

## **ST. FRANCIS XAVIER SCHOOL SPORT'S PHILOSOPHY**

The athletic program at St. Francis Xavier School follows the C.Y.A.A. philosophy of providing a program of developing leadership and sportsmanship. The program promotes a Christian atmosphere in which athletes grow in respect and concern for others in their own environment as well as in society as a whole. Emphasis is placed on the development of game fundamentals and encouraging athletes to give their best while competing. The ultimate objective of the program is for the athletes to improve their skills while learning sportsmanship and having fun.

Due to limited facilities, we must consider the safety and well being of our athletes and coaches. St Francis Xavier School will expose the maximum number of athletes to sports that we can accommodate, while maintaining a competitive program with a manageable number of athletes for our coaches.

## **ROLE OF THE ATHLETIC DIRECTOR**

The Athletic Director is responsible for the overall administration, supervision and coordination of the interscholastic athletic program for St. Francis Xavier.

1. Promote the CYAA and St. Francis Xavier School's philosophy for sports.
2. Submit completed Diocesan of Phoenix's Coaching Application Form to the Principal Council.
3. Follow Diocesan and St. Francis Xavier guidelines when recommending coaches to the Principal's Council.
4. Notify coaching assignments to all coaches.
5. Explain Diocesan and St. Francis Xavier School policies in detail to all coaches.
6. Review policies regarding fingerprinting and the Diocese of Phoenix Sexual Misconduct Training.
7. Review all disciplinary policies regularly with coaches.
8. Review mandatory participation time set forth by the C.Y.A.A. with coaches.
9. Interpret eligibility policies to students, parents and staff with the cooperation of the Assistant Principal.
10. Enforce eligibility standards and policies as set forth by the C.Y.A.A. and St. Francis Xavier School.
11. Work with the Principal Council for recruitment and selection of staff members or parents who would be serving in a coaching capacity.
12. Keep an accurate account of all violations of policies and record the action taken in each case. Inform the Assistant Principal of all actions taken prior to enforcement.
13. Provide written communication to coaches, parents and athletes as needed.
14. Update the sport's hotline and school Renweb calendar regarding schedules.
15. Submit for publications on a monthly basis articles and announcements that highlight the achievement and teamwork of school sport teams.
16. Manage athletic contests.
17. Prepare and manage the athletic budget, requisition supplies and equipment, prepare all purchase orders, and maintain inventories for all athletic activities.
18. Complete all responsibilities associated with the program on a daily basis.
19. Keep record and if necessary offer training for C.P.R. and first aid on all coaches.
20. Summit all necessary documents to the C.Y.A.A. upon the due dates.
21. Coordinate the sport's award ceremonies.
22. Keep the principal informed of a policy violation and sports concerns.
23. Ensure that all volunteer coaches have been fingerprinted, have participated in the mandatory Diocesan Safe Environment Training, and follow the guideline set forth in sports handbook and toy CYAA.
24. Report to principal immediately any student's injury. Provide principal with documentation within 24 hours

## ROLE OF THE COACH

A coach has a strong influence on the children with whom he/she works. It is of utmost importance that a coach displays the qualities of good sportsmanship and Christian attitudes. A coach should be an instructor and disciplinarian to the team players, as well as a mentor. The coach must abide by the C.Y.A.A. Code of Conduct.

1. Be committed to the philosophy of the C.Y.A.A. Program.
2. Be knowledgeable of the C.Y.A.A. rules and applicable AIA rules.
3. Be knowledgeable of the C.Y.A.A Code of Conduct for all participants.
4. Make good use of practice time for instruction of all players in fundamental and rules.
5. Have all necessary documents for all players in case of injury.
6. Guide team members in cooperating with one another and accepting the weaknesses and strengths of team members.
7. Insure all players participate up to or beyond the C.Y.A.A. regulations.
8. Supervise the athletes at all time. This includes practices, before and after games. An adult must stay with the athletes until they have been picked up.
9. Coaches should be present before the team arrives for practices or games.
10. Coaches should arrive five minutes before school dismissal.
11. Ensure that an adult is present at all times who possesses basic first aid and CPR training and certification.
12. Oversee the safety and maintenance of athletic equipment. The coach should notify the Athletic Director of any faulty equipment.
13. A Positive attitude in relating with team members.
14. Refrain from offensive language and tobacco products at all time in the presence of the players.
15. Respect the judgment of the officials and their interpretations of the rules.
16. Refrain from discussing publicly with spectators in an abusive manner of an official decision.
17. Refrain from physical or verbal abuse of a player at all times.
18. Be responsible for unruly actions or the misconduct of his/her spectators before, during, or after the game.
19. Never appear in an intoxicated condition, or have the presence of alcoholic beverage.
20. Insist his/her team shakes hand and be courtesy at all times with the other team.
21. Hold a pre-game prayer with the team.
22. Scheduled games participate in and advise the Athletic Director of any conflicts.
23. Follow the directives of the Athletic Director and Principal.
24. Attend the "Policy on Sexual Misconduct By Diocesan Personnel."
25. Must be fingerprinted.
26. Ensure that everyone associated with the team conduct himself or herself in a Christian manner.
27. Sign the form on the C.Y.A.A. Code of Conduct Agreement.
28. Have a copy of the school's Sports Handbook with them at all games and practices.

## **ROLE OF THE ATHLETE**

All eligible athletes are encouraged to participate in the various C.Y.A.A. activities. Students who choose to participate in C.Y.A.A. activities must make a commitment to their team. Any player who chooses to play on a team must also make a commitment to his/her coach and teammates as well as himself/herself in order to remain on the team until the conclusion of the season.

1. Give fully of himself/herself during practices and games.
2. Make a commitment to the team over other activities.
3. Be accepting of his/her honest mistakes.
4. Strive to achieve without placing undue pressure on self or teammates.
5. Recognize and respect the strengths and weaknesses of teammates.
6. Exhibit sportsmanship at all times.
7. Accept the guidance of coaches.
8. Respect the coach and their decisions at all times.
9. Respect the decisions of officials.
10. Never criticize coaches, officials or fellow athletes.
11. Refrain from offensive or abusive language and actions.
12. Maintain a minimum standard of a C in all courses.
13. Follow the Athlete's Code of Conduct.
14. Sign the form that they have read the regulations and agree to abide by them.

## **ROLE OF THE PARENT**

Parents of St. Francis Xavier School participating in the C.Y.A.A. League should be aware of the philosophy and guidelines set forth by the C.Y.A.A.

1. Parents can have a great influence as spectators at the game. It is importance that this influence is of a positive nature.
2. Parents should be an example of cooperation and respect when relating to coaches and officials.
3. Parents who witness a coach's behavior, which is not consistent with the C.Y.A.A. philosophy, should make it known to the Athletic Director and School Principal in writing.
4. Parents should know and demonstrate the fundamentals of sportsmanship
5. Parents are to refrain from offensive language and actions. Taunting and/or swearing are not to be tolerated at any time.
6. Parents should help censure fellow spectators who display negative behavior.
7. Parents must monitor the academic progress and school behavior of their child to ensure that they maintain the minimum standard of St. Francis Xavier School. The minimum Standard at St. Francis School is a C in all courses.
8. Parents must sign the form that they have read the C.Y.A.A. and St. Francis School philosophy, rules and regulations and agree to abide by them.
9. Parents are responsible for getting their own child to and from games and practices in a timely fashion.

## **COACHES CODE OF CONDUCT**

1. I hereby pledge to live up to my responsibilities as a coach at St. Francis Xavier School.
2. I will place the emotional and physical well being of my players ahead of myself.
3. I will remember to treat each player as an individual, remembering the large spread of emotional and physical development for the same age group.
4. I will play each player up to or beyond the standards set forth by the C.Y.A.A.
5. I will do my best to provide a safe playing situation for my players
6. I promise to review and practice the necessary first aid principles needed to treat injuries of my players.
7. I will lead, by example, in demonstrating fair play and sportsmanship to my players.
8. I will use coaching techniques appropriate for each of the skills I teach.
9. I will insure that I am knowledgeable in the rules of the sport that I am coaching, and I will teach these rules to my players.
10. I will be sensitive to the score and game conditions so as not to embarrass or belittle an opponent.
11. I will respect the judgment of the officials and their interpretation of the rules.
12. I will put sportsmanship over winning.
13. I will model ethical behavior and sportsmanship.
14. I will remember that I am a youth coach, and that the game is for the athletes and not adults

## **ATHLETE CODE OF CONDUCT**

Since athletes are representing St. Francis Xavier School, they must follow a code of conduct at all times. The following is the Code of Conduct.

1. Accept seriously the responsibility and privilege of representing the school and community.
2. Make a commitment to the team over other activities.
3. Cooperate with the coach and fellow athletes in trying to promote sportsmanship.
4. Never criticize or disrespect the coach.
5. Respect the judgment and strategy of the coach.
6. Treat opponents with the respect that is due them as guests and fellow competitors.
7. Exercise self-control at all times, accepting decisions and abiding by them.
8. Respect the judgment of the officials and their interpretations of the rules.
9. Never argue or make gestures indicating dislike with an official's decision.
10. Never be boastful or bitter, accept both victory and defeat with pride and compassion.
11. Congratulate the opponents in a sincere manner following either a victory or defeat.
12. Never taunt an opponent or celebrate an accomplishment in such a way as to "show up" the opponent or demonstrate a lack of respect or to provoke another team or its spectators.

## **FORMATION OF TEAMS**

### **5<sup>th</sup>/ 6<sup>th</sup> Grade**

Participation in the C.Y.A.A. is primarily for the purpose of instruction in the fundamentals for the 5<sup>th</sup> and 6<sup>th</sup> grade level. Formation of teams will be by grade levels. If there are an insufficient number of athletes trying out in a specific grade level, 5<sup>th</sup> and 6<sup>th</sup> graders may be combined. All athletes will be placed on a team but must attend 2 of the 3 evaluations to be considered for a team. Teams will be determined after an evaluation process based on the sport's assessments. Athletes will be evaluated in several areas by the school staff, the Athletic Director or his/her designee. After the evaluations, teams will be formed. The numbers of teams will be based on the availability of coaches and school's facility.

### **7<sup>th</sup>/8<sup>th</sup> Grade**

Participation in the 7<sup>th</sup> and 8<sup>th</sup> grade level is primarily competition. Formation of teams will be by grade levels. If there are an insufficient number of athletes trying out in a specific grade level to make a team, 7<sup>th</sup> and 8<sup>th</sup> graders may be combined. Teams will be determined after an evaluation based on an assessment process. All athletes must attend 2 of the 3 evaluations to be considered for a team. Athletes will be evaluated in several areas by the school staff, the Athletic Director or his/her designee. After the evaluations, athletes with the highest scores based on the assessments will be selected and placed on the grade level team. Every effort will be made to give the athletes the opportunities to participate that were not selected. The numbers of teams will be based on the availability of coaches and school's facility.

In the formation of all teams, teams are formed first and then coaches are assigned to teams.

## PARTICIPATION

Participants will be required to have a completed physical form and signed permission slip on file before they are permitted to participate.

St. Francis Xavier School offers students the opportunity to compete in the following sports:

Girls' sports:	K-8	track
	4-8	cheerleading
	5-8	volleyball, softball and basketball
Boys' sports:	K-8	track
	5-8	football, basketball and baseball
Boys & Girls	5-8	Cross Country
Boys & Girls	2-6	Speed Stacking

## FEES

Due to league fees, tournament fees, cost of officials, facility rentals, and update of uniforms, participant will be assessed a fee of \$75.00 per sport. This fee should be paid before the first game or arrangements made with the Athletic Director. This fee is non-refundable to those who drop out of the program, are suspended or ineligible due to the grades or conduct. The athletes are responsible for uniforms and maintaining the condition in which they were given. Uniforms must be cleaned before they are returned. If a uniform is lost or damaged, an additional \$25.00 per piece will be charged to replace the item.

## SPORT'S HOTLINE

To better inform the community, St. Francis Xavier School has a sport's hotline. The sport's hotline will advise parents and students of practices, game time and location, or cancellation that are schedule for that day. The hotline is updated at 9:00 a.m., 12:30 p.m. and 2:00 p.m. Parents are advised to check with the hotline instead of contacting the front office. The telephone number is (602) 266-5364. Once you receive the recording, press #6, and then enter ext.4561.

## **ELIGIBILITY**

1. Student must be enrolled in St. Francis Xavier School to be eligible to play.
2. Student enrolling from an out-of-state school may participate at any time, once they are enrolled.
3. Student must have a medical authorization dated after June 1 of the current school year to participate.
4. Student must attend a full day of school the day of the game to participate.
5. Athletes must maintain a C in all courses.

A. The following report dates will be use to determine eligibility:

Mid-Term from 1<sup>st</sup> Quarter  
Report Cards Sent Home  
Mid-Term from 2<sup>nd</sup> Quarter  
Report Card Sent Home  
Mid-Term from 3<sup>rd</sup> Quarter  
Report Card Sent Home  
Mid-Term 4<sup>th</sup> Quarter

B. If an athlete has been deemed ineligible, his/her playing status will be reevaluated after 2 weeks of the last eligibility report. If the athlete is still ineligible, he/she will have an additional 2 weeks. If the athlete is still not passing after the 2<sup>nd</sup> evaluation, he/she will be removed from the team.

C. If an athlete becomes ineligible 2 times in one season, the athlete will be ruled ineligible for the rest of the season

## **BEHAVIOR**

As an athlete, he/she is considered a leader and role model for fellow students of St. Francis Xavier School. He/She must conduct him/herself with respect and consideration of others. They must abide by the behavior guidelines of St. Francis Xavier School.

1. Must maintain a B in conduct.
2. Upon receipt of a behavior report, the athlete will be suspended from the next scheduled game.
3. Upon receipt of a 4<sup>th</sup> Behavior Report, the athlete will not be allowed to participate in any further sporting event for the remainder of school year.

## **SUSPENSION AND REMOVAL FROM THE TEAM**

Players must follow certain guidelines while participating for St. Francis Xavier School. An athlete, who violates the rules listed below, could be suspended or removed from the team. A player may be suspended or removed by the Athletic Director once he/she has been notified of a violation under the following condition:

### *ONE GAME SUSPENSION*

1. Receiving a behavior report
2. 2 unexcused tardiness from practices
3. Unexcused tardiness from a game
4. 1 unexcused absent from practice
5. 1 unexcused absent from a game
6. Misconduct during practices or games
7. Violation of the Athlete's Code of Conduct

### *REMOVAL FROM THE TEAM*

1. Athlete becomes ineligible for a second time during the season.
2. Athlete is suspended from the team three times.
3. Athlete receives three unexcused absents from practices.
4. Athlete receives three unexcused absents from games
5. Fighting.
6. Excessive or grievous inappropriate behavior towards coaches, teammates, officials, or the opposing team as determined by the Athletic Director.

## **GRIEVANCE PROCEDURE**

There are situations that may require a meeting between the coach and the parent. When these conferences are necessary, there are procedures that should be followed which will help promote a resolution of the concern issue.

1. The students should discuss the matter first with the coach.
2. If the matter is not resolved, the parent should discuss the matter with the coach.
3. If the matter still cannot be resolved, contact the A.D. to discuss the issue.

Please do not attempt to confront a coach before or after a game/practice. These can be emotional times for both the coach and the parent. Meeting of this nature usually do not promote resolution.

\*\*When resolving any grievances, Ignatian principles should govern all.\*\*

## **TEAM SCHEDULE**

St. Francis Xavier School's teams are limited on the amount of time they may have practices or games. Practices or games, except tournaments, are Monday, Tuesday, Thursday, and Friday. Practices must be at St. Francis Xavier School or an authorized site due to liability. If a practice is held during the weekend, it cannot be mandatory. To help students maintain their academic studies, they are limited to the following practices and games:

- Grade 5-6: Before the season starts; 3 practice per week. Maximum of 1¼ hrs. for basketball and 1½ hr. for football and baseball.  
After the season starts; 2 games and 1 practice per week. Maximum of 1¼ hrs. for basketball and 1½ hrs. for football and baseball.
- Grade 7-8: Before the season starts; 4 practice per week. Maximum of 1½ hrs. for all sports.  
After the season starts; 2 games and 2 practices. Maximum of 1½ hrs. for all sports. If necessary, a 3<sup>rd</sup> game might be scheduled due to league play.

## **AWARDS CEREMONY**

In recognition of our athletes and coaches, an award ceremony will be held for both fall and spring sports. Coaches, parents and friends are invited. Each athlete will receive a certificate of appreciation from St. Francis Xavier School. Special awards will be given out to 8<sup>th</sup> grade athletes. These awards may include Sportsmanship, Hustle Award, Team Player, Spirit and M. V. P.

## **TEAM PICTURES**

St. Francis Xavier School team pictures will be announced during the school year. Coaches are invited to join their team when pictures are taken. Pictures will be taken during the school day.

## **SUPERVISION**

1. Athletes should report to the coach or designated adult when they arrive at the site.
2. Athletes should not leave a site without permission.
3. Coaches should be present before team members arrive. If a practice or game is scheduled after school, the coach should be presented five minutes before dismissal.
4. Coaches are responsible for supervision immediate after dismissal.
5. Those athletes, who have not been picked up by the designated time, will be checked into childcare by the coach at the cost of the parents. Students will not be allowed to wait in the front of the school unattended (without two adults present).
6. Coaches should advise parents to pick up their child within a set period of time. The player must stay with the coach. No exception.
7. Coaches should be aware of possible weather conditions that may affect them.
8. Coaches should be aware of any possible hazards, which could cause an injury to a player

## **TRANSPORTATION**

Parents are responsible for transporting their children to and from games and practices. St Francis Xavier School does not arrange carpools. Coaches are not permitted to transport their players unless the athlete is their child. Accidents should be reported to the school administration and parents should be notified even if students are not injured.

## **FUNDRAISERS**

Any sports fundraisers must be pre-approved by the Development Director. All funds rise by St. Francis Xavier School or its employees and /or coaches for athletics shall be strictly accounted for and reported to the Athletic Director and Principal. All such funds shall be deposited in an authorized school account, not outside accounts.

## **ACCIDENT/INJURY**

It is important that all coaches know how to care for their athletes in case of an injury or accident. That is why coaches should have the basic knowledge of first aid and C.P.R. skills. It is also important that the coach knows what procedure to follow reporting an accident or injury. The coach should do the following:

1. Check the scene for safety.
2. Care for the athlete by administering first aid.
3. If necessary, contact 911.
4. Give comfort to the athlete.
5. Contact the parents.
6. Contact the Parish immediately in case of a serious injury.
7. Fill out necessary accident/injury report and submit to Athletic Director within 24 hours.

## **EMERGENCY NUMBERS**

In case of an emergency, the following telephone numbers should be used.

St. Francis Xavier School: (602) 266-5364  
St. Francis Xavier Parish: (602) 279-9547  
(If after hour request priest on duty.)  
Athletic Director: (602) 266-5364 Ext. 5  
Emergency help: 911

In case of student injury or a serious incident, please call the parish center to request that the principal contact the coach. Leave with the parish staff member, you name and number.

## VOLLEYBALL ASSESSMENT

### *OVERHAND SERVE:*

1. Flex knees slightly.
2. Step with the opposite foot from the serving hand.
3. Toss the ball in the air.
4. Contact the ball above the height of the head and slightly out in front of the body.
5. Hit with an open hand.
6. Follow through.

### *UNDERHAND SERVE:*

1. Bend knees.
2. Hold the striking hand beneath the ball.
3. Swing down and back, then swing forward and up to hit the ball off the hand.
4. Contact the ball with the heel of the hand.
5. Follow through.

### *PASSING:*

1. Flex knees slightly.
2. Interlock or cup fingers and turn the palms upward.
3. Keep the forearms, wrists and elbow straight.
4. Contact the ball with forearms, using an upward and forward direction.
- 5.

### *SETTING:*

1. *Bend knees.*
2. Bend elbows as the ball comes in.
3. Hit the ball with the fingertips.
4. Extend the body upward on contact.
5. Follow through.

### *POSITIONING:*

1. Anticipate where the ball is going.
2. Move to the ball.
3. Hit the ball.
4. Be ready to make the next play.

### *TEAMWORK:*

1. Plays own position.
2. Set ball up for teammates to hit.
3. Encourage others.

### *SPORTSMANSHIP:*

1. Acknowledge good play by teammates.
2. Encourage teammates.
3. Listen to the coach.

## **BASEBALL AND SOFTBALL ASSESSMENT**

### *FIELDING:*

1. Bend and flex knees at the waist so the glove and bare hand can touch the ground.
2. Bend the elbows and relax the arms and hands.
3. Keep the glove and bare hand in the open position with the bare hand ready to trap the ball into the glove.
4. Use the shuffle step to avoid crossing your feet when getting into the path of the ball.
5. Align the body with the ball.
6. Position hands perpendicular to the path of the ball out in front of the body.
7. Field the ball and bring it up to the hip of the throwing side.
8. Know where to throw the ball.
9. Stabilize your base of support.

### *FIELDING FLY BALLS:*

1. Face the ball and focus your eyes on the hit ball.
2. Keep the glove open and in front of the throwing shoulder.
3. Hold the throwing hand up by the glove, ready to grab and throw the ball.

### *THROWING:*

1. Stand with one foot in front of the other with the dominant leg back (right-handed thrower will have the right leg back).
2. Face the target.
3. Shift the center of gravity from back to forward.
4. Rotate throwing side forward-and-transfer the weight to the front leg.
5. Bring the arm forward with the ball.
6. Release with a wrist snap.
7. Follow through.

### *CATCHING:*

1. Focus and track the oncoming ball.
2. Align the body squarely with it.
3. Use the glove to catch the ball.
4. Transfer the body weight back to help absorb the force of the ball.

### *CATCHING A FLY BALL:*

1. Flex the elbows to absorb the force of the ball.
2. Keep the eyes focused on the ball when running after it.
3. Move quickly to the ball and try to get the body positioned in front of it.

### *BATTING:*

1. Firmly grip the bat, by placing the front arm hand on the bottom.
2. Have the body facing home plate with the feet parallel apart.
3. Bend knees slightly.

4. Step forward with the front foot as you start your swing.
5. Make contact with the ball in front of the plate.
6. Keep both hands on the bat.

*TEAMWORK:*

1. Play own position.
2. Work together.
3. Encourage others.

*SPORTSMANSHIP:*

1. Acknowledge good play by teammates.
2. Encourage teammates.
3. Listen to the coach.

## **BASKETBALL ASSESSMENT**

*DRIBBLING:*

1. Flex knees.
2. Keep weight on the balls of the feet in the forward stride position.
3. Bend forward at the waist to be in a crouch position.
4. Keep head up; don't look at the ball.
5. Dribble with the fingertips, not the palm.
6. Never bounce the ball higher than the waist.

*FREE THROWS:*

1. Distribute weight evenly over the balls of the feet.
2. Shooting-side leg and foot slightly forward in the stance.
3. Hold the ball level with the shooting side shoulder.
4. Place the left hand under and to the left of the ball while the right hand is behind and slightly under the ball and right wrist is cocked.
5. Extend the body upward and push the ball upward using the legs to produce most of the force.
6. Follow through with a gentle wrist snap in the direction of the flight.

*LAY-UPS:*

1. Approach the basket at an angle.
2. Carry the ball with the left-hand in front and under the ball.
3. Place the right hand on top and slightly behind the ball.
4. Carry the ball to shoulder and head height as the left (inside) foot pushes off the floor.
5. Lift the body with the right (outside) knee.
6. Place the ball; do not throw it against the backboard.
7. Follow through with the palm of the right (outside) hand high in the direction of the intended flight.  
Reverse hands for left handed players.

*JUMP SHOTS:*

1. Square the body to the basket.
2. Right shooters place the left hand behind and on the side of the ball for balance and the right hand behind the ball and jump upward.
3. Bring ball slightly above and in front of head.
4. Cock wrist and point the elbow toward the basket.

5. Shoot at the top of the jump while focusing on the basket.
6. Follow through in the direction of the basket and snap wrist downward in the follow-through to develop backspin on the ball.

*CHEST PASS:*

1. Hold the ball with two hands at chest level.
2. Fingers around the ball, wrists upward and elbows close to your side.
3. Step in the direction of the pass with your lead leg.
4. Shift your weight forward to the front foot and stretch your arms out to their fullest.
5. Stretch arms out to their fullest, rotate your elbows outward, thumbs and palms down.
6. Snap the ball with wrist power, as the ball is released.
7. Aim at the uniform numbers on the chest of the person to whom you are passing the ball.

*BOUNCE PASS:*

1. Hold the ball with two hands at chest level.
2. Spread your fingers around the ball, wrists upward and elbows close to your side.
3. Pick a spot on the floor where your teammate will be.
4. Aim the ball about  $\frac{3}{4}$  of the way where you expect your teammate to be.
5. Take a strong step with your lead leg in the direction of your pass.
6. Keep your head up and do not look at the ball.
7. Stretch your arm out to their fullest and rotate your elbows outward, thumbs down and palms out.
8. Snap the ball with wrist power, as it is released.

*TEAMWORK:*

1. Play own position.
2. Work together.
3. Encourage others.

*SPORTSMANSHIP:*

1. Acknowledge good play by teammates.
2. Encourage teammates.
3. Listen to the coach.

# C.Y.A.A. SPORTS PERMISSION AND EMERGENCY FORM

## ST. FRANCIS XAVIER

I/We, the parent(s)/guardian(s) of \_\_\_\_\_ request that St. Francis Xavier School allow my child to participate in the C.Y.A.A. after school sports program.

We hereby release and save harmless St. Francis Xavier School or any and all its employees from any and all liability for any harm arising to my/our son/daughter as a result of participating in the C.Y.A.A. after school sports.

I/We are aware of that each participant will be require to pay a \$75.00 sport's fee for each sport. This fee is to help with the cost of official, facility rentals, league fees, tournament fees, and update of uniforms.

Sincerely,

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Daytime phone

Check Sports for participation

Boys: \_\_\_ Flag Football

\_\_\_ Basketball

\_\_\_ Baseball

\_\_\_ Track

Girls: \_\_\_ Volleyball

\_\_\_ Softball

\_\_\_ Basketball

\_\_\_ Track

\_\_\_ Cheerleading

In case of an emergency, please contact:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Emergency Phone \_\_\_\_\_

Cellular Phone \_\_\_\_\_

Doctor To Be Called In Case Of An Accident

Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Hospital Preference \_\_\_\_\_

Insurance Company \_\_\_\_\_ Policy # \_\_\_\_\_

NOTE: In Case Of An Accident, May We Choose A Physician?

YES \_\_\_\_\_ NO \_\_\_\_\_

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

# CONSENT FOR EMERGENCY CARE

*ST.FRANCIS XAVIER SCHOOL*

Student \_\_\_\_\_ Grade \_\_\_\_\_

Be It KNOWN that, I, the undersigned parent or guardian of the student above- named, do hereby give and grant unto any medical doctor or hospital my consent and authorization to render such aid, treatment, or care to said student, as in the judgment of said doctor or hospital, may be required on an emergency basis, in the event said student should be injured or stricken ill while participating in an interscholastic activity.

IT IS HEREBY understood that the consent and authorization hereby given and granted are continuing, and are intended throughout the current school year.

IT IS FURTHER understood that insurance or the parent of the student would pay any expenses incurred. Payment of the expense is not the school responsibility.

DATED the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Family Physician \_\_\_\_\_

Insurance Carrier \_\_\_\_\_ Policy/Group # \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone \_\_\_\_\_

Father's Work Phone \_\_\_\_\_

Mother's Work Phone \_\_\_\_\_

**MEDICAL RELEASE**

*ST. FRANCIS XAVIER SCHOOL*

2009-2010  
School Year

Name \_\_\_\_\_

Grade \_\_\_\_\_

On \_\_\_\_\_, 20\_\_\_\_, our office examined the above named student.

He/She has received the following recommendation:

\_\_\_\_\_ May participate without limitation.

\_\_\_\_\_ May participate with the following limitation:

\_\_\_\_\_  
Physician Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

\* Please note: Physical examination must be dated after June 1, 2009

## ACCIDENT/INJURY REPORT

Athlete's Name \_\_\_\_\_

Date of Accident/Injury \_\_\_\_\_ Time of day \_\_\_\_\_

Where did the Accident /Injury Occur \_\_\_\_\_

Equipment involved \_\_\_\_\_

People involved \_\_\_\_\_

Witnesses: Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Describe the Accident/Injury:

What action was taken:

First Aid Administered: \_\_\_ YES \_\_\_ NO

First Aid administered by \_\_\_\_\_

What calls were made (please indicate)?

\_\_\_ 911 \_\_\_ Doctor/Clinic \_\_\_ Hospital \_\_\_ Parents/Guardians

\_\_\_ No phone call needed

Appropriate school personnel were notified: \_\_\_ Yes \_\_\_ No

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# SUSPENSION/REMOVAL NOTICE

*ST. FRANCIS XAVIER*

Name \_\_\_\_\_

Date of Incident \_\_\_\_\_

**REASON FOR SUSPENSION/REMOVAL:**

Please be specific

\_\_\_\_\_  
Coach Signature

**Athletic Director's Decision:**

\_\_\_ Warning    \_\_\_ one game suspension

\_\_\_ Removal from the team

\_\_\_\_\_  
Date of Suspension

\_\_\_\_\_  
Date of Removal

\_\_\_\_\_  
Athletic Director Signature

# C.Y.A.A. COACHES SIGN OFF

*ST. FRANCIS XAVIER*

2009-2010  
School Year

I have read the philosophy, policies, rules, and regulations contained in the C.Y.A.A. Code of Conduct and Handbook.

I agree to abide by these and all policies approved by St. Francis Xavier and the Diocese of Phoenix. I agree to abide by the C.Y.A.A. Philosophy and the obligations set forth in the Role of the Coach in the C.Y.A.A. Code of Conduct.

\_\_\_\_\_  
Coaches Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Athletic Director Signature

\_\_\_\_\_  
Date

## **PARENT/STUDENT SIGN OFF**

*ST. FRANCIS XAVIER*

2009-2010  
School Year

I/We have read the philosophy, roles, rules, regulations, and Athlete's Code of Conduct contained in the family sport's handbook regarding C.Y.A.A. and St. Francis Xavier School policies and procedures.

I/We agree to abide by these and all policies approved by St. Francis Xavier and the Diocese of Phoenix.

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Student Signature

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Date

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Parent Signature

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Date



## **DIOCESE OF PHOENIX CATHOLIC SCHOOLS OFFICE HARASSMENT POLICY AND PROCEDURES**

### **PHILOSOPHY**

The Diocese of Phoenix affirms the dignity of every man, woman and child, and is committed to an environment in which all individuals are treated with respect and dignity. Each individual has the right to work or learn in an atmosphere that is free from discriminatory practices. Therefore,

#### **I. HARASSMENT POLICY: (Policies 3.14 and 4.21, HANDBOOK OF POLICIES AND REGULATIONS FOR CATHOLIC SCHOOLS)**

**THE DIOCESE STRONGLY OPPOSES AND PROHIBITS ALL FORMS OF HARASSMENT (e.g. harassment based on an individual's race, color, age, religion, sex, marital or veteran status, sexual orientation, national origin, ancestry, and disability), WHETHER VERBAL, PHYSICAL, OR ENVIRONMENTAL. ANY PERSON WHO VIOLATES THIS POLICY WILL BE SUBJECT TO DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION FOR EMPLOYEES AND/OR REQUIRED WITHDRAWAL FOR STUDENTS.**

- A. It is the policy of the educational programs of the Diocese to maintain learning and working environment that is free from any type of harassment. No employee, volunteer or student associated with these programs shall be subjected to any type of harassment.
- B. It shall be a violation of this policy for any employee, staff member, volunteer, parent, or student to harass another employee, staff member, volunteer, parent, or student through conduct or communications as defined in Section II below.
- C. Each administrator shall be responsible for promoting understanding and acceptance of and assuring compliance with, local state and federal laws and diocesan policy and procedures governing harassment within his or her educational program or office.
- D. Violations of this policy or procedures will be cause for disciplinary action.

#### **II. DEFINITION OF HARASSMENT**

- A. Harassment on the basis of race, color, age, religion, sex, marital or veteran status, sexual orientation, national origin, ancestry, and disability constitutes discrimination and, as such, violates civil law and the policies of the Diocese of Phoenix.
- B. Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, age, religion, sex, marital or veteran status, sexual orientation, national origin, ancestry, or disability, or that of his/her relatives, friends, or associates, and that:
  - 1. has the purpose or effect of creating an intimidating, hostile, or offensive environment;
  - 2. has the purpose or effect of unreasonably interfering with an individual's performance; or
  - 3. otherwise adversely affects an individual's opportunities.
- C. Harassing conduct includes, but is not limited to, the following:

1. epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts, that relate to race, color, age, religion, gender, marital or veteran status, sexual orientation, national origin, ancestry, or; and
  2. written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, or disability and that is circulated within or placed on walls, bulletin boards, or elsewhere on premises where the educational program operates.
- D. The standard for determining whether verbal or physical conduct relating to race, color, religion, sex, marital or veteran status, sexual orientation, national origin, ancestry, or disability is sufficiently severe or pervasive to create a hostile or abusive environment is whether a reasonable student or person in the same or similar circumstances would find the conduct intimidating, hostile, or abusive. The “reasonable person” standard includes consideration of the perspective of persons of the alleged victim’s race, color, religion, gender, national origin, age, or disability. It is not necessary to make a showing that the victim was psychologically harmed.
- E. Prevention is the best tool for the elimination of harassment. The Catholic Schools Office recommends an educational program at each school so that the school maintains an environment free of harassment on any of these bases.

### **III. PROCEDURES**

- A. Any person who alleges harassment by an employee, volunteer, or student files a complaint in writing directly to his or her teacher, immediate supervisor, principal or Superintendent of Schools. The complaint shall describe the perceived violation, name the perpetrator, and identify any potential witnesses to the incident.
- B. The filing of a complaint or otherwise reporting of sexual harassment will not reflect upon the filing individual’s status, nor will it affect future employment or work assignments. Retaliation against a complainant is strictly prohibited.
- C. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred. If the allegation is one of sexual misconduct, the diocesan policy on Sexual Misconduct will be followed.

### **IV. SEXUAL HARASSMENT BY OR TOWARD SCHOOL EMPLOYEES**

For employees, sexual harassment is defined as illegal sex discrimination and includes unwelcome advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature which meets any one of the following criteria:

- A. Submission to the conduct is made explicitly or implicitly a term or condition of the individual’s employment, status, or promotion
- B. Submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting the harassed employee
- C. The conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment

- D. Submission to, or rejection of, the conduct is the basis for any decision affecting benefits, services, honors, programs or other available activities.

**V. SEXUAL HARASSMENT BY OR TOWARD STUDENTS**

Sexual harassment toward students is defined as including, but not limited to, unwelcome sexual advances, requests for sexual conduct or physical conduct of a sexual nature directed toward a student under any of the following conditions:

- A. Submission to or toleration of sexual conduct is an explicit or implicit term or condition of any services, benefits, or programs sponsored by the Diocese or school
- B. Submission to or rejection of such conduct is used as a basis for an academic evaluation affecting a student
- C. The conduct has the purpose or effect of unreasonably interfering with a student's academic performance, or of creating an intimidating, hostile or offensive environment.

**VI. EXAMPLES OF SEXUAL HARASSMENT**

Sexual harassment includes, but is not limited to the following forms:

Verbal: Sexually demeaning comments, sexual statements, questions, slurs, jokes, anecdotes, or epithets.

Written: Suggestive or obscene letters, notes, e-mails, or invitations.

Physical: Sexual assault, touching, impeding or blocking movement.

Visual: Leering, gestures, display of sexually suggestive objects or pictures, cartoons, or posters.

**VII. SANCTIONS**

- A. A substantiated charge against an employee or volunteer shall subject such employee or volunteer to disciplinary action, up to and including discharge.
- B. A substantiated charge against a student in one of the schools in the diocese shall subject that student to disciplinary action, which may include suspension or expulsion, consistent with the student discipline code.

**VIII. NOTIFICATIONS**

Notice of this policy and procedures will be circulated to all schools in the diocese and incorporated in employee, volunteer and student handbooks. Training sessions on this policy and the prevention of harassment shall be held for employees, volunteers and students in all schools of the diocese.

Employee signature \_\_\_\_\_ Date \_\_\_\_\_

I have read and understand the above policy and procedure and agree to abide by it:



ROMAN CATHOLIC DIOCESE OF PHOENIX  
VICARIATE OF CHRISTIAN FORMATION AND EDUCATION  
CATHOLIC SCHOOLS

**EDUCATION AND PREVENTION OF SEXUAL MISCONDUCT**

This completed form should be retained in the employee's file at the local school site.

**I certify that I have:**

1. viewed the video that explains the Policy on Sexual Misconduct By Diocesan Personnel.
2. reviewed a copy of the Roman Catholic Diocese of Phoenix Policy on Sexual Misconduct By Diocesan Personnel.
3. been informed that the above are required of all people who are either employees or volunteers of the Diocese of Phoenix and/or the Catholic schools.

Site: \_\_\_\_\_ Date: \_\_\_\_\_

Trainer: \_\_\_\_\_

Please Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Roman Catholic Diocese of Phoenix  
Vicariate of Christian Formation and Education  
Catholic Schools  
Coaches Application form**

Name: \_\_\_\_\_ School: \_\_\_\_\_

Street Address: \_\_\_\_\_  
City \_\_\_\_\_ Zip \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ Social Security #: \_\_\_\_\_

Person to contact in case of an emergency: \_\_\_\_\_ Phone: \_\_\_\_\_

Special skills, training, and/or areas of interest you wish to share as a volunteer:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Days/hours available for volunteer work: \_\_\_\_\_

Previous volunteer experience (list most recent first):

Agency	Phone	Supervisor	Duties	From/To
1.				
2.				
3.				

Work experience (list most recent first):

Employer	Phone	Supervisor	Duties	From/To
1.				
2.				
3.				

Have you ever been discharged or asked to resign from any position? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, explain:

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

How did you hear about volunteer opportunities in the Diocese of Phoenix?

---

PLEASE COMPLETE THE REVERSE SIDE OF THIS APPLICATION

Please list three references:

Name	Title/Company	Phone	Address	How Long Known
1.				
2.				
3.				

Have you ever been convicted of a felony?  Yes  No

If yes, please explain:

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I hereby certify that the information presented on this form is true, accurate and complete. I authorize the investigation of all statements contained in this application. I am aware that there is no remuneration for my services as a volunteer for the Diocese of Phoenix.

Documentation of training on the Policy on Sexual Misconduct by Diocesan Personnel is attached.

I have not received training on the Policy on Sexual Misconduct by Diocesan Personnel.

Documentation of training on the Policy on Harassment Policy and Procedures

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**ROMAN CATHOLIC DIOCESE OF PHOENIX  
VICARIATE OF CHRISTIAN FORMATION AND EDUCATION  
CATHOLIC SCHOOLS  
COACHES INFORMATION SHEET**

Name: \_\_\_\_\_ School: \_\_\_\_\_

Street Address: \_\_\_\_\_  
City \_\_\_\_\_ Zip \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ Social Security #: \_\_\_\_\_

Please indicate if you are awaiting trial on, have ever been convicted of, or have ever admitted committing any of the following criminal offenses in the State of Arizona or similar offenses in another jurisdiction. Check all that apply:

- |   |  |
|---|--|
| <input type="checkbox"/> Sexual abuse of a minor  | <input type="checkbox"/> Incest  |
| <input type="checkbox"/> First or second degree murder  | <input type="checkbox"/> Kidnapping  |
| <input type="checkbox"/> Arson  | <input type="checkbox"/> Contributing to the delinquency of a minor                |
| <input type="checkbox"/> Commercial sexual exploitation of a minor<br>dangerous or narcotic drugs | <input type="checkbox"/> Felony offenses involving<br>distribution of marijuana or |
| <input type="checkbox"/> Burglary   | <input type="checkbox"/> Robbery   |
| <input type="checkbox"/> A dangerous crime against children as<br>defined in A.R.S. 13-604.01     | <input type="checkbox"/> Child Abuse   |
| <input type="checkbox"/> Sexual conduct with a minor  | <input type="checkbox"/> Molestation of a child                                    |
| <input type="checkbox"/> Voluntary manslaughter   | <input type="checkbox"/> Aggravated assault  |

I hereby certify that I am not awaiting trial on, have never been convicted of, and have never admitted committing any of the above criminal offenses in the State of Arizona or similar offenses in another jurisdiction.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_



**To be completed by a Notary Public:**

Signature of Notary \_\_\_\_\_ Date \_\_\_\_\_

Date License Expires \_\_\_\_\_ Affix seal here: \_\_\_\_\_