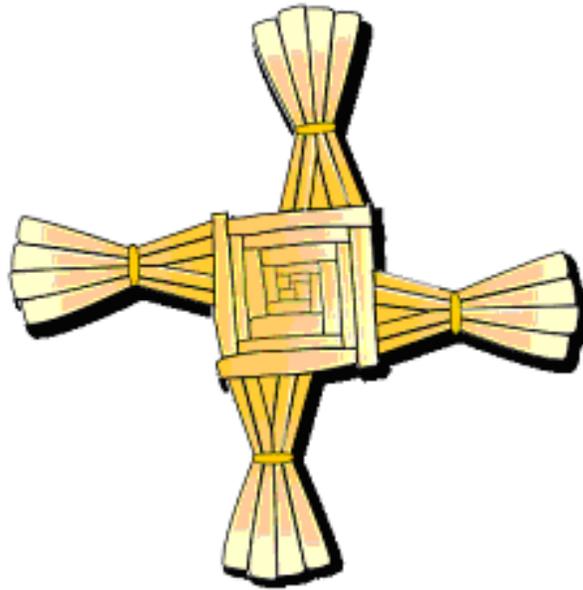


*St. Brigid School*

*Athletics and Extra-Curricular  
Activities Handbook*



# **St. Brigid School Athletics and Extra-Curricular Activities**

## **Philosophy**

The purpose of St. Brigid Sports is to promote the physical, mental, spiritual, moral and emotional well being of each student and to provide each student with an opportunity to be a part of a working team as member of a Catholic community. All our students, parents, coaches and staff involved with the St. Brigid Athletics programs are expected to display the school ideals of faith, sportsmanship, ethical conduct and fair play, to show and encourage respect for opposing teams, groups, fellow players, coaches, advisors and officials as well as encourage a winning spirit while not losing sight of the fun while learning the fundamentals.

## **Attendance**

Regular attendance in school is expected of all athletes. A healthy athlete should have a good attendance record. If a student is absent from school the day of an athletic or extra-curricular activity (contests or practice) he or she cannot participate in that day's activity. The principal and athletic director reserves the right to review all absences and allow the student athlete to participate if there is, in the administrators' judgment, a valid reason for the absence. If a student is out of school due to illness on a Friday the decision to play a student is left up to the coach.

Attendance at all games and practices is mandatory unless excused by the coach before the competition or practice. Missing a practice or game without good reason may result in non-participation. Students on academic probation (any grade below 75 and/or poor conduct as seen on St. Brigid report cards or progress notices) may be excused from practice to catch up on missing work arranged between coach and agreed upon between teacher(s), parent and student. Students on probation may not play in a game until re-instated or taken off the 15 school day probation by the teacher.

Students are not allowed to leave practice or games without permission of the coach. Students must have written parent permission to be picked up by someone other than a parent or guardian if there is early dismissal from school. Parent permission is required for transporting students other than their own to and from games and practices (this is especially meant for traveling SMC teams).

## **Student Athlete Responsibilities**

- **Responsibility to yourself**  
Extra-curricular activities, especially sports, broaden your skills and help develop strength in character. Such an opportunity is a special gift that should be cherished.
- **Responsibility to your school**  
You contribute to your community and your school by doing your best and representing the true spirit of our Catholic School, *The St. Brigid Fire*.
- **Responsibility to others**  
You must be a role model to others, especially to the youngest students of our school as well as the wider Catholic Community of spectators and participants.
- **Responsibilities of an athlete or academic competitor *on the field***  
You must be a role model to your teammates and support them, as well as the teams you oppose.
- **Responsibilities in the Classroom**  
You must strive to be a good performing student as the classroom is your team during the day. A good athlete is a good student who is always working on meeting his or her best potential - working toward good grades with no missing assignments and always prepared for class, including tests. Respectful attention to good academic standing as well as behavior also shows your respect for your teachers and your classmates, just as you are expected to do for your team.

## **St. Brigid School Colors**

Navy, Green and Gold

## **School Symbol/Mascot**

The St. Brigid Fire and The St. Brigid Cross

## **SMC Colors**

Navy and White

## **League Participation**

St. Brigid School participates in three leagues at this time. Students in grades 7 and 8 participate in the competitive Southern Maine Middle School Athletic Conference as SMC (Southern Maine Catholic) for track, soccer, basketball, indoor track, outdoor track and cross country. These are combined, competitive sports teams including students from St. Brigid, Holy Cross and Cathedral School. Students in grades 6 and up also participate in the Boys and Girls Club league as *St. Brigid School*. Students in grades 4 and 5 take part in the Portland Parks and Recreation League for basketball on teams not named St. Brigid. Students in grades K-3 participate in our own St. Brigid K-3 intramural or club league vs. Holy Cross and Cathedral school students. Other intramural opportunities are welcome as long as we have the volunteer staffing to provide them. As St. Brigid is a Catholic School, contact sports such as football and wrestling are not allowed and cannot be developed.

## **Fundraising and Fees**

A sound sports program is expensive and requires continuous updates in equipment in order to provide a sound and safe program. Equipment updates, uniforms, fees for refs, umpires, officials, lining fields we use and more are among some of the costs incurred, which we cover through fundraising. Student fees or *pay-to-play* in addition to fundraising together cover team league fees cost for our athletics, and are assessed at the time of sign-ups. Should a student be unable to play because of the fee associated with participation, such information should be directed to the Athletics Director. As a Catholic School Community, we wish for all students to be able to participate despite any funding challenges and will cover costs through any donations or fundraising in these situations.

## **After School Practices and Games and Early Dismissal**

Students will not be allowed early dismissal from school with a non-parent unless there is written permission from the student's parents stating who they are allowed to travel with. Student will not be allowed early dismissal without written permission. Students should be signed out, in the office by their parent, guardian (or the adult with permission to transport) when traveling to *an away game* requires an early dismissal from school. A student waiting for practice to begin after dismissal must report to the after-school program if they are not going home before the practice begins.

## **Insurance and Physical Exams**

Proof of Medical insurance is required for all 7<sup>th</sup> and 8<sup>th</sup> grade athletes. Athletes must have written permission from a parent/guardian as seen at the end of this handbook indicating the date of their son/daughter's most recent exam by a doctor. It is strongly recommended that an annual exam be scheduled and students must be up to date with immunizations according to state law.

## **Dropping or Transferring from a Team**

In rare instances, an athlete may find it necessary to drop a sport for a good reason. If this is the case, the following procedure must be followed:

- The student must talk to his/her coach
- The student and coach must report it to the Athletic Director
- The student must return all equipment and uniforms

If an athlete quits for reasons other than medical, he or she must be cleared by the Athletic Director, prior to participation in another sport. Any missing equipment, uniforms or fines from a previous season must be cared and accounted for before the athletic director gives consent.

Students signing up for a sport and roistered as squad members of an athletic team shall be considered members of the team through the competition of that regular sport season unless they are removed for disciplinary reasons, scholastic ineligibility, or mutual agreement between player and coach but cannot switch to another sport once roistered. The Middle school sports league only allows a student to participate in one sport per season. Once signed on a team a student is locked in for that season. All team members are eligible for tournament play outside the middle school league, however.

## **Communication and Conflict Resolution**

Athletic involvement can be highly emotional and very time consuming. From time to time conflicts and issues may arise. It is imperative that any conflict be addressed immediately and as directly as possible so that it can be resolved promptly. Every effort should be made to resolve issues at the lowest possible level. The process to be followed is as shown:

1. Student athlete speaks to coach
2. Parent of student athlete contacts coach
3. Athlete or parent contacts the Athletic Administrator (AD). The AD will inform the coach a meeting will take place. If the discussion with an athlete or parent does not result in a satisfactory conclusion, a meeting will be scheduled with all involved parties.
4. The principal will be included and become involved

In order for a discussion between student and coach or parent and coach to be productive, the following times to approach a coach should be avoided:

- A. Either prior to or immediately following an athletic contest.
- B. During a practice session.
- C. During a time when other teammates are present, or
- D. During a time when it is apparent that there will not be sufficient time to allow for a complete or private discussion.

## **Equipment and Team Uniforms**

All equipment and uniforms belong to the school or to SMC unless the student has purchased the item. Students may not keep or give away any item belonging to the school or SMC. Students may not use any school equipment designated for the sports program at recess or for any reason, at any time, and students are not allowed to take materials from the equipment room.

Students are responsible for their uniform and any equipment they receive. If a uniform or equipment is returned damaged, unclean and not in good condition, the student and their family are responsible for replacement costs and laundering fees. Coaches, with the help of an assistant or team equipment volunteer, are responsible to assign uniform numbers to students and keep track of as well as collect equipment and uniforms in perfect order to return to the Athletic director *as a complete set* at the end of a season. Team uniforms, (especially basketball) should not be used for practices, gym class or recreation time unless a special event or scrimmage with a neighboring team is scheduled.

## **Parents Role in Athletics**

Parent support of school activities and sports provides good role models for all involved (including other people's children). Sports help students grow, learn, live up to expectations, and help a student accept the wins and losses of day-to-day living. Supporting the all-volunteer coaching staff, the Athletic Committee including the Athletic Director, as well as the fundraising and fees required to afford a sound sports program are important pieces of the parental role of our athletic and extra-curricular activities. Showing respect for the volunteers, staff and coaches is a must for students to witness of all adults. Catholic Community is built on the grandstands and can be dashed with an ill word or any form of gossip. Consider remarking positively or using positive speech as you are also a representative of our school and we should all act proudly, supportively, as our Catholic school and parishes work very hard to provide so many services and opportunities for our children. Persons set on tearing down what takes so many to build up divide our Catholic community, hurt our school and ultimately our children. Please be a supportive and an involved parent, willing to work beside our army of volunteers to continue to improve and support the growth of our programs.

**Please note that a prerequisite for coaching or volunteering to work with students at St. Brigid School requires you complete one session of “Protecting God’s Children” and fill in volunteer applications including a background check as required by the Diocese of Portland.**

## **Coaching Duties**

- Teach the Fundamentals and build up Catholic Team unity
- Promote physical well-being and conditioning
- Know the rules of the game as well as league rules
- Meet with Parents and Players before a season begins
- Take the Diocesan Required Course called, *Protecting God's Children* (required once)
- Fill in, return to athletic director the Volunteer application (required once) and take part in a background check

- Be on time for practices and games. Find a responsible replacement for missed events
- Assign an assistant whose duties for home games played away (This is required for SMC in particular when we host at someone else's school) to assist in crowd control, emergency care of injured students and clean up
- Responsible for the care of team equipment and uniforms until the end of season
- Uniform inventory and returning everything altogether at the end of the season
- Select an assistant to keep track of uniforms, equipment, and the playbook, as well as to fill in the final roster to submit to Athletic Director for A.D. signature to submit to the appropriate league. Some of these duties can also be re-assigned to a team Manager
- Abide by school rules (including no practice on snow days and probation procedures)
- Communicate and cooperate with athletic director as well as the Athletic Association regarding needs, tournaments, necessary officials/referee/umpire info
- Communicate with parents about rules, uniform contracts, discipline issues, practice and game schedules
- Secure the Father Hayes Center - Locking up the gym and turning off the lights after practice
- Break down or set up the floor covering and wipe down floors between use, in the event your practice is the first or last of the day
- Ensure students change shoes prior to winter practices and do not allow arriving or visiting parents to walk on the basketball surface with wet shoes in order to keep our gym floor safe as well as clean between practices since there is no custodial staff on duty at night
- Check in with the office for scheduling practice on non-school days
- Assume responsibility for students until parents or guardians pick-up, may not leave until all students are picked up

### **Managers or Captains**

The team manager or the captain, are student team members, and must abide by the same rules and regulations as all student-athletes regarding conduct and academics. The team managers and captains are assigned by the coach and take care of duties and responsibilities assigned by the coach.

### **Athletic Director Responsibilities**

- Set the agendas and meeting calendar for the Athletic Association
- Work with the Athletic Association volunteers to set yearly goals promoting and improving athletic offerings for both intramural and competitive outings
- Attend seasonal meetings of the Southern Maine Athletic Conference as liaison and voting representative for the Catholic Schools participating in our Team entitled *Southern Maine Catholic*. The A.D. is also responsible for bringing back information to the SMC schools, Athletic Association and administrations of each SMC school
- Coordinate, assign and support the volunteer coaching staff
- Provide school administration with volunteer documentation on coaching staff background checks and Protecting God's Children coursework required by the Diocese of Portland

- Meet with coach(es) and support assistants before the season to review policies, answer questions and pass out equipment.
- Assign equipment and uniforms to teams
- Sign off and approve team roster and send to the appropriate leagues
- Order supplies and uniforms when needed
- Coordinate basketball practice schedule with volunteer coaching staff
- Work with the other Catholic Schools to coordinate intramural sports
- Coordinate fundraising and fees with the committee
- Conflict resolution for all athletic issues
- Support teaching staff and work with parents, students, and teachers regarding school probation policy and eligibility issues
- Ensure team sign-ups are conducted in a timely manner for team formation and league play
- Support Administrative requests/needs for a sound athletic program
- Coordinate league schedules and refs/officials as needed
- Contact coordinating schools when leagues cancels due to weather (SMC)
- Work with the athletic directors of Holy Cross and Cathedral coordinating the assignment of coaches, practice locations, contests and needs in the SMC League
- Administrator contact for other leagues such as The Boys and Girls Club as well as Portland Parks and Recreation
- End of the year equipment inventory
- Assess future equipment needs
- Meet annually with the school board to convey planning, funding and programming needs

### **Athletic Association Ongoing Duties**

- Meet monthly with the Athletic Director including representation from SMC schools
- Set agenda for the monthly meeting with the athletic director
- Set yearly goals for improvement and continuation of Sports programs
- Plan and implement fundraising and fees structures for St. Brigid School teams, sports equipment and SMC assessments
- Help coordinate equipment and uniform needs
- Help coordinate sign ups and info on signups for students and parents
- Vote in, provide, and select an elected treasurer whose purpose is to help the committee set their budget and keep track of expenditures as well as the billing of schools participating in SMC
- Vote in secretary to keep meeting minutes of decisions agreed upon for committee membership
- Add, improve and support athletic policies
- Plan, add, and implement intramural sports including K-3 basketball with Athletic Director of St. Brigid and Holy Cross, and assist Athletic Director with K-3 schedule
- Athletic Newsletter updates in the Friday Memo
- Help coaching staff with needs brought to the committee
- Create an annual report to be presented to the school board by the Athletic Director regarding funding, planning and programming needs
- Assess future programming and equipment needs annually
- Plan and implement end of the year culminating ceremonies, awards and/or certificates
- Plan and implement the final four, a favorite of the students after the first year.

## **Athletic Code of Conduct for All Adults and Students**

St. Brigid School strives to encourage good sportsmanship throughout our athletic program and this includes good behavior during athletic contests. We expect all players, coaches and spectators at our contests to be respectful of players, coaches, officials and other spectators.

Fans are encouraged to applaud the efforts of their team and should not engage in any behavior that is critical, distracting or derogatory toward opponents or officials.

All students and adults involved in our Athletics programs including our sponsored SMC teams should understand that, as a member of our teams or school, they are representing the school and our Catholic Community of schools. All regular school rules of conduct and fairness apply, while home or away.

- Treat all visitors to St. Brigid Athletic contests both home and away as you would treat guests in your own home showing good conduct
- Use only cheers that support and uplift all teams
- Respect the integrity and support of game officials, coaching staff and fans
- Do not throw any objects or leave litter on or around playing surfaces both at home or away and care for school equipment as well as uniforms
- Communicate appropriately with coaches and respect their judgment especially when it comes to playing time
- Be a good student and live up to the academic code in order to participate
- If there is a concern speak to the coach first and then the Athletic Director
- Never engage in the use of controlled substances while playing or acting as spectator
- Students are not allowed to leave a sporting event or practice without letting the coach know, with a parent/guardian or parent's approved car pool
- Adhere to all the rules in this handbook including attendance, and academic codes

If a student-athlete is ever asked to leave an athletic contest or practice because of improper behavior, he or she will not be permitted to attend the next home contest and will be subject to other, additional penalties commensurate with the infraction and dependent upon the decision of officials, coaching staff and the administration. Such consequences may include reparation for damages as well as being prohibited from play for the remainder of the school year, all subject to the decisions of the Athletic Director in consultation with the administration of the school.

We have read and understand the St. Brigid School Athletic and Extra-curricular handbook and agree to adhere to the school policies as well as the policies of the Southern Maine Middle School Conference, The Boys and Girls Club, The Portland Recreational League and all other conferences or tournaments our school participates in.

\_\_\_\_ I have included a copy of proof of insurance

\_\_\_\_ I have attached proof of a recent medical exam

Parent or Guardian Signature \_\_\_\_\_

Student Signature \_\_\_\_\_

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

Athletic Director's Signature \_\_\_\_\_

**ST. BRIGID SCHOOL**  
**STUDENT PARTICIPATION AND PARENTAL CONSENT CONTRACT**

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NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_ AGE: \_\_\_\_\_ BIRTH DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

FATHER'S/GUARDIAN'S NAME: \_\_\_\_\_

(TELEPHONE) HOME: \_\_\_\_\_ WORK: \_\_\_\_\_ CELL: \_\_\_\_\_

MOTHER'S/GUARDIAN'S NAME \_\_\_\_\_

(TELEPHONE) HOME: \_\_\_\_\_ WORK: \_\_\_\_\_ CELL: \_\_\_\_\_

IF PARENT CANNOT BE REACHED CALL: \_\_\_\_\_ PHONE: \_\_\_\_\_

FAMILY PHYSICIAN: \_\_\_\_\_ PHONE: \_\_\_\_\_

DATE OF LAST PHYSICAL: \_\_\_\_\_ ALLERGIES/MEDICATIONS: \_\_\_\_\_

PLEASE LIST ANY PHYSICIAN RECOMMENDED RESTRICTIONS: \_\_\_\_\_

INSURANCE COMPANY: \_\_\_\_\_ PLAN: \_\_\_\_\_ GROUP: \_\_\_\_\_

STATEMENT OF STUDENT

This contract to participate and compete in interscholastic athletics for St. Brigid School is signed with the understanding that I am not in violation of, and will not be in violation of any of the eligibility policies and or procedures of St. Brigid School and or the Maine Principals Association. I also acknowledge that I have read, understand, and agree to abide by the rules and regulations on the reverse side of this form.

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_ SPORT: \_\_\_\_\_

STATEMENT OF PARENT(S) OR LEGAL GUARDIAN(S)

I hereby give my consent for the above named student to (1) engage in St. Brigid School approved activities and to represent St. Brigid School in those activities (excluding those activities indicated and restricted by an examining physician), (2) accompany any school team of which he/she is a member on any of its local or out of town trips, and (3) be given professional emergency first aid or medical care that my become reasonably necessary for the student in the course of such athletic participation. I understand and acknowledge that the above student received a physical examination on the date indicated above and that this examination cannot completely assure that the student is completely physically able to participate in the above named supervised activity. I agree to indemnify and hold harmless St. Brigid School, the Roman Catholic Diocese of Portland, their agents, servants, employees and representatives, free from any and all claims, losses, damages, injuries or adverse consequences arising out of the student participation in such activities and being the result of any circumstance or condition which could not have been determined by the physical examination. I understand that participation in competitive athletics may result in severe injury, including paralysis or death. I also acknowledge that I have read and understand the rules and regulations on the reverse side of this form and have retained a copy of those rules.

SIGNATURE OF PARENT/GUARDIAN: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE OF PRINCIPAL: \_\_\_\_\_ DATE: \_\_\_\_\_

ST. BRIGID SCHOOL  
RULES AND REGULATIONS FOR ST. BRIGID ATHLETES

The following rules and regulations are standardized for participants of all athletic teams sponsored by St. Brigid School and are specifically designed to provide a healthy and safe atmosphere in which a student/athlete may participate. Recognizing that participation in athletics is a *privilege* in which the athlete represents his/her team, school, and community; the athlete understands that inappropriate behavior in school, out of school, in practice or in competition may result in disciplinary action as determined by the coach and/or principal.

1. To be eligible to try out, practice or compete in athletics, a student must maintain a grade of 75 and appropriate conduct in every subject. A student will be declared eligible or ineligible by the school principal.
2. Before a student tries out, practices or competes in athletics, he/she must have a physical exam within two years of participation dates, must indicate evidence of appropriate insurance, and must have the “Student Participation and Parental Consent Contract” appropriately completed, signed and returned to her/his coach.
3. Student must meet all eligibility requirements of St. Brigid School.
4. In order to participate in a game or a practice, the athlete must attend school the day of the game or practice (or the day before if school is not in session on the game/practice day) unless she/he was previously excused by the school. He/she is expected to be in school on time the day after a game.
5. Attendance at all games and practices is mandatory unless previously excused by the coach. Athletes owing detentions are required to attend detention prior to attending practices or games.
6. Athletes suspended from school are not permitted to practice or compete during the suspension.
7. Team managers are considered team members and must meet the same requirements as players.
8. Restitution for lost or damaged equipment will be made by the student to whom it was issued. That student will not be permitted to try out, practice, or compete in another sport until such restitution has been made. School equipment and uniforms will only be worn in games, practices and /or coach approved activities.
9. Use of foul language, poor sportsmanship and /or disrespect to coach or teammates will result in a one week suspension, with written notice to parents. A second offense will constitute removal from the team.
10. Use or possession of tobacco products, alcoholic beverages or drugs, or showing the effects of using these will result in the athlete being suspended from athletics and also may be subject to local law enforcement.
11. All athletes are expected to be neatly dressed when traveling to and attending games.
12. Athletes and parents understand that circumstances may later arise which require additional rules and regulations by the team coaches or school officials and agree to abide by them. Additional team rules will be given out in writing