

Lumen Christi Athletic Handbook

PHILOSOPHY

The Lumen Christi Athletic Program is a parish based athletic program. The intention of the program is to provide a Catholic, Christian atmosphere in which every child may pursue growth through sports activities – emotionally, mentally, physically and spiritually - while promoting a sense of community for our school and Catholic Formation families.

The Athletic Program strives to develop the values of teamwork, dedication, sacrifice, self-worth, discipline, mutual respect, fundamentals of various sports, development of talents and skills. It also offers the opportunity to foster a sense of sportsmanship, winning with grace and losing with dignity. The goal of our program is to foster enjoyment, appropriate competition and positive name recognition in the community that will help prepare our children for life as teens and young adults.

A student's involvement in athletics involves parent commitment. There are opportunities for parents to become involved in sports programs and set examples for their children. Parents are encouraged to assist the Board in accomplishing its goals of providing a healthy environment of sports activities for all participants and to foster a greater sense of community within the parish.

ATHLETIC BOARD

In order to assist in matters regarding the Athletic Program, the School Commission has established the Lumen Christi Athletic Board. The Lumen Christi Athletic Board shall function as the organizational, administrative, disciplinary and fundraising body of Lumen Christi Athletics.

The Athletic Board shall be responsible for the following areas in connection with the athletic program at Lumen Christi

- Policy Formation
- Planning, Budget
- Evaluation of Programs
- Advising the AD on issues regarding the athletic program

The Athletic Board consists of the following members:

1. Chair: The chair is appointed by the Pastor to a 3-year term. They shall coordinate the administration of athletics and run committee meetings. The chair is accountable to the Pastor.
2. Vice Chair: The Vice Chair is elected by the Athletic Board to a 3-year term. The Vice Chair acts as Chair if the Chair is unavailable and assumes other duties as assigned by the Chair.
3. Secretary: The secretary is elected by the Athletic Board to a 3-year term. The secretary records the board's minutes and assumes other duties as assigned by the Chair.
4. Treasurer: The treasurer is elected by the Athletic Board to a 3-year term. The treasurer works with the Parish Administrator and handles receipts and disbursement of all cash generated thru athletics, adheres to Parish policy & budget guidelines, works with Parish Administrator to prepare/obtain monthly financial reports and coordinates the annual budget process.

The terms of the above 4 members will rotate each year on the following schedule:

- Year 1: Secretary
- Year 2: Chair
- Year 3: Vice Chair and Treasurer

The Board will also include the following positions, with the expectation they regularly participate in the activities of the Lumen Christi Athletic Board:

- Athletic Directors
- Pastor
- Director of Catholic Formation
- School Principal
- Spikers & Jammers Coordinator
- Fundraising Coordinator

Anyone else interested in joining the Athletic Board for a minimum 3-year term is welcome to do so subject to a vote of the Athletic Board and will be considered a Member at-large.

One must be a member of the board to vote on issues that come before the board or participate in a closed session. The following board members may vote on issues before the board:

- Chair
- Vice Chair
- Secretary
- Treasurer
- Spikers & Jammers Coordinator
- Fundraising Coordinator
- Members at-large

All actions taken by the Board at its meetings shall be taken by a majority vote. A quorum of 5 is required, unless otherwise specified in this handbook.

The actions of the Board will be governed by the Archdiocese's Policies and Regulations for Athletics and by this Handbook. The Athletic Board shall hold monthly meetings during the academic year. Additional meetings shall be held on an as needed basis.

If a non-board member wishes to have an item placed on a meeting agenda or otherwise participate at a meeting, they must make a request to the Lumen Christi Athletic Board Chair at least one week prior to the meeting and said request must be approved.

STUDENT ELIGIBILITY

A student is eligible to play if one of the following criteria are met:

- The student is enrolled in good standing at Lumen Christi Catholic school
- The parent/guardian is an active parishioner of Lumen Christi Catholic Church AND
 - The student is enrolled in good standing in the LC religious education program
 - The student is in a parish-approved, home-based catechetical program

Eligibility requirements for participation apply equally to all students. Eligibility to participate includes the following criteria:

- **Academic performance:** Athletes are required to be in good academic standing with their respective school. Athletes need to obtain verification from their respective school principal confirming that they are in good academic standing prior to the beginning of the season. The Director of Catholic Formation will send out a verification form to the Principal of the student's school. If a student is not in good academic standing, he/she can not participate in the sport.
- **Attendance:** A student must attend his / her school for the full day in order to be eligible to participate in a competition, scrimmage, or practice. A full day is defined as the regularly scheduled length of time school is in session. Parents of students in Catholic Formation are responsible for calling their child's coach to inform him/her of their child's absence. Students who are absent from school and proceed to attend a competition, scrimmage, or practice are subject to suspension from the next game.

The Lumen Christi School Principal or Director of Catholic Formation may excuse a student from this requirement.

- **Conduct:** Any student who receives an after school detention from their respective school is ineligible to participate in the next game or meet. He/she will still attend practice. For athletes that do not attend Lumen Christi Catholic School, it is the parent's responsibility to inform their child's coach. Failure to report this information to the coach may result in suspension from the sport.

No elementary school student may participate in any phase of a formal high school (grades 9-12) athletic program. This includes practice sessions.

A student/athlete may participate with a non-archdiocesan team in the same sport during the season provided that the student's priority and commitment is with their Lumen Christi team and the student maintains the eligibility requirements.

MEDICAL CONDITIONS

If a student athlete incurs an injury or medical condition that requires consultation with a doctor and the doctor recommends that the student athlete refrain from participation in athletic events or practices, then a written release from the doctor must be presented to the coach before the athlete will be allowed to resume participation in athletic events or practices.

A coach may withhold a student athlete from participation in athletics practices or events if the coach feels that participation may not be safe for the student athlete due to some injury or medical condition. The coach should immediately notify the AD of this decision and the parent/guardian of the student athlete will be contacted. In such a situation, the AD will decide if a doctor's release is required before the student athlete can resume practice or participation in athletics.

PROGRAMS OFFERED

Sport	Dates	Registration	Grades	Notes
Volleyball	Aug-Oct	June 15	5th - 8th	Invitational Seton tournament plays in November No boys program.
Cross-Country	Aug-Oct	June 15	5th - 8th	
Saintly Spikers	Sep-Oct	August 15	4K-4th	Ends early October
Basketball	Nov-Feb	September 15	5th - 8th	Invitational 8th grade end of the season Padre Tournament plays in March
Jammers	Nov-Dec	October 15	4K-4th	Flexible based on gym availability
Track	Apr-May	February 15	5th-8th	
Tennis	Apr-May	February 15	6th-8th	

REGISTRATION

Registrations received after the published deadline may be considered and accepted if space on the team permits. A late registration will be subject to a fee of \$75. Exceptions to the policy may be permitted only in the case of a student that is new to the school or religious education program.

Refunds can be requested up until one week after the practice schedules are published. Refunds will be for the registration fee less a \$5 processing fee.

Student physicals are required every 2 years beginning the 1st year of participation in league play. No student may participate in any tryouts, practices or games without a valid physical examination by a licensed physician, physician's assistant (PA), or Advanced Practice Nurse Prescriber (APNP). An exam is valid for 2 years from the date taken April 1st and thereafter is valid for the following 2 school years; a physical examination taken before April 1st is valid only for the remainder of that school year and the following year.

All appropriate forms related to athletics must be completed and returned before a student may participate in any tryouts, practices, or games.

- Medical Information & Emergency Consent: Form 6145.2 (a)
- Parent's Risk Acknowledgement and Consent: Form 6145.2 (b)
- Student Physical Examination: Form 6145.2 (c)
- Student Athlete Sportsmanship Pledges Form 6145.2 (k)

- Parent/Guardian Sportsmanship Pledges Form 6145.2 (l)
- Concussion Acknowledgement, Form 6145.2 (i)

COACH SELECTION

All persons interested in applying for a coaching position shall contact either the respective sports coordinator, AD or Athletic Board.

All head coaches must be a minimum of 21 years old.

All coaches participating with the Lumen Christi Athletic Program serve on a voluntary basis.

Continuity of coaching is the goal for all team sports (volleyball and basketball). Ideally, a coach will be able to commit to a team from 5th through 8th grade. This applies to both parent and non-parent coaches.

The student athletes, the athlete's parents/guardians and the AD will evaluate coaches at the end of each season. Any issues pertaining to a coach brought forth to the Lumen Christi Athletic Board shall be discussed in closed session. The evaluation will be based on how well the coach carried out his/her duties and responsibilities as outlined under the "COACH RESPONSIBILITIES" section in this handbook.

Learning opportunities, training sessions and certification programs are available for anyone interested in coaching. Preapproved costs are reimbursed by the Lumen Christi Athletic Board. Please contact the AD for further information.

TEAM FORMATION – VOLLEYBALL AND BASKETBALL

All students wishing to participate in Lumen Christi Athletics are assured of a spot on a team. There will be no cuts for any sport.

13 or less players – 1 team. There must be at least six players to field a team.

14 or more players – 2 teams or more. If there is an odd number of players, the Athletic Board will exercise its discretion to place the extra player on the appropriate team as circumstances warrant.

If there are enough players for more than one team, but not enough coaches for multiple teams, there will be one team and the players will be split to participate in an equal number of games.

Team sizes may be adjusted by the Athletic Board on an ad-hoc basis depending on the availability of players and coaches. This includes both decreasing or increasing the minimum/maximum number of players on a team. All parents/guardians of the teams affected will be notified prior to the move.

If 2 teams are formed, the teams will be split equally by talent in the 5th and 6th grade. For 7th and 8th grade the teams will be split after tryouts, by talent, into an A and a B team.

An objective panel of non-parent volunteers chosen by the AD and Athletic Board to evaluate the skills of the candidates will be selected to oversee the tryout process for 7th and 8th grade teams. Teams will be selected based on tryout performance in an objective manner. The AD within the parameters directed by the Archdiocese of Milwaukee determines tryout dates, times and locations.

There might be a possibility a student would end up being the “B” team because the registration was late. The coaches, AD, Principal, and Director of Catholic Formation would make the final decision.

7th and 8th grade tryouts are closed – no unauthorized persons (parents/guardians, relatives, and/or coaches not evaluating players) will be permitted in the tryout area during the tryout periods.

If a player is injured prior to/during tryouts, recuperates during the season, is cleared to play by an MD, and wants to be placed on a team:

- 5th-6th grades: players will be placed on the team with the least amount of players
- 7th-8th grades: players will be placed on either the A or B team based on tryout evaluation.

PLAYING TIME GUIDELINES

The intent of the Athletic Board is for every player to play in every game. The minimum playing time guidelines are to be followed in regular season and tournament play, except for disciplinary cases.

Volleyball

5th Grade:

- For league play and tournament play, as close to equal playing time as possible

6th Grade:

- For league play, as close to equal playing time as possible
- For tournament play, the equivalent of one full game minimum per 3-game match

7 th Grade:

- For league play, the equivalent of one full game minimum per 3-game match
- For tournament play, the equivalent of 1/3 of the total tournament games played.

8th Grade:

- For league play, the equivalent of one full game minimum per 3-game match
- For tournament play, the equivalent of 1/6 of the total tournament games played.

Basketball

5th Grade:

- For league play and tournament play, as close to equal playing time as possible

6th Grade:

- For league play, as close to equal playing time as possible
- For tournament play, the equivalent of 1/4 total game time per game

7th Grade:

- For league play and tournament play, the equivalent 1/4 total game time per game

8th Grade:

- For league play and tournament play, the equivalent of 1/8 total game time per game

For all grades, all players must play over the course of a tournament, including the Elizabeth Seton and Padre Serra Tournaments for 8th grade.

Track

5 th-8th grade:

- Opportunity will be provided to each athlete to compete in as many events as possible as determined by the host track meet and coach.
- Each athlete must participate in at least one event in every meet.

Factors impacting playing time

The following are a few conditions that must be met by players to qualify for minimum playing time:

1. On-time attendance at all practices and games.
2. Proper behavior at practices and games.
3. Consistent effort to achieve the goals set forth by the coach.
4. Adherence to academic and disciplinary policies.

Other factors may affect playing time, and this handbook cannot address all of them. In those cases where a head coach elects not to provide minimum playing time, both the player and the player's parents/guardians should be informed by the head coach of the reason for this action. This will ensure that the issue can be addressed and corrected with the support of the player and the player's parents/guardians.

PRACTICE GUIDELINES

All practices must take place during the defined sport season. This prohibits the Parish from providing coaches, equipment, parish names, liability insurance, and practice facilities to parish-based teams outside of the defined sport season. This includes any organized activity such as practices, drills, scrimmages, etc.

There is to be neither practice nor competition during the hours the involved student's school or religious education classes are in session.

No sanctioned or organized athletic activities involving parish teams, including league or tournament games, practices, tryouts and scrimmages, may take place on Sundays before 12:00 noon or on Christmas Eve, Christmas Day, or during the Easter Triduum.

No athletic activities are held on a day in which Lumen Christi Catholic School is closed due to inclement weather.

ATHLETIC DIRECTOR RESPONSIBILITIES

1. Implementing, maintaining and evaluating the policies and procedures of the Lumen Christi Athletic Program, including but not limited to, the number of interscholastic contests within a season; the number, frequency and duration of practices; sponsorship of leagues and invitational tournaments, interscholastic special events and house leagues, creation of new programs or discontinuance of existing programs or the modifications thereof.
2. Supervising the registration process for interested students and the establishment of team rosters. The AD has final approval of all team rosters.
3. Communicating with the parents/guardians of the children on the teams academic and disciplinary requirements and team rules.
4. Selection and supervising of coaching staff and support personnel who are qualified to instruct and coach students, who are supportive of the mission and philosophy of the Lumen Christi Athletic Program and who model Catholic, Christian values; addressing coaching staff that do not adhere to expectations.
5. Obtain and maintain all liability and medical waivers for each player and provide these documents to the coaches for the players on their team.
6. Attend and represent the Lumen Christi Athletic Program at all league meetings.
7. Ensuring that space and equipment provided for student athletes are appropriate and safe.
8. Managing problems, issues and concerns in respectful dialogue and, if unable to resolve, referring to the Athletic Board and the Pastor for mediation (see Grievance Procedure below).

SPORT COORDINATOR RESPONSIBILITIES

1. Solicit and recommend coaches to the Athletic Committee.
2. Make sure that league registration requirements for teams are met.
3. Obtain schedules, rosters, league rules and other pertinent information and distribute to coaches prior to the season. Inform coaches of schedule changes. Obtain tournament information and distribute to coaches.
4. Create a contact list with players' names, jersey numbers, parents/guardians' names and phone numbers, and provide this list to coaches for the players on their team.
5. Make sure coaches are informed of and understand their duties, Archdiocese regulations and Athletic Board policies. With the AD, conduct a pre-season meeting to review these items with the coaches.
6. Distribute uniforms at the beginning of the season and collect uniforms at the end of the season.
7. Develop and submit practice schedules to the school office prior to the start of the season. Communicate any changes to these schedules to the school office.
8. Participate in all Athletic Board meetings. Act as liaison between coaches and the Athletic Board
9. In the absence of a sport coordinator, these duties fall to the AD.

COACH RESPONSIBILITIES

1. Know and follow the Archdiocese of Milwaukee Policies and Regulations for Athletics, the Lumen Christi Athletic Handbook and the decisions of the Athletic Board. Attendance at the pre-season meeting as set by the Sports Coordinator is mandatory. They must adhere to the mission, philosophy, objectives and goals set forth in this handbook.
2. Assume responsibility for all equipment issued to teams. Lost or damaged equipment (beyond normal wear) must be replaced by the coach/team. Be responsible for leaving the premises clean and secure after practices.
3. Hold a pre-season meeting with parents of players. The purpose of this meeting will be to familiarize parents with
 - a. schedules for practices and games,
 - b. conduct expected of players and parents,
 - c. responsibilities of players, parents and coaches and
 - d. other pertinent information.
4. Keep attendance records for games and practices and keep records documenting disciplinary actions taken and circumstances which made these actions necessary. Track playing time for all games.
5. Notify (in advance) players, their parents and the AD of any disciplinary action taken against any player or parent. If a coach wants to impose a penalty for a player that is more severe than a ongame suspension, the matter must be reviewed with the Sport Coordinator and the AD before any action is taken. ***This is intended for serious offenses only.***
6. Provide players with equal opportunity to participate in practices, develop their skills and derive the benefits of the athletic program. Follow the playing time guidelines of the program.
7. Teach fundamentals of their respective sports, good sportsmanship and teamwork.
8. Conduct themselves in a Catholic, Christian manner which will set a good example for their players and bring credit to themselves, their players and Lumen Christi Parish.
9. Be present and assume responsibility for players during practices and games, at times that players are asked to report before practices and games, and after practices and games until players leave the school grounds or game site. Appoint an adult 21 years or older (preferably an assistant coach) to assume these responsibilities when it is necessary to be absent. Contact the players' parents/guardians should a practice or game be canceled.
10. Complete any required Archdiocese certification programs before the start of a season. All coaches and athletic personnel must have an initial criminal background check and a subsequent review every 5 years.
11. Report to the AD any technical foul assessed against them, any yellow or red card they receive and any ejection from a game or match. The report should be made prior to the next practice or game in which the coach participates. Imprudent actions on the part of the coaches are subject to disciplinary actions by the AD and Athletic Board.

ENFORCEMENT OF COACH RESPONSIBILITIES

1. If a coach is ejected from a game, he/she will be suspended. The suspension shall be effective immediately and shall be in effect for the team's next two practices and for one game. The coach will not be allowed to have any contact with his/her team at practices or games during the

suspension. Other complaints regarding conduct of coaches will be reviewed by the Sports Coordinator and/or the Athletic Board.

2. If a coach is assessed a technical foul, receives a yellow card or red card or is ejected from a game or match and fails to report it to the AD as required above, the coach will be suspended as if he/she had been ejected.
3. If unacceptable conduct continues, a coach will be suspended for two weeks.
4. If unacceptable conduct persists, a coach will be dismissed. Extreme circumstances will be reviewed and acted on by the Pastor or the Pastor's representative.

PLAYER RESPONSIBILITIES

1. Attend all practices and games. Players and/or parents should notify coaches in advance whenever the player cannot attend a practice or game. Unexcused absences may affect playing time and status with the team.
2. Participation in athletics is not permitted on the day a student athlete is absent from school.
3. Assume responsibility for uniforms and equipment issued to them and return them at the designated time and place. Lost or damaged equipment beyond normal wear must be replaced at parent expense.
4. Always conduct themselves as ladies and gentlemen, in a Catholic, Christian manner. This includes, but is not limited to, before, during and after practices and games, and while going to and from practices and games. Failure to do so may subject a player to disciplinary action.
5. Since players represent Lumen Christi Parish, all athletes are subject to the academic and behavioral standards enforced at Lumen Christi.
6. Always follow principles and practices of good sportsmanship toward officials, teammates, coaches, parents, members of opposing teams and all spectators. Athletic participation is a privilege. Exercising good sportsmanship and using Christian values are requirements to maintain the privilege.
7. Maintain themselves in good physical condition. Any player found using or in possession of alcohol, tobacco, e-cigarettes, vapes, or illegal drugs will be dismissed from the team.
8. Respect property and facilities of Lumen Christi Parish, other practice sites and game sites. Any player found committing acts of vandalism will be subject to disciplinary action.

ENFORCEMENT OF PLAYER RESPONSIBILITIES

1. Coaches have the primary responsibility for enforcement of player responsibilities and conduct. Complaints received by the Sport Coordinator, AD or Athletic Board regarding player conduct will be referred to coaches for action.
2. Coaches will notify players, their parents and the AD when disciplinary action is taken.
3. A coach may suspend a student from participation in practice or games provided the student, AD and parent/guardian have been advised before such action is taken. Within five (5) days of the incident(s), the coach must submit the reasons for this action in writing to the AD. The AD will provide this letter to the Principal for all students, in addition to the Religious Education Coordinator if a religious education student.
4. Any student athlete serving disciplinary consequences or suspension is expected to attend all league or tournament games/matches as a member of such team until the disciplinary consequences or suspension are resolved. The student athlete is required to dress in "business casual" attire. For a suspension to be removed, an athlete must sit on the bench for the next

game. If the student does not attend the next game, the suspension will be considered not fulfilled.

PARENT RESPONSIBILITIES

1. Support the teams on which their children participate as well as the entire Lumen Christi athletic program. Parents are encouraged to attend games.
2. Provide transportation for their children to and from all practices and games. Drop off players at practices and games at times designated by coaches and pick up players promptly after practices and games. Parents are responsible for verifying the coach is present when dropping off children for practice. Written permission is required for an athlete to walk or bike to and from practice.
3. Adhere to principles of good sportsmanship. As representatives of Lumen Christi Parish, parents are expected to conduct themselves in a Catholic, Christian manner at games and be respectful of all players, coaches, other parents, spectators and game officials.
4. Reimburse the Athletic Board for any lost or damaged uniform or equipment assigned to their children. Failure to return a uniform or returning a damaged uniform will result in a replacement fee that will be assessed to the family.
5. Participate in activities as required to maintain an effective program. Parents of players may be assigned to run the concession area, collect admissions and/or provide volunteer service to the athletic program by helping with various programs or events. The amount of time required of a parent varies with the number of student participants in the sport. Parents are responsible for finding a replacement if they cannot meet their assigned responsibility. No children under high school age can help with various programs or events unless supervised by an adult.
6. While gym duty is not required for families of children who register for sports that do not use the gym, those families will be required to assist at meets and/or practices as requested by the coaches.
7. Adhere to the grievance procedure to resolve any issues.
8. Attend the mandatory parents athletics meeting held at the beginning of each school year.

ENFORCEMENT OF PARENT RESPONSIBILITIES

1. Any complaints regarding conduct of parents will be reviewed by the Sports Coordinator, AD and/or the Athletic Board. If complaints are deemed valid, the individual will be reminded of their responsibilities as listed in this Handbook.
2. If a parent is ejected from a sporting event, they will be requested by the AD not to attend the subsequent event. If a parent refuses to honor this request, their child will not play in both that game and the next game.
3. If unacceptable conduct persists throughout a sports season, a parent will be asked not to attend games for the remainder of the season. If a parent refuses to honor this request, the family will be dropped from the athletic program for the remainder of the season for that sport (and the next sport if in the final game of the season). Extreme circumstances will be reviewed and acted on by the Pastor.
4. Students will not be allowed to participate in a sport unless uniforms from the previous sports season are returned.

GRIEVANCE PROCEDURE

Problems regarding sports programs and participation should be worked out quickly and easily.

1. If problems arise, players and/or parents **MUST** discuss the problem first in detail with the coaches involved. We ask that parents adhere to a strict 24-hour rule, meaning that you refrain from approaching a coach until a 24-hour period has elapsed. Approaching a coach before, during or immediately following a game is not allowed.
2. If a situation cannot be resolved with the coach(es), it should be brought to the attention of the AD.
3. If the issue remains unresolved after discussion with the AD, it may be presented to the Athletic Board. Requests for any such discussion should be coordinated through the Athletic Board Chair, with the issue(s) presented in writing to the Chair. The Board may elect to vote on any resolution in closed session, in which case, the parent/guardian will be notified within three (3) days of the vote by the Athletic Board Chair.

All decisions of the Athletic Board are final and may not be appealed at any level.

POLICY AND GUIDELINE CHANGES

This handbook may be amended to better address changing circumstances. All proposed amendments must be approved by a majority vote of the Athletic Board, and the approved amendment will take effect immediately. Proposed amendments may be submitted in writing by a parent/guardian of a student athlete. Please email suggestions, comments, and input to the AD. The AD's contact information may be found at <https://lcsaints.org/athletics-overview>.