Message from the Athletic Director

Dear Parents,

Welcome to the athletic program at St. Charles Borromeo Catholic School.

The Athletic Committee is happy that you and your child have chosen to take advantage of the athletic program at St. Charles. We know it can be an enjoyable and meaningful experience for your child and yourself. The athletic program is dependent on adult volunteers, so it is our desire that YOU will be supportive and dedicated to our program's continued growth. Cooperation between all those involved is so very important to its success. We look forward to another exciting and rewarding year of your family's athletic involvement at St. Charles.

Special thanks to the members of the Athletic Committee who devote their time and energy to make the athletic program possible.

Michael Robbennolt
St. Charles Athletic Director
812.336.5853, Ext. 305
mrobbennolt@stcharlesbloomington.org

Mission

The purpose of the St. Charles athletic program is to provide supervised athletic recreation for St Charles students; thereby, enhancing their spiritual, physical and social development. The athletic program promotes leadership, teamwork, attitude, discipline, academic achievement, and commitment in a Christian environment.

Athletic Committee

The St. Charles Athletic Committee consists of the Athletic Director (AD), at least one member of the School Commission, parents, teachers, and coaches from St. Charles parish who are responsible for administering the program. The Athletic Committee reports to the Principal and to the School Commission. The AD and the Principal provide leadership and direction. Athletic committee members generally volunteer for at least three (3) years to provide consistency from year to year. The Athletic Committee meets at least once per semester, but can meet more often as is deemed necessary. Any person desiring to serve on the Athletic Committee should contact the AD or Principal.

Athletic Committee Responsibilities
The duties of the Athletic Committee are to be available to assist the AD in the following areas as needed:

- Defining and administering athletic program policies and rules;
- Coordinating student-athlete registration;
- Selecting and assigning coaches;
- Scheduling practices and games/meets;
- Coordinating concessions for all home games/meets;
- Communicating athletic program news and game/meet results;
- Managing athletic program finances.

Athletic Committee Members:

Name	Phone
Mary Claire Bauman	336-2715
Jenny Kincaid	822-1514
Michael Robbennolt Athletic Director	336-5853, ext. 305
Alex Tanford	332-4924
Jennifer Urbanski	369-4529
Jason Vencel	320-0883
Holli Vencel	320-1151

St. Charles Athletic Program

The following sports programs are provided for St. Charles students depending on availability of coaches and facilities. Other sports may be added if there is enough interest.

BOYS	4th	5th	6th	7th	8th
Instructional Basketball	•	•			
Competitive Basketball			•	•	•
Cross Country		•	•	•	•
Football			•	•	•
Swimming & Diving		•	•	•	•
Track & Field	•	•	•	•	•

GIRLS	4th	5th	6th	7th	8th
Instructional Basketball	•	•			
Competitive Basketball			•	•	•
Instructional Volleyball	•	•			
Competitive Volleyball			•	•	•
Cross Country		•	•	•	•
Swimming & Diving		•	•	•	•
Track & Field	•	•	•	•	•

Registration & Physicals

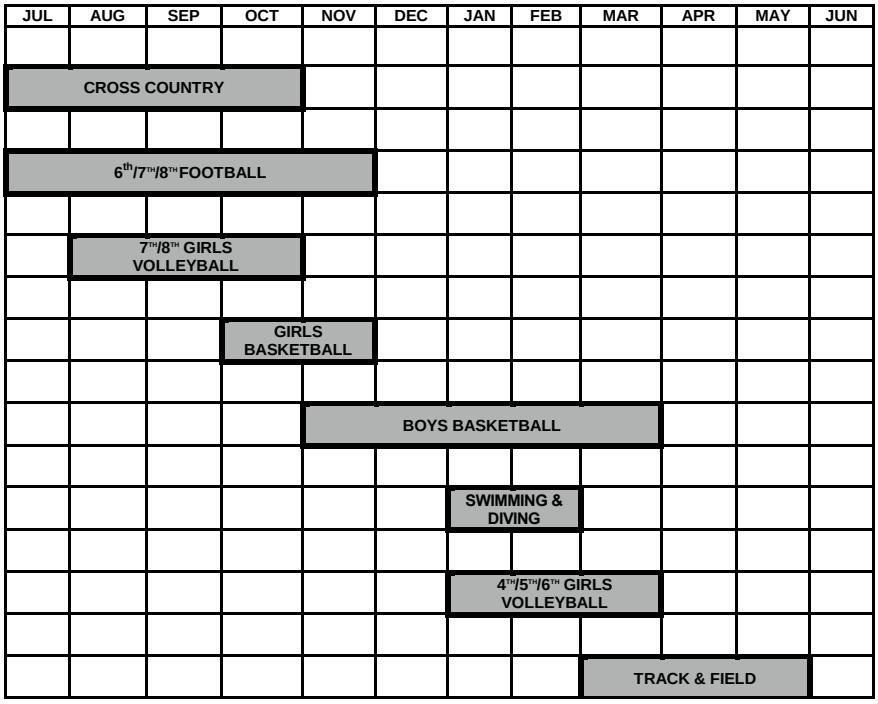
Parents of 4th, 5th, 6th and 7th grade students are required to register their children prior to the beginning of the sport season. Athletic program fees will be collected at registration. Current physicals are REQUIRED before a student can start a sport. Physical examinations must be conducted after May 1st of the calendar year to be considered valid for the upcoming school year.

Late Registration

Students that are new to the school or current students who decide to participate after the spring athletics registration period will be allowed to participate in the athletic program provided all fees are paid. However, students will not be allowed to join a team already in progress after the first game has been played or after teams have been established without the permission of the coach and the Athletic Director. These students will be expected to pay the athletic registration fee, the participation fee, and to file the appropriate forms with the school, including but not limited to, the physical examination form before participating in practices and games/events.

Calendar of Events

The calendar below shows the season time frame for all the major activities sponsored by the athletic program.



Practices

Practices for all sports are usually held in the St. Charles school field or St. Charles multipurpose room. However, we also use the St Johns gym, South and North High School track and field facilities, North High School football field, and local high school and middle school swimming pools as necessary. The running programs may also run off school grounds and meet at local parks for long-distance training. Practice days and times will vary with each team, but will last no later than 9:00 pm. Our coaches are volunteers, and out of respect for their time, they should not be required to stay later than five minutes after the end of a practice to wait for a child to be picked up. As such, it is essential that parents drop-off and pick-up or arrange for the same of their child(ren) in a timely manner.

Games

Games and events are played during the week (after 4:15 pm) and on weekends.

Conflicts in Extracurricular Activities

Participation on a team is a commitment to the school and to classmates. Students are expected to come to practices, games and meets. Parents are expected to be mindful of this commitment and support their son or daughter in meeting this commitment. An individual student who attempts to participate in several extracurricular activities at the same time will, undoubtedly, be in a position of a conflict of obligations. The Athletic Committee recognizes that each student should have the opportunity for a broad range of extracurricular experiences, and to this end, will attempt to schedule events in a manner to minimize conflicts between St. Charles sponsored activities. Students are to be mindful of their commitment to St. Charles teams when involved in non-St. Charles activities. Students choosing to attend non-school related sports practices and games, such as soccer, baseball and AAU basketball instead of attending a game or event for their St. Charles team can be devastating when the pool of individuals St. Charles has to choose from is limited. Students have a responsibility to do everything they can to avoid continuous conflicts. This includes being cautious about participating in too many activities where conflicts are bound to happen and notifying coaches immediately when a conflict does arise.

Parents Meetings
Coaches will hold a meeting for the parents of all student-athletes prior to the start of the season or at the first practice to communicate the coach's expectations and other important information about the athletic program. Coaches are responsible for informing the parents about the date and time of the meeting. The parents meeting will cover: introduction of coaches, Athletic Handbook including parents' responsibilities, coaches' policies and expectations, team rosters, practice and game schedules, and uniform laundering instructions, if applicable. Coaches should pass out instructions and the schedule for parents to work admissions, concessions, score clock, and score book for all home games/events.

Cancellations Due to Inclement Weather
All athletic games and practices will be cancelled anytime that St. Charles School is closed (or dismissed early) due to inclement weather. Parents should contact the coach if they are unsure of the status of a game or practice.

When there is inclement weather during school breaks and weekends, the AD will work with the opposing school to determine whether or not to cancel games. Coaches should **not** cancel any games without first coordinating with the AD. Coaches may cancel practices without approval of the AD.

Athletic Awards Banquets
Athletic awards banquets will be scheduled each year to recognize all student-athletes who participated in the St. Charles athletic program.

Mary Powell "Most Inspirational" and Michael Sullivan "I Love This Game" Awards
St. Charles presents awards to two student-athletes on each team. The Mary Powell "Most Inspirational" award goes to the athlete on the team that displays the best attitude, spirit, sportsmanship, and commitment to playing to the best of his or her abilities that exemplified former St. Charles teacher, Mary Powell. The Michael Sullivan "I Love This Game" award goes to the outstanding athlete on each team who demonstrates leadership, athletic ability, and dedication to the team and the game that best reflects the Christian attitude and dedication to excellence that exemplified the leadership of former student, Michael Sullivan.

Student-Athlete Opportunities & Eligibility

General
All 4th, 5th, 6th, 7th and 8th grade students of St. Charles Catholic School are eligible to participate in the athletic program. In addition, should it be determined by a coach of a particular sport that there will not be enough student-athletes to field a team, the coach may seek additional players as follows: (1) from the registered members of St. Charles Parish, (2) from other parishes within our archdiocese. The following academic, behavior and absenteeism eligibility rules apply to the St. Charles School athletic program.

Fourth and Fifth Grade Team Sports
Fourth and Fifth grade is a developmental time in a student's life and these students should be encouraged to participate in team sports. At this level, team sports will focus more on instruction, skill development and learning how to work as a team. All students who have a desire to participate in a sport shall be offered a position on the team, provided he or she is not otherwise ineligible. We adhere to the CYO guidelines on full participation whether we are playing CYO or non-CYO teams. Academic Eligibility standards must also be met. Please refer to the "Student-Athlete Academic Eligibility Standards" below.

Sixth, Seventh and Eighth Grade Team Sports
Team sports at the sixth, seventh, and eighth grade level shall be more competitive. Although all students will be offered a position on the team(s) for the sports they are interested in playing, students will be placed on teams based on their level of athletic talent. This is done in the effort of furthering the student's skill while also providing our students and teams with comparable competition levels. Playing time will also be determined by athletic skill, prior and/or other outside experience in that particular sport, sportsmanship, attitude and other factors as determined by the coach. One of the goals of 6th, 7th, and 8th grade athletics is to prepare students for the competitive and rigorous atmosphere of high school sports and to make sure they have the skills and training needed to move to the next level. Academic Eligibility standards must also be met. Please refer to the "Student-Athlete Academic Eligibility Standards" below.

Student-Athlete Academic Eligibility Standards
If a student-athlete falls below an accumulative 'C' average (75%) on a midterm progress report or report card and/**or** receives an 'F' in any subject on a midterm progress report or report card, that student-athlete becomes ineligible **and will be suspended from practice and games until the next progress report or report card is issued. Suspension and reinstatement begin on the day of grade distribution. Reinstatement will occur if the above grade requirements are met at the next distribution of grades.** The Principal or AD will contact coaches and parents of those who are ineligible at the time of grade distribution and when reinstatement occurs.

Student-athletes, who have been determined by the teachers to be working to the best of their ability, but fall below an accumulative 'C' average (75%) and/or receive an 'F' in any subject on a midterm progress report or report card, may still be eligible to play based on a conference with administrators, teachers, and parents.

A student on academic probation may register for athletics in anticipation of being reinstated, and may be a spectator at games, but may not participate in practices or games until reinstated.

Athletes with specific emotional, mental, or physical limitations shall be allowed to participate with approval from the Coach, AD, and Principal.

Absenteeism
Any student-athlete with an unexcused absence from school is ineligible to participate in practices or games that day. Any student-athlete with an excused absence may participate in practices or games that day, unless the student-athlete is ill.

Behavior
School Administration, teachers, and the Athletic Committee feel strongly that high standards of Christian behavior and citizenship are necessary to the success of the athletic program. Participation in athletics is a privilege earned by the students and not a right. The privilege

carries with it honor, responsibility and sacrifice. Just as the student-athletes, as ambassadors of St. Charles, are expected to conduct themselves in an exemplary manner on and off the court, so too are the coaches, parents and fans. The actions of all student-athletes, parents, coaches and fans should reflect positively on themselves, the team, the school and the community.

Suspensions

Coaches and/or the AD have the right to suspend a student-athlete from participation if rules are violated or conduct unbecoming a Christian is displayed and will notify parents of the suspension. The Principal has the right to suspend a student-athlete from participation for violations such as unexcused absences, destroying/defacing school property, serious or repeated behavior infractions
and the like; and will notify coaches and parents of the suspension. Any student-athlete engaging in conduct/behavior described above will be subject to the following:

First Offense – appropriate short suspension of at least one (1) day or a slightly longer period as determined in the discretion of the coach.

Second Offense –one week suspension from practices and games.

Further Offenses – a longer or permanent suspension as decided by the Principal and AD.

Any student-athlete serving an in-school suspension on the day of a practice or game will automatically be ineligible to participate on that day. A student-athlete serving out of school suspension will be ineligible to participate in games or practices for the duration of the suspension. The Principal will inform the coach and the student-athlete when the student-athlete may resume participation.

Any coach, parent or fan engaging in un-Christian like and/or unsportsmanlike conduct/behavior at a practice or sporting event, shall be asked to leave the premises immediately. Should this unacceptable behavior continue thereafter, the coach, parent or fan may be barred permanently from attending future sporting events and/or practices.

Grievance Procedure

Any grievance with the St Charles Athletic Program policies, or how they are administered, must be provided in writing to the AD prior to consideration by the Athletic Committee. If you have any problem with a coach and his/her policies, the Athletic Committee asks that you first talk with the coach in a Christian way to express your concerns.

Responsibilities & Expectations

Student-Athletes

Student athletes will:

- Display Christian behavior at all times during school hours, practices, games and events sponsored by St. Charles.
- Treat their teammates, coaches, opposing team, and officials with respect. For example, student-athletes should say thank you when officials hand them the ball, shake hands with competitors in the next lane, wait until all competitors have finished before leaving the pool or track, etc.
- Take good care of gyms, locker rooms, and other facilities used for practices and games and stay out of classrooms (and other areas) not associated with the athletic event.
- Commit to their team by attending all practices and games, (unless an excused absence is previously arranged with their coach). Whether or not an absence is excused or not is at the sole discretion of the coach.
- Dress presentably and in good taste at all times to present a positive image for your team and school. Hairstyles shall be consistent with school policy.
- Take good care of uniforms and equipment. Uniforms are not to be worn to non-St. Charles events. Uniforms are to be returned to the coach or AD immediately after the last game of the season.
- Abide by the policies and rules of the Athletic Handbook.

Parents

Parents of student-athletes will:

- Teach Christian values and sportsmanship through example at games and events. Inappropriate language and berating the officials will not be tolerated.
- Refrain from coaching your child(ren) from the stands. This parental "coaching" interferes with the instruction from the coach and results in confusion of the athletes.
- Treat all student-athletes, coaches, opposing teams, and officials with respect.
- Complete and sign a registration form for their student-athlete. Understand that a signature by either parent on the registration form gives permission to St. Charles to discuss their student-athlete's academic and behavioral issues with the AD and coach(es) of the sports the student-athlete participates in.
- Attend the mandatory coaches meeting held by the coach at the beginning of the season.
- Provide **on-time** transportation to and from practices and games. Parents are not to leave their children unattended at a sporting event or practice. For example, a parent may not drop-off their son/daughter at a practice or event unless there is a coach or other responsible adult present who agrees to accept the responsibility for the child. In addition, parents are required to pick-up their child from practice and events within five (5) minutes of the end of the game, event or practice. Should the parents of a student violate this policy more than three (3) times during a sport season the consequences could include either a temporary or permanent suspension of the student-athlete from that particular sport for the current school year.
- Work admissions, concessions, score clock and score book. Parents must find a replacement if they are unable to work when scheduled. Children are not allowed to handle admissions or concessions monies. They may not help with admissions or concessions unless supervised by at least one adult.
- Help set up the St. Charles gym for all home games and clean up after the last game of the day.

- Take good care of uniforms by following washing instructions. No alterations are to be made to the uniforms. Return uniforms to the coach after the season is over.
- Abide by the policies and rules of the Athletic Handbook.

Coaches

Coaches will:

- Teach Christian values and sportsmanship through example at practices, games and events. Inappropriate language and berating the officials will not be tolerated.
- Will complete the Safe and Sacred training and pass a background check prior to beginning their season.
- Include prayer at all games and practices.
- Teach the importance of being good sports and playing fair all the time.
- Treat all student-athletes, parents, opposing coaches and teams, and officials with respect.
- Provide a safe environment for all student-athletes at practices and games. This includes having a first aid kit available at all times.
- Follow the CYO rules for their sport.
- Be responsible for the actions of their student-athletes at all practices and games.
- Be allowed to suspend a student-athlete at his/her discretion from participation in games or practices due to excessive absence, discipline, or behavioral problems. Coaches must immediately notify the AD if they suspend a student.
- Attend a mandatory coaches meeting conducted by the AD at the beginning of the season and conduct a mandatory parents meeting by the first practice.
- Collect all outstanding registration forms, physicals, and fees for their team and turn into the AD.
- Help maintain the St. Charles gym by dry sweeping the gym floor after the last practice of the day and ensure upkeep of the classrooms used as locker rooms. The coach of the last practice of the day is also responsible to ensure that the gym is locked and the key returned.
- Be responsible for all equipment (e.g. balls) while in use. Maintain the "Cave" to ensure things are properly put away after the games and practices.
- Coaches will ensure all uniforms are clean prior to returning the uniforms and equipment to the AD after the last game of the season.
- Abide by the policies and rules of the Athletic Handbook.

Coach Selection

Each team will have a designated head coach and assistant coach. St Charles' parish bulletin and the St. Charles school newsletter may be used to solicit for new coaches. Parents may sign up for available coaching positions during registration. Should more than one individual be interested in being head coach for a particular team, then the candidates will be interviewed by at least one member of the Athletic Committee and make a recommendation to the AD. The AD will assign all coaches to teams. Candidates with previous St. Charles coaching experience, and in good standing with the Athletic Committee, will be given preference.

Team Structure

In accordance with our philosophy of athletics and our desire to see as many student-athletes as possible participate in the athletic program while at St. Charles, the following guidelines are used to help the Athletic Committee decide how to structure the teams in the best interest of the student-athletes and the athletic program.

General

- Teams will consist of student-athletes within the same grade when there is sufficient numbers of eligible players in each grade to form a team. No student-athlete will be asked to move down a grade.
- Basketball and volleyball teams are structured so that each team has a manageable number of players to facilitate practices and to increase individual playing time during games.
- If, in the opinion of the coach, there are insufficient numbers to field a team from St. Charles student-athletes, the coach may seek additional players as set forth above on page 7 under Student-Athlete Opportunities – General. Any decision to add additional players must be approved by the AD.
- The Athletic Committee places priority on filling the 8th grade and 6th grade teams first. This means that student-athletes from lower grades may be required to move up to fill out the 8th grade and 6th grade teams on a permanent basis. In general, the most skilled student-athletes that best complement the gaining team will be required to move up.
- Student athletes from lower grades may also be asked to "play up" on a temporary basis when a team's roster is less than the minimum necessary to put a team on the floor/field for a given game due to injury, illness or family emergency. The coach may use these temporary players as he or she deems necessary for practice and/or games, if CYO rules allow.

Uniforms and Equipment

The St. Charles nickname is the Hawks. Uniform colors are red and white. The athletic program provides uniforms, balls, first aid kit, and other necessary equipment for each team, except swimming & diving where purchase of team swim suits are the responsibility of each student-athlete. Parents must provide personal items such as shoes, safety goggles, mouth guards, practice jerseys, etc.

Uniforms

Uniforms are not to be worn to school unless approved by the Principal for school sponsored events such as pep rallies. Uniforms are to be returned to the coach immediately after the last game of the season. Students cannot wear their uniforms and present themselves as a St. Charles team outside of school sponsored contests. Parents will be charged for lost or damaged uniforms.

Uniform Laundering Instructions

The following laundering instructions are to be used for uniforms so that they will look good for many years.

- Wash uniform separately on a delicate cycle in cold water with mild detergent. **DO NOT USE FABRIC SOFTENER.**
- Do not machine wash items that have zippers or Velcro.

- Allow uniform to drip dry. Do not put uniform in the dryer.
- Do not iron the uniform as this will permanently damage it.
- No alterations are to be made to the uniforms.
- If you have a problem with your uniform, report the problem to the coach. **Do not try to repair it yourself**.

Forms, Physicals, and Fees

School Registration

Parents are required to read the St. Charles Athletic Handbook, sign the Athletic Program Registration Form, and pay all fees associated with athletics/individual sport **before** a student may participate on a sports team. The handbook and registration form will be included in the general school registration packet sent home each May for the following school year. Copies may also be obtained from the school office and are available on the school website.

CYO Registration -- Athletes

Before any student may participate on a sports team, he or she must be registered online with the CYO office. Go to www.cyoarchindy.org, and click on "Register Child." One registration is valid for the entire school year no matter how many sports the student participates in.

CYO Registration -- Coaches

Every coach and assistant coach must register with the CYO prior to the season. One registration is valid for the entire year. Go to www.cyoarchindy.org, and click on "Coach Registration."

Physicals

All participants in St. Charles athletics must have a physical examination. A completed and signed Athletic Physician Certificate must be on file with the school office before a student may participate in preconditioning, practices or games, including those held during the summer months. The form must be filed with the AD or the school office any time after May 1 for the following school year, and is valid for all sports the whole year. The form will normally be included in the school registration packet. The form may also be signed by your pediatrician. To download a form, go to www.cyoarchindy.org, and click on "Athletics," and then click on "Athletic Physician Certificate."

Athletic Program Fees

There are two (2) separate fees required by the Athletic Program – an annual registration fee and a per sport participation fee. The fee for **registration** in the athletic program is a non-refundable **per family** fee. It must accompany the Athletic Registration Form when that form is given to the AD. This fee will be set by the Principal/Athletic Committee/AD at the end of each school year.

The fee for **participation** in any given sport is a non-refundable **per student-athlete** fee. It must be paid prior to the student-athlete receiving his/her uniform and before participating in preconditioning, practices or events for that particular sport, even if the sports preconditioning, practices or games/events occur during the summer months when school is not in session. This fee will be set by the Principal/Athletic Committee/AD prior to the beginning of each school year. The participation fee will vary depending on the sport.

Checks should be made payable to St. Charles Athletics. Scholarships may be available to those families who cannot afford the fees. Parents should contact the Principal for information on scholarships.

Participation Fees per Child	Fee	Deadline for FEES
Volleyball (7-8)	$30	Friday, Aug. 8
Cross Country (5-8)	$36	Friday, Aug. 22
Girls Basketball (4-6)	$65	Friday, Oct. 3
Boys Basketball (4-8)	$65	Friday, Nov. 14
Girls Basketball (7-8)	$65	Friday, Jan. 9
Volleyball (4-6)	$30	Friday, Jan. 23
Swimming and Diving (5-8)	$20	Friday, Jan 23
Track and Field (4-8)	$36	Friday, March 27

Game Admissions

Admissions to St. Charles home games, meets, or events provide revenue to support the athletic program. Admissions include:

Preschool and under	Free	**Adult**	$3
Students	$1	**Family**	$6

Concessions

In addition to all of the other responsibilities, the AD and Coaches will share the responsibility of scheduling parents to work admissions, concessions, score clock and score book for each home game. In some cases, a Team Parent will be established and asked to assist in the duties of scheduling parents to work events.

Expenses and Income

The AD is responsible for collecting all income and delivering the income to the school financial officer for deposit in the school general account.

Athletic program **expenses** include, but are not limited to, officials, gym rental, equipment, uniforms, tournaments, and the athletic awards banquet. The AD must approve all purchases of any items in support of the athletic program. Athletic program **income** includes registration and participation fees, donations specifically earmarked for athletics, admissions, concession profits and the sale of Spirit Wear.