility documents.
  - Review and seek to solve grievances and complaints.
  - Oversee purchase of equipment, uniforms and play area availability.
- Archdiocesan Athletic Board
    - Receive athletic policy guidelines biannually.
    - Review annual league guidelines.
    - Receive reports of serious injury at athletic events.
    - Conduct mediations and arbitrations as appropriate.
- Game Official: are referees that are trained by accepted official associations. The official has full responsibility during game play. This is a paid position. Game officials should receive copies of Archdiocesan Policies document and league guidelines.

## **AREAS OF LEAGUE AND INDIVIDUAL SCHOOL RESPONSIBILITY**

- Schedules and scheduling meetings
- Play time rulings
- Game start times
- Admission charges
- In-league lines of communication
- League Board guidelines (should be filed with Archdiocesan Athletic Board annually)
- Score reporting and documenting
- Playoffs
- Sport specific rules
- Individual game protests
- Uniform/individual play fees
- Role of cheerleaders at games

# APPENDIX



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Revised November 2013

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## Archdiocese of Newark

### 2013 CODE OF CONDUCT

ACCEPTABLE STANDARDS OF SPECTATOR BEHAVIOR

## REMAIN SEATED

IN THE DESIGNATED SPECTATOR AREA DURING GAMES

- RESPECT DECISIONS MADE BY OFFICIALS
- BE A ROLE MODEL
  - POSITIVELY CHEER FOR ALL PLAYERS
  - DO NOT CRITICIZE OFFICIALS
  - DO NOT CRITICIZE COACHES
  - DO NOT CRITICIZE PLAYERS
  - DO NOT COACH OR REFEREE
  - DO NOT MAKE DEROGATORY REMARKS/GESTURES

PLAYERS PLAY

COACHES COACH

REFEREES OFFICIATE

SPECTATORS WATCH

SPECTATORS WATCH

SPECTATORS WATCH

*The Archdiocese of Newark, through the vehicle of sports, provides youth with an opportunity to practice Christian attitudes and responsibilities and to become friends with other children throughout the diocese. Archdiocesan activities should be examples of the meaning of Christian sportsmanship. The guiding principle behind the enforcement of this code is that the behavior of everyone involved in Christian sports activities should not detract from the children's enjoyment of the sport.*

## ARCHDIOCESE OF NEWARK CODE OF CONDUCT FOR SPECTATORS

*The Archdiocese of Newark, through the vehicle of sports, provides youth with an opportunity to practice Christian attitudes and responsibilities and to become friends with other children throughout the diocese. Archdiocesan activities should be examples of the meaning of Christian sportsmanship. The guiding principle behind the enforcement of this code is that the behavior of everyone involved in Christian sports activities should not detract from the children's enjoyment of the sport.*

Any spectator who interferes with the conduct of a Archdiocesan activity may, at the discretion of the spectator's parish, league, or the Archdiocese of Newark, be barred from attendance at subsequent Archdiocesan activities.

*I (We) have read the Code of Conduct. I (We) agree to follow these guidelines in my (our) participation in all Archdiocesan activities.*

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Signature of Parent/Guardian

Date \_\_\_\_\_

## POINTS OF EMPHASIS

1. **PRAYER** – Prayer is encouraged with young people in Archdiocesan leagues. Before a game or a practice a coach, player or priest could lead a simple prayer for all those involved.

2. **GOOD SPORTSMANSHIP** – Taunting, baiting and rough play will not be tolerated. If Archdiocesan sport is to reflect Christian values, coaches must emphasize good sportsmanship. Coaches will set sportsmanship goals with their teams and discuss proper conduct. Coaches and players should never show disrespect to game officials. Coaches with concerns about officiating should contact their athletic director and should never approach officials following a game.

3. **SPECTATOR BEHAVIOR** – All spectators at Archdiocesan events must practice good sportsmanship. Spectators must cheer positively and never shout derogatory remarks to coaches, opposing players or game officials. Coaches must emphasize good spectator behavior at their preseason parent meeting by explaining proper spectator behavior in the Archdiocesan Code of Conduct. Coaches, players or spectators may never approach game officials after a contest for explanations of calls or to comment on the game. Coaches are responsible for the behavior of their spectators and should act immediately to stop any unruly behavior.

4. **ALL PLAY** – The ‘all play rule’ guarantees each child **minimum** playing time. In addition, in each game, each child shall play the minimum time equal to the time of one quarter. Athletic Directors/Principals shall monitor their program's coaches for compliance. Repeated violation shall be a breach of sportsmanship. Coaches, under the supervision of their athletic directors, should be certain that **all** players receive playing time **beyond** the minimum.

5. **NO RUNNING UP SCORES** – Children have more fun when a contest is close. There is no place in Archdiocesan sports to humiliate an opponent. When ahead with a large lead in basketball, coaches are expected to not trap at half court, to play all non-starters extensively, to play a tight zone and to not fast break slowing the tempo of the game. Coaches who run up the score may be suspended.

6. **ELIGIBILITY** – Children should not practice or participate on a team until their eligibility is verified by the parish athletic director. Use of an ineligible player, *knowingly or unknowingly*, shall result in forfeiture of the games.

7. **KEEP ARCHDIOCESAN SPORTS FUN!** – Archdiocesan sports are for players and is not a spectator sport. Coaches must always be positive, praising and instructing, not shouting negatively or demeaning players. Good coaches build self-esteem, emphasizing the skills and social aspects of sport, rather than winning. Parents must be supportive and not place undue pressure on their children to succeed. All who participate in Archdiocesan sports must keep the outcome of the game in perspective.

## **ARCHDIOCESE OF NEWARK CODE OF CONDUCT AGREEMENT**

*The Archdiocese of Newark, through the vehicle of sports, provides youth with an opportunity to practice Christian attitudes and responsibilities and to become friends with other children throughout the diocese. Archdiocesan activities should be examples of the meaning of Christian sportsmanship. The guiding principle behind the enforcement of this code is that the behavior of everyone involved in Christian sports activities should not detract from the children's enjoyment of the sport.*

### **1. COACHES**

**Acceptable standards of coaching behavior include:**

- Set a good example for participants and fans to follow, exemplifying the highest moral and ethical behavior;
- Respect the judgment of officials, abide by rules of the event;
- Treat opposing coaches, participants and fans with respect;
- Instruct participants in sportsmanship and demand they display good sportsmanship;
- Coach in a positive manner, reflecting Christian values;
- In basketball and volleyball, remain seated on the bench at all times.

**Penalties:**

- Any coach ejected from a game because of unsportsmanlike conduct will be suspended for the next two games and may be subject to additional penalties.
- Any coach who physically and/or verbally abuses another person may be suspended for the remainder of the season and may be disqualified from Archdiocesan sports participation
- Any coach who physically and/or verbally abuses an official will be suspended for the remainder of the season and may be disqualified from Archdiocesan sports participation.

### **2. PLAYERS**

**Acceptable standards of participant behavior include:**

- Treat opponents with respect; shake hands prior to and after contests;
- Respect the judgment of officials and abide by the rules of the contest;
- Accept seriously the responsibility of representing the school or parish by displaying positive behavior at all times;
- Play in a positive manner, reflecting Christian values. Do not bait or taunt opponents.

**Penalties:**

- Any player ejected from a game because of unsportsmanlike conduct will be suspended from the next game and may be subject to additional penalties.
- Any player who physically and/or verbally abuses another player, participant or official may be suspended from play for the remainder of the season and may be disqualified from Archdiocesan sports competition.



### 3. SPECTATORS

**Acceptable standards of spectator behavior include:**

- Remember that the players are children and are playing for their enjoyment, not yours.
- Remain seated in the spectator area during the games;
- Respect decisions made by contest officials;
- Be a role model by positively supporting teams and by not shouting instructions or criticism to the players, coaches or officials. Do not coach from the stands;
- Make no derogatory comments or gestures to players, coaches, parents of the opposing team, officials or league administrators.

**Penalties:**

- Participating teams and their coaches are responsible for the conduct of their spectators.
- Any spectator who displays poor sportsmanship may be warned or removed from the facility by an official, their team coach, a league official or the host gym person-in-charge (site manager or Athletic Director).
- Any spectator who interferes with the conduct of a sporting event or activity may, at the discretion of the spectator's parish, league, or the Archdiocese of Newark, be barred from attendance at subsequent Archdiocesan sports activities.

### 4. ENFORCEMENT

The parishes and leagues, under the supervision of the Archdiocesan Commission, shall enforce this code. Complaints regarding violations of this code shall be first brought to the attention of the athletic directors of the parishes / schools involved. Coaches, participants or spectators may be placed on probation or suspended from Archdiocesan sports activities for their actions.

**I (We) have read the Archdiocesan Code of Conduct. I (We) agree to follow these guidelines in my (our) participation in all Archdiocesan activities.**

\_\_\_\_\_  
Signature of Player

\_\_\_\_\_  
Signature of Parent (s)

Date\_\_\_\_\_

## **Parent-Coach Meetings in Archdiocesan Elementary School Sports**

### **Objectives of the Parent-Coach Meeting**

- To familiarize parents with the purpose, goals and objectives of the Catholic-sponsored sports program.
- To enable parents to support their child in a manner positive for the child without undue pressure.
- To introduce parents to positive coaching philosophy, team rules, game and practice procedures, and allocation of playing time.
- To emphasize the need to be good spectators.
- To organize assistance from parents in supporting the team in various tasks.
- To provide an avenue for feedback and communication.
- To discuss safety concerns, inherent risks of the sport and medical considerations.

### **Outline of the Parent-Coach Meeting**

#### **1. Opening Prayer**

- Welcome and Introductions (5 minutes)
- Introduce coaches to the parents and the parents to one another.

#### **2. Philosophy of the Catholic Youth Sports Program (10 minutes)**

Ideas to mention:

- The Catholic-sponsored youth sports team is a ministry of the Church to provide a Christian atmosphere of play enabling young people to practice Christian values.
- Players will be treated by coaches and parents in a positive, encouraging manner to build self-esteem.
- Players will be encouraged to make friends with their own teammates and with players from other parishes, to play without belittling others.
- Players and all involved should grow closer to God, the church and to each other.

#### **3. Philosophy of the Coaches (10 minutes)**

Ideas to mention:

- Coaching will be positive and non-critical.
- Attention will be given to all athletes regardless of talent. Each player will be treated with respect.
- Explain how playing time will be allocated among players.
- Discuss team goals for the season.

#### **4. Team Rules and Code of Conduct (15 minutes)**

- Discuss team rules with expected behavior and penalties.
- Explain “Code of Conduct” for spectators (sample is attached or use league / diocesan code of conduct) and explain expected behavior for coaches, players and spectators. Discuss officials and the need to respect them at all times! Emphasize that Spectators are never to approach game officials.

5. “Nuts and Bolts” Issues (10 minutes)

Items to mention:

- Safety Issues—permission forms, first aid and safety procedures, inherent risks of the sport discussed.
- Practice schedule—schedule, procedure for changes, expected conduct, arrival and departure process.
- Uniforms—issued, returned and expected care.
- Game schedules—when to arrive, transportation, game change notification procedure.
- Transportation policy.
- Discuss ways that parents can support the team—parent volunteer responsibilities.

6. Sport Strategy and Rules (10 minutes)

Explain the strategy of the sport and those rules that parents need to be aware of to positively support their children and practice good sportsmanship themselves. Cover any rule changes from the previous year.

7. Addressing Problems (10 minutes)

Discuss what the procedure is if problem situations arise. Discuss how decisions are made on the team.

8. Additional Items/Issues from Parents

9. Closing Prayer

**ATHLETIC EVENT – Injury, Issue, Grievance, or Complaint Form**

Name of School Teams Involved: \_\_\_\_\_  
\_\_\_\_\_

Name of League (if applicable): \_\_\_\_\_

Date of Sporting Event: \_\_\_\_\_

Site of Sporting Event: \_\_\_\_\_

Name and position of person completing this form: \_\_\_\_\_

\_\_\_\_\_

Contact Information: Phone # \_\_\_\_\_

Email \_\_\_\_\_

Describe the event (be specific with names of coaches and student athletes included)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Did a student athlete require first aid or medical treatment: \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, attach a copy of diagnosis and/or treatment received.

If the league aware of this event: \_\_\_\_\_ Yes \_\_\_\_\_ No

If no, explain: \_\_\_\_\_

Who have you contacted in the league? \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Was there ruling by the league on this event?

Describe:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What were the names of the game officials?**

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**Attach copy of officials' written report**

**\*NOTE: this report should be filed with the Archdiocesan Superintendent of Schools no more than 2 weeks after the event in question.**

\_\_\_\_\_  
**Signature of person completing this form**

\_\_\_\_\_  
**Date**

**Official Written Report:**

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\_\_\_\_\_  
**Official Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Official Signature**

\_\_\_\_\_  
**Date**