



# St. Paul's Parish

## Athletic Program Handbook



**St. Paul's Parish Athletic Program Handbook**  
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# St. Paul's Parish Athletic Program

## Board Members

Fr. Mario, Pastor

President (s)	Mr. Mel Abueg Ms. Jennifer Woodall
Vice-President	Mr. Dan Kelly
Secretary	Ms. Mary Ann Koory
Treasurer	Mr. Jim Moon
Athletic Director	Ms. Jennifer Woodall
Sport's Commissioners:	
Boys' Basketball	Mr. Mel Abueg
Boys' Soccer	Mr. Mel Abueg
Co-ed Baseball	Mr. Dan Kelly
Girls' Basketball	
Girls' Volleyball	Mrs. Benita Selor
School Liaison	Ms. Jennifer Woodall
Awards Night Coordinator	Mrs. Benita Selor
Photo Coordinator	Mrs. Janet Revilla
Team Parent Coordinator	
Uniform Coordinator	Mrs. Michele Lujan
Fundraiser Coordinators:	
Crab Feed	Mr. Dan Kelly
Fix the Floor Dance	Ms. Jennifer Woodall
Super Bowl	Mr. John Helms
Parent Representatives:	
	Mr. Marvin Cortes

# St. Paul's Parish Athletic Program

## Philosophy

The St. Paul's Parish Athletic Program is designed to be representative of Christian values in life. As Christians, we are constantly challenged to better ourselves. In team sports we strive for improvement, both as individuals and as a group. The development of Christian values is the primary focus of the St. Paul's Parish Athletic Program.

The St. Paul's Parish Athletic Program has four objectives:

- To promote and encourage the development of Christian values (character) through interaction with peers;
- To develop the concept of community through the participation in team sports;
- To promote individual mental, social, physical and spiritual growth and development through participation in team sports;
- To understand that the concepts of "team spirit and sportsmanship" cannot be over-valued. It is through these ideals that meaningful participation in community is possible for a child.

The St. Paul's Parish Athletic Program has a responsibility to each of its participants (coaches, players, parents, and officials) to provide the best possible atmosphere of competition. Such competition should not be based solely in terms of winning and losing, but rather in terms of improvement, enjoyment, and the building of self-confidence. In order to accomplish these goals the participants must become gracious winners and losers, understanding that team participation and the goals mentioned above are more important than individual performance.

The concept of team participation allows the athletes to experience individual growth while encouraging the growth of their teammates, peers, friends and competitors. Team sports, competitive contests and special outdoor activities are opportunities to keep the body fit and the mind clear.

For these reasons the St. Paul's Parish Athletic Program encourages the participation of all children, not merely the skilled athletes. In order to encourage wide participation and to foster Christian attitudes, the St. Paul's Parish Athletic Program is built on a strong foundation of dedicated volunteer coaches and children open to learning and playing fairly.

## Goals

The purpose of the St. Paul's Parish Athletic Program is to provide a Christian atmosphere of play, which enables participants to develop the following skills and healthy habits:

1. to maintain good health through physical exercise;
2. to appreciate physical fitness;
3. to develop healthy social and interpersonal interests;
4. to learn basic fundamental playing skills;
5. to develop good sportsmanship;
6. to grow in social qualities of courage, initiative, honesty, cooperation, self-confidence, and loyalty;
7. to acquire an appreciation and understanding of league rules;
8. to play on their own level of competition, to be able to recognize and accept this level, and to strive to achieve reasonable goals for improvement;
9. to work for reasonable team and individual goals;
10. to always put your best foot forward regardless of the outcome;
11. to enable non-team members to give support through attendance as a cheering section;
12. to support and welcome all teammates;
13. to grow closer to God, to Church and to each other through athletic competition.

## Roles and Responsibilities

The St. Paul's Parish Athletic Program, through the vehicle of sports, provides youth with an opportunity to practice Christian attitudes and responsibilities as well as to become friends with other children throughout the Archdiocese. St. Paul's activities should exemplify the meaning of Christian sportsmanship. The guiding principle behind the enforcement of these Role and Responsibilities is that the behavior of everyone involved in the Athletic Program should enhance the children's enjoyment of the sport.

### • Coaches

Coaching Requirements

#### **Every Head Coach**

1. will be an adult and at least 18 years of age;
2. will comply with CYO, San Francisco Parish and School Baseball League (SFPSBL), and Archdiocesan guidelines;
  - a. Livescan
  - b. Shield the Vulnerable ([www.shieldthevulnerable.org](http://www.shieldthevulnerable.org))
  - c. Completion of Coaching Clinic (online or in person)
3. will complete a Coaching Commitment Form;
4. is responsible for the conduct of their spectators.
5. will attend a Beginning and End of the Season Coaches Meeting (with Athletic Director and Sport's Commissioner);
6. will need to be knowledgeable with regards to CYO Athletic Guidelines (current year) or SFPSBL handbook;
7. will be knowledge of techniques of teaching fundamentals for that sport.
8. will have an Assistant Coach and Team Parent, whose names will be turned into the Athletic Director before the season starts;
9. will have **TWO** practices a week;
10. will conduct a required pre-season parent/player meeting to clarify coach's expectations for the coming season;
11. will provide accurate and complete roster information and support materials to the Athletic Director.
12. who suspects a member of their team is being abused (emotionally, physically or verbally) should report it directly and confidentially to the Pastor or the School Liaison for the Athletic Board, subject to the laws of the State of California;
13. will coordinate the distribution and return of the team uniforms.
14. will be ultimately responsible for any damage or loss of equipment or facilities.

### **Every Assistant Coach**

1. will comply with CYO, San Francisco Parish and School Baseball League (SFPSBL), and Archdiocesan guidelines;
  - a. Livescan or Background Check
  - b. Shield the Vulnerable ([www.shieldthevulnerable.org](http://www.shieldthevulnerable.org))
  - c. Completion of Coaching Clinic (online or in person)
2. will complete a Coaching Commitment Form;
3. will attend a Beginning and End of the Season Coaches Meeting (with Athletic Director and Sport's Commissioner);
4. who suspects a member of their team is being abused (emotionally, physically or verbally) should report it directly and confidentially to the Pastor or the School Liaison for the Athletic Board, subject to the laws of the State of California;
5. will assist the Head Coach in games and practices.

Standards of coaching behavior include:

1. setting a good example for participants and fans to follow, and exemplifying the highest moral and ethical behavior;
2. respecting the judgment of officials and abiding by the rules of the event;
3. treating opposing coaches, participants and fans with respect, and shaking opposing coaches' and team members' hands after each contest;
4. instructing participants in sportsmanship and demanding they display good sportsmanship.
5. coaching in a positive manner, reflecting Christian values;
6. leading (or having one of the players lead) a brief team prayer before each game
7. conducting the required pre-season parent/player meeting to clarify coach's expectations for the coming season;
8. all communications sent home to the parents and/or guardians MUST be in the written form. The Athletic Director must see a copy of the communication being sent home. i.e.: Game or Practice changes;
9. coaches must communicate in writing any of their absences, practice changes or scrimmages to the Athletic Director;
10. being punctual and prepared for both practice and games;
11. committing to participate for the whole season and attend all scheduled practices and games.

Penalties:

1. Any coach ejected from a game because of unsportsmanship-like conduct will be suspended for the next two games and may be subjected to additional penalties by CYO officials and/or the St. Paul's Parish Athletic Board. The suspended coach will be responsible for finding a coach acceptable to and approved by the Board.
2. Any coach who is verbally abusive (for example, use words harmful to a player's sense of self-esteem, or words that are excessively critical of a player's ability or efforts) may be suspended for the remainder of the season and may be disqualified from future participation in the St. Paul's Parish Athletic Program.
3. Any coach who physically abuses an official or any other person will be suspended for the remainder of the season, disqualified from further participation in the St. Paul's Parish Athletic Program and will receive at least a one year suspension from further CYO functions pursuant to CYO guidelines. All incidents of physical abuse will be reported to the proper legal and judicial authorities.
4. Any coach who does not fulfill their obligations will be suspended from the next St. Paul's Athletic event for their action.

### **• Players**

All children attending parochial, public, private, or home schools who wish to participate in the St. Paul's Parish Athletic Program are required to uphold the following standards of participant behavior including:

1. displaying positive behavior at all times;
2. seriously accepting the responsibility of representing the school and parish;
3. respecting the judgment of the officials and abide by the rules of the contest;
4. abiding by the Student Athlete Academics and Conduct Guidelines;
5. being punctual and prepared for practice and games in accordance with the coach's expectations for the season;
6. committing to participate for the whole season and attend all scheduled practices and games.

Penalties:

1. Any player ejected from a game because of unsportsmanship-like conduct will be suspended from the next game and may be subject to additional penalties depending on the situation.
2. Any player, who physically or verbally abuses another player, participant, or official, may be suspended from play for the remainder of the season and may be disqualified from participating in the program.
3. Any player, who quits a sport at any time after the initial sign-up period, try-outs, or after the start of a season, the player will be restricted from participating in the next sport unless the action was instigated by illness or some other situation deemed extraordinary by the principal, School Liaison, or the Athletic Board. They will forfeit their participation fee with the exception deemed extraordinary by the principal, School Liaison, or the Athletic Board.

• **Team Parent**

A team parent will help the coaching staff by:

1. coordinating communication between the coaches and parents;
2. coordinating team snacks;
3. coordinating the End of Season Team Party;
4. coordinating with the coach the distribution and returning of the uniforms;
5. coordinating carpools, if needed.

• **Parents/Spectators**

Standards of parent/spectator behavior include:

1. remembering the game is for the children;
2. being positive role models, by supporting the efforts of both teams;
3. helping prepare the parish center for play on game day;
4. being respectful of the decisions made by league officials, site directors and coaches;
5. remaining seated in the spectator area for the duration of the game;
6. no coaching from the sideline or stands;
7. following and understanding the procedures outlined in Attachment D: CYO Athletics Parent Code of Conduct.

Penalties:

1. Any spectator who displays poor sportsmanship may be removed from the facility by a official, team coach, league official, or site director.
2. Any spectator who negatively interferes with the process of a St. Paul's Parish athletic event will be barred from attendance at subsequent events.

• **Athletic Board**

The Athletic Board:

1. will administer the Athletic Program;
2. will recruit, select, and assist all coaches;
3. shall enforce the St. Paul's Parish Athletic Program Handbook
4. shall address grievances as stated on Attachment A.

## Multiple Teams and Try-out Protocol

If there are sufficient players (at least 14) to warrant either two teams in a grade or it is necessary to combine grades for two teams, there will be tryouts for that sport. The Athletic Director and at least one other person (who is not the coach for that team) shall conduct the tryouts. However, if that Athletic Director has a child on the team in question, then two other neutral parties will conduct the tryouts for team delineation. Players must be registered before tryouts and any player who "quits" after tryouts will be restricted from participation in the next sport and be subjected to forfeiture of fees.

The reasons for yearly tryout are as follows:

- player's abilities change over the off-seasons;
- new students/athletes attend St. Paul's School or Parish.

If an athlete is unable to attend tryouts they will be placed on the second team. The reason for placing the athlete on the second team is due to the fact they have scored a zero at the tryout.

Tryout protocol is as follows:

1. all players must attend the tryout, each player should be evaluated every season;
2. each player will be evaluated on fundamental skills for that sport:
  - a. **Volleyball:** passing, setting, hitting & serving
  - b. **Basketball:** passing, dribbling, lay-ups and outside shots;
3. the rating system for each skill 1-5:
  - a. The score of 5 is the highest
  - b. The score of 1 is the lowest.

Team Make-up is as follows:

1. the teams will be divided according to the player's total tryout score;
2. the top scoring players will be placed on the 1<sup>st</sup> team, and will be placed in the higher CYO division.

## Practices and Games Participation

Practices held in the St. Paul's Parish Center are CLOSED to everyone, other than coaches and players. The reasons for closed practices are:

- for the safety of our athletes
- for the consideration of our coaches instructional time.

Parents/guardians and supervised siblings may wait for their child/children in the foyer of the school.

### Practices:

1. St. Paul's Parish Athletics Program practices take precedence over other practices;
2. Parents MUST advise the coaches beforehand when and why their child is going to miss a practice. Examples of unexcused absences will include the following: "I forgot; I didn't have a ride; I was grounded; I had too much homework;" etc. Unexcused absences also include conflicting elective activities: vacations, participation in another sport, music, scouts, and any other activity over which one has control. Examples of acceptable excused absences include any academic related tutoring, funerals, illness, and a singular conflicting event such as a family wedding, First Communion, 25th anniversary, etc. which cannot be rescheduled.
3. Every child will attend at least one of the two weekly scheduled practices.
4. Players who only attend one practice will not start the following game, but will be able to participate.
5. Players who are absent from school or left early from school due to illness may not attend practice. (unless the Principal or School Liaison has been notified prior to the absence and has granted permission to participate).
6. Parents are responsible for transporting their children to and from practices in a timely manner. The coaches are not responsible for organizing carpools, for driving children, or taking care of them before or after practices.

**Games :**

1. Every child who is on a team is to play in every game;
2. Parents MUST advise the coaches beforehand when and why their child is going to miss a game.
3. St. Paul's Parish Athletics Program games (practice and league) take precedence over games of other leagues.
4. When playing on two teams, a player's primary responsibility is to their grade's team.
5. A boy pitching for a St. Paul's baseball team may not pitch for other baseball teams until St. Paul's league play ends.
6. Players who are absent from school or left early from school due to illness may not participate in the game. (unless the Principal or School Liaison has been notified prior to the absence and has granted permission to participate).
7. If a student is ejected from a game, he/she will be suspended from participating in the following game.
8. Parents are responsible for transporting their children to and from games in a timely manner. The coaches are not responsible for organizing carpools, for driving children, or taking care of them before or after games.

## Uniforms

The game jersey and/or uniform will be provided by St. Paul's Parish Athletic Board to athletes who participates in a sport. Uniforms are for game use only and are not to be used for practice under any circumstances. Written announcement of the time, date, and location of uniform distribution will be sent home with the child prior to the start of league play. Players unable to come on the appointed day should make arrangements PRIOR TO THE SCHEDULED UNIFORM HANDOUT DAY with the Uniform Coordinator to pick up uniforms.

Seventh and Eighth grade teams may purchase their own uniforms. The standard colors for any uniform will be the traditional Royal blue and gold with white as the neutral color. Uniforms must be pre-approved by the Athletic Director.

Uniform Specifications:

### Baseball

Every Player must wear:

- St. Paul's Athletic issued jersey
- St. Paul's Athletic issued Hat
- White Baseball pants
- Cleats (NO Metal cleats)
- Cups (both boys and girls)

Every player must have a Glove

### Soccer

Every Player must wear:

- St. Paul's Athletic issued jersey & shorts
- Solid Royal Blue Soccer socks over shin guards
- Cleats (NO Metal cleats)
- Shin guards

### Basketball

Every Player must wear:

- St. Paul's Athletic issued jersey & shorts
- Basketball shoes
- \*There should be NO white shirt worn under the jersey, unless pre-approved by the Athletic Director.

### Volleyball

Every Player must wear:

- St. Paul's Athletic issued jersey
- BLACK spandex (biker shorts)
- NO basketball shorts are to be worn
- Knee pads
- Athletic shoes
- \*There should be NO white shirt worn under the jersey, unless pre-approved by the Athletic Director.

### Uniform Care Instruction

Parents should see that the uniforms are freshly cleaned and washed for each game. Washing should be according to the following instructions:

- **Machine wash separately in cold to lukewarm water**
- **Do not bleach, dry clean, or iron**
- **Drip dry**

It is the Coaches responsibility to collect and return a complete set of the team's uniforms. Uniforms are to be returned clean (wash or dry clean as appropriate) and in good repair. A minimum uniform replacement fee of \$50.00 will be charged to the player for any lost or damaged uniform. The replacement fee must be paid prior to being issued an additional uniform. Students will not be allowed to play in the next season's sport until uniforms from the previous season have been turned in and/or the replacement fee is paid.

## Student Athlete Academics & Conduct Guidelines

Students participating in the St. Paul's Parish Athletic Program must maintain acceptable standards of academic achievement, conduct, and effort. Failure to do so may result in the player being suspended from participation. If, at any time during the school year, a student athlete's grades drop below a C (2.0) average or the student athlete earns a grade lower than 2- in Conduct and Effort, that student athlete becomes ineligible to participate in the next sport season of that school year. If a student athlete becomes ineligible during a sport season, the student athlete will be allowed to finish out their current season, but then the student athlete will become ineligible for the next sport season. The only exception will be: if the student athlete's Principal recommends to the School Liaison that an exception be made for that student athlete.

The School Liaison will notify parents and the Athletic Board when a student athlete is removed from participation. The Athletic Board will notify the Athletic Director, who in turn will notify the necessary coaches. During the ineligible period, student athletes will not be allowed to participate in practices or games.

The coach, Athletic Director, or the Athletic Board may restrict a player from participating because of inappropriate player's behavior while at practices or games, at an athletic program activity, or for missing practice or game without a valid excuse. Coaches must notify the Athletic Director if a player has been restricted from participation. The parent(s)/guardian(s) will then be notified by the Athletic Director. Examples of unexcused absences include the following: " I forgot; I didn't have a ride; I was grounded; I had too much homework" etc. Unexcused absences also include conflicting elective activities: vacations, participation in another sport, music, scouts, and any other activity over which one has control. Examples of acceptable excused absences include funerals, illness, and a singular conflicting event such as a family wedding, First Communion, 25th anniversary, etc. which cannot be rescheduled (unless the Principal or School Liaison has been notified prior to the absence and has granted permission to participate). If a player is ejected from a game, he/she will be suspended from participating in the following game. If a player quits a sport at any time after the initial sign-up period, tryouts, or after the start of a season, the player will be restricted from participating in the next sport unless the action was instigated by illness or some other situation deemed extraordinary by the Principal, School Liaison, or the Athletic Board. They will forfeit their participation fee unless deemed extraordinary by the Principal, School Liaison, or the Athletic Board.

## **Participation Fee & Returned Checks**

The St. Paul's Parish Athletic Program is solely funded through participation fees and fundraising.

### **Participation Fees**

- Each athlete will pay a participation fee
- If there is a hardship, please contact the Athletic Director or Athletic Board President.

### **Returned Checks**

The Athletic Board will charge a \$25.00 penalty for any check returned to St. Paul's Parish Athletic Program from the bank due to insufficient funds. Checks will not be accepted for repayment. Fee and penalties due because of returned checks must be paid using cash or money order. If the fee and penalties are not paid in a timely manner, the athlete will be suspended from participation.

**ST. PAUL'S PARISH ATHLETIC PROGRAM  
ATTACHMENT A  
GRIEVANCE PROCEDURES**

**1. Player/Coach Grievances**

If a participant or parent is experiencing a problem with a coach or an assistant coach, it should first be brought to the attention of the coach in verbal or written form. The exception to this would be instances where the coach is alleged to have committed an act of physical abuse or extreme verbal abuse. In those cases the complaint will be in written form and submitted directly to the Athletic Director or in their absence the Athletic Board President.

If the problem is not resolved at the coach's level, the situation will be reported to the Athletic Director in verbal written form. If the need for a conference at this level arises, the Athletic Director shall notify the Athletic Board President and arrange a meeting with involved parties.

If the conference does not result in a resolution, the Athletic Director and the Athletic Board President will call an Emergency Board Meeting.

If the problem is still not resolved, the Pastor will be asked to intervene and a meeting of the Athletic Board will be called to discuss the matter with him.

**2. General Complaints**

A grievance not involving player/coach relations should be submitted in writing to the Athletic Director/Athletic Board President. A written grievance should include: the names of all parties involved; dates and times of incidents; and a detailed description of the grievance. If the grievance cannot be addressed or resolved it shall be submitted for inclusion on the agenda for the next scheduled Athletic Board meeting.

The Athletic Board decisions shall be in adherence with the Athletic Board Handbook and represent the best interests of the parish and school. The decisions will be binding unless the Pastor himself overrules the Athletic Board. The pastor's decision will be the final decision.

**3. Athletic Program Line of Authority:**

Coach  
Sport Commissioner  
Athletic Director(s)  
Athletic Board President  
Athletic Board  
Pastor

The Line of Authority should be adhered to and at NO time should anyone contact the Pastor with any grievance unless all other avenues have been exhausted.

**ST. PAUL'S PARISH ATHLETIC PROGRAM  
ATTACHMENT B  
ATHLETE MEDICAL FORM**

**SECTION I:**

**PARTICIPANT & EMERGENCY CONTACT INFORMATION**

Participant Name: \_\_\_\_\_ Grade (in fall): \_\_\_\_\_  
Address: \_\_\_\_\_ Birthday: \_\_\_\_\_ Age: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Legal Guardian: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ Home phone: (\_\_\_\_) \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

**If I am unavailable in an emergency, please contact:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

**SECTION II:**

**INSURANCE INFORMATION**

Insurance Company: \_\_\_\_\_ Policy #: \_\_\_\_\_  
Address: \_\_\_\_\_ Group #: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Physician Name: \_\_\_\_\_ Physician Phone: (\_\_\_\_) \_\_\_\_\_

**SECTION III:**

**ACKNOWLEDGMENT**

Participant, \_\_\_\_\_, has my permission to participate in training, competition, events, activities, and travel sponsored by the St. Paul's Parish Athletic Program. I approve of the leaders who will be in charge of this program. I recognize that the leaders are serving to the best of their ability. I certify that the participant has full medical insurance with the company listed above. I also certify to the best of my knowledge that the participant named hereon is physically fit to engage in the activities describe below.

I understand and agree that by signing this agreement, I am agreeing to release St. Paul's Parish Athletics Program and its sponsors from any and all liability or cost including attorney fees, associated with or rising from my participation and/or receipt of instruction in athletics.

Print Name: \_\_\_\_\_ Signature & Date: \_\_\_\_\_

**To the coaches and St. Paul's Parish Athletic Staff (Check one ONLY):**

If, during the course of my child's activities in the St. Paul's Athletic Program, she/he should become ill or sustain an injury, I hereby authorize you to obtain emergency medical care. I will assume financial responsibility.

I DO NOT authorize emergency medical care for my child.

Print Name: \_\_\_\_\_ Signature & Date: \_\_\_\_\_

**COMPLETE BOTH SIDES**

**SECTION IV:****MEDICAL HISTORY**

Date of Last Physical (Please state month and year): \_\_\_\_\_

IMMUNIZATION (Please state month and year)

TETANUS: \_\_\_\_\_ POLIO: \_\_\_\_\_ MEASLES (RUBELLA): \_\_\_\_\_

HEALTH HISTORY	YES	NO	DATE	Please elaborate (especially those conditions that might be aggravated)
Allergies	___	___	___	_____
Asthma	___	___	___	_____
Congenital problem	___	___	___	_____
Diabetes	___	___	___	_____
Epilepsy	___	___	___	_____
Heart	___	___	___	_____
Ankle injuries	___	___	___	_____
Knee injuries	___	___	___	_____
Back injuries	___	___	___	_____
Head/Neck injuries	___	___	___	_____
Shoulder injuries	___	___	___	_____
Elbow injuries	___	___	___	_____
Wrist injuries	___	___	___	_____
Hand injuries	___	___	___	_____
Finger injuries	___	___	___	_____
Other injuries	___	___	___	_____

1. Height: \_\_\_\_\_ Weight: \_\_\_\_\_

2. Is there any psychosocial or physical condition for which the participant is currently under professional care?  YES  NO**If YES, please explain** \_\_\_\_\_3. Is the participant on any medications?  YES  NO**If YES, please explain** \_\_\_\_\_4. List any know allergies and reactions: \_\_\_\_\_  
\_\_\_\_\_5. Please elaborate on any medical condition not addressed above: \_\_\_\_\_  
\_\_\_\_\_6. Please list any injuries the participant has suffered in the last six months: \_\_\_\_\_  
\_\_\_\_\_7. State any special instructions to follow in case of an emergency: \_\_\_\_\_  
\_\_\_\_\_

A COPY OF THIS FORM MUST BE IN THE COACHES POSSESSION AT ALL PRACTICES AND GAMES SO THAT IT CAN BE REFERRED TO UPON REQUEST OR EMERGENCY.

**ORIGINAL FORM STAYS ON FILE WITH THE ATHLETIC DIRECTOR**

**ST. PAUL'S PARISH ATHLETIC PROGRAM  
ATTACHMENT C  
PERMISSION AND WAIVER AGREEMENT**

I give permission for my child to participate in the St. Paul's Parish Athletic Program. I realize that my child must maintain a satisfactory average in academic subjects and demonstrate good sportsmanship and a positive attitude in school. I will also demonstrate good sportsmanship when attending all games. I realize also, that s/he is expected to attend practices and games. I am aware that games, as well as practices, are held on weekdays, Saturdays and Sundays. I understand that I am responsible for the transportation of my child to and from all assigned practices and games.

The participation fee for each sport is \$85.00. Please make checks payable to "St. Paul's Parish Athletic Program". This fee is non-refundable and any child that "quits" a sport after sign-ups is automatically banned from playing the next sport. League entries and team numbers are based upon the initial registrations and last minute changes adversely affect the whole program and may result in financial penalties to the program.

The Athletic Board will charge a \$25.00 penalty for any check returned to St. Paul's Parish Athletic Program from the bank due to insufficient funds. Checks will not be accepted for repayment. Fee and penalties due because of returned checks must be paid using cash or money order. If the fee and penalties are not paid in a timely manner, the athlete will be suspended from participation.

All uniforms issued to the participant will be properly washed and maintained. PLEASE NOTE THAT IF ANY PLAYER DOES NOT RETURN/OR DAMAGES THEIR UNIFORM THEY WILL BE CHARGED A MINIMUM OF \$50.00 AND CAN BE BANNED FROM FURTHER PARTICIPATION IN THE ATHLETIC PROGRAM FOR WILLFUL DISREGARD OF THIS POLICY. I will return my child's uniform to their coach.

I (the parent or guardian) understand and accept responsibility to be supportive of my child's team. I will attempt to participate in any fundraisers sponsored by St. Paul's Parish Athletic Program. Funds raised will go toward the purchase of sports equipment, the purchase and upkeep of uniforms and participation fees assessed by sports organization such as: CYO and SFPSBL.

I understand that not all practices and games can be held on-site and that travel to alternate sites may be required. I hereby authorize such travel whether by foot or by vehicle, and I understand that the coach and/or school will not be held liable for any injuries stemming from or arising out of such travel or transportation.

I agree to abide by the rules, policies and guidelines set forth in the St. Paul's Parish Athletic Board Handbook ([www.stpaulsf.net](http://www.stpaulsf.net)).

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I have read this agreement and agree to its terms.

Child's Name \_\_\_\_\_ Grade \_\_\_\_\_

Sports \_\_\_\_\_

Parent/Legal Guardian \_\_\_\_\_ Phone \_\_\_\_\_  
(Signature)

Parent/Guardian's email: \_\_\_\_\_

**ST. PAUL'S PARISH ATHLETIC PROGRAM  
ATTACHMENT D  
CYO ATHLETICS PARENT CODE OF CONDUCT**

*This Code of Conduct applies to all parents/guardians of athletes involved in our organization's youth sports activities*

THE ESSENTIAL ELEMENTS OF CHARACTER-BUILDING AND ETHICS IN SPORTS ARE EMBODIED IN THE CONCEPT OF SPORTSMANSHIP AND SIX CORE ETHICAL VALUES:

**TRUSTWORTHINESS** - Be worthy of trust in all you do. Be loyal to your child's team and to the whole youth sports organization. Live up to high ideals of ethics and sportsmanship. Teach your children the importance of integrity, honesty, reliability and loyalty.

**RESPECT** - Treat all people with respect at all times and require the same of your children. Treat game officials with respect. Don't complain or argue about calls or decisions during or after an athletic event. Teach your children to treat other players, coaches, officials and spectators with respect regardless of race, creed, color, gender or ability.

**RESPONSIBILITY** - Consistently exhibit good character and conduct yourself as a positive role model. Exercise self-control; avoid displays of anger and frustration. Don't retaliate.

**FAIRNESS** - Live up to high standards of fair play. Treat all competitors fairly. Be open-minded.

**CARING** - Offer positive reinforcement. Consistently demonstrate concern for athletes as individuals and encourage them to look out for one another and think and act as a team.

**CITIZENSHIP** - Honor the spirit of the rules. Teach your children to avoid temptations to gain competitive advantage through improper techniques that violate the highest traditions of sportsmanship.

I AGREE: **"THE GAME IS FOR THE KIDS"**

- I will respect the rules of the game and the policies of the CYO league.
- I will respect the officials and their authority before, during and after games and will never confront officials and/or coaches before, during or after the game. If I have a concern, I will take time to speak with my child's coach at an agreed upon time and place. If I have further concerns beyond my conversations with the coach, I will contact my child's Athletic Director.
- I understand only my child's Athletic Director may contact CYO. I may not at anytime contact CYO or any other school or program regarding my concerns. I must go through my Athletic Director.
- I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
- I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player or parent such as booing and taunting; or using profane language or gestures.

- I will not encourage any behaviors or practices that would endanger the health and well being of the athletes. I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- I will never ridicule or yell at my child or other participants for making a mistake or losing a competition.
- I understand CYO events are free from drugs, tobacco and alcohol and I will refrain from their use at all sports events.
- I will refrain from coaching my child or other players during games.

I ALSO AGREE THAT IF I FAIL TO ABIDE BY THE AFOREMENTIONED RULES AND GUIDELINES, I WILL BE SUBJECT TO DISCIPLINARY ACTION THAT COULD INCLUDE, BUT IS NOT LIMITED TO THE FOLLOWING:

- Verbal warning by Official, Head Coach, Gym Director, or CYO Administration.
- Parental game(s) suspension with written documentation of incident kept on file in the CYO Athletic Office.
- Game forfeiture through the Official or CYO Administration.
- Parental season suspension.

I UNDERSTAND IF I AM REMOVED FROM A GAME FOR UNSPORTSMANLIKE CONDUCT, I WILL BE AUTOMATICALLY SUSPENDED FOR AT LEAST THE REMAINDER OF THE SEASON, PLAYOFFS AND CHAMPIONSHIPS. REFUSAL TO LEAVE WILL RESULT IN FORFEITURE OF MY CHILD'S GAME AND I WILL BE SUSPENDED FOR 15 MONTHS FROM THE DATE OF INFRACTION.

I UNDERSTAND THERE IS NO APPEAL.

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_  
 \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

CHILD/CHILDREN PARTICIPATING IN CYO ATHLETICS:

NAME \_\_\_\_\_ SCHOOL \_\_\_\_\_ GRADE \_\_\_\_\_

NAME \_\_\_\_\_ SCHOOL \_\_\_\_\_ GRADE \_\_\_\_\_

NAME \_\_\_\_\_ SCHOOL \_\_\_\_\_ GRADE \_\_\_\_\_

NAME \_\_\_\_\_ SCHOOL \_\_\_\_\_ GRADE \_\_\_\_\_

PARISH/PROGRAM WHERE MY CHILD/CHILDREN PARTICIPATE:

\_\_\_\_\_

**ST. PAUL'S PARISH ATHLETIC PROGRAM**  
**ATTACHMENT E**  
**PARISH HALL POLICY: RULES AND REGULATIONS**

**GENERAL POLICY**

The Parish Hall in the St. Paul's School building will be reserved for the exclusive use of St. Paul's School and Church including the various groups and clubs; and groups affiliated with the San Francisco Archdiocese. The Parish Hall will not be available to groups or persons outside of St. Paul's Parish. The Parish Hall will not be available to individual parishioners for weddings or other events. The Parish Council will re-evaluate this position on a yearly basis.

A Parish Hall Reservation Calendar will be maintained in the Rectory. All requests for booking of the Hall must be submitted in writing. The Rectory staff will accept requests on or before November 1st for the following year. All groups and clubs will receive written notice reminding them that their requests for use of the Hall need to be submitted. Priority will be given to events sponsored by St. Paul's Church and it's clubs, St. Paul's School, the School of Religion and events that generate revenue for the parish such as Bingo. St. Paul's various groups and clubs will then be given priority use of the Hall. Recognition will be given to those groups and clubs that have historically sponsored particular events, but not to the exclusion of new groups or groups trying to establish new traditions. It is anticipated that there will be many requests for use of the Hall on Sundays in particular and every effort will be made to accommodate as many requests as possible. Where appropriate, groups will be encouraged to share the Hall. Use of the Hall on Sundays will also generate parking problems which will need to be addressed.

**RULES AND REGULATIONS**

All Church and School groups using the Hall are expected to clean the Hall after each use. Church and School groups will not be required to pay an advance cleaning fee or security deposit if they are going to clean the Hall themselves. All bookings must include the name and phone number of the individual who assumes ultimate responsibility for cleaning the Hall and making sure all doors and windows are locked upon departure. Unless other arrangements have been made, the Hall is to be cleaned at the end of the event and not the next day. If the Hall is not left in clean and satisfactory condition the responsible individual will be billed for the cost of professionally cleaning the Hall and any repairs required. That particular group will not be allowed use of the Hall until all bills are paid in full. The Parish reserves the right to charge a cleaning fee or security deposit to any group whose past use indicates advance fees are warranted.

Decorating the Hall must be done so as not to damage the walls, the paint or the floor. Scotch tape, thumbtacks or nails should never be used. Groups using the Hall will be given a detailed list of what kinds of decorations are acceptable. Groups and individuals will be charged a fee for holes in the walls and damaged paint and may be barred from use of the Hall. The Hall must be left in clean condition. A detailed list of what to clean and where to leave chairs and tables will be given to all groups using the Hall. Prior arrangements should be made for returning the key to the Rectory.

**ST. PAUL'S PARISH ATHLETIC PROGRAM  
ATTACHMENT F  
ACCIDENT & ILLNESS REPORT**

ST. PAUL'S ATHLETIC PROGRAM  
C/o JENNIFER WOODALL, AD  
1690 Church Street  
San Francisco, CA 94131  
(415) 648-2055

**ACCIDENT & ILLNESS REPORT**

**INSTRUCTIONS:** Use this form to report accidents occurring to St. Paul's Athletic Program participants on the way to, during the event, or from a sporting event. Please forward this form to the Athletic Director for a signature and a copy will be forwarded to the coach and the parents/guardian.

PERSONAL DATA			
Name	Grade	Age	Date
Home Address	City		Zip Code
Home Phone	Other Phone		Male  Female
DESCRIPTION OF ACCIDENT			
Name & Type of Accident Location			
<input type="checkbox"/> Gymnasium: _____ <input type="checkbox"/> Field: _____ <input type="checkbox"/> Other: _____			
Time of Accident: AM PM	Date of Accident:	Time Reported: AM PM	Date Reported:
Describe what took place:			
Describe any tools, chemicals or machinery involved in the accident:			
Describe injury if any:			
INSIDE CONDITIONS		OUTSIDE CONDITIONS	
Lighting:            Poor        Good        Excellent	Weather:            Clear        Rain        Fog		
Floor Type:        Cement        Tile Carpet        Wood        Other	Snow        Ice        Sleet		
Condition of Floor: Dry            Fresh Wax    Wet New Carpet    Other	Bright        Cloudy        Dusk		
		Other Conditions:	
MEDICAL ATTENTION GIVEN			
First Aid was given by whom: _____			
Ambulance called: _____			
Taken to the Hospital: _____			
Doctor/ clinic called Hospital/ Doctor's Name _____			
Released/ Admitted Hospital/ Doctor's Address		Phone _____	
SIGNATURE OF PERSON REPORTING	DATE/ TIME	SIGNATURE OF ATHLETIC DIRECTOR	DATE/ TIME
Print Name/ Title:		Print Name:	
Signature:		Signature:	