

Athletic Association Handbook



Saint Dennis School

God-Centered, Respectful & Responsible

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Table of Contents

Mission & Philosophy.....	2
Vision Statement	
Goals of the Athletic Program.....	2
Responsibilities of the Athletic Program.....	2
Athletic Association Board Guidelines.....	3
Program Participation.....	4
Diocesan Guidelines.....	5
Curfew	(5)
Minimum Play and Play-up Procedures	(6)
Splitting Teams	(7)
Student Eligibility & Responsibilities	(7)
Parent Responsibilities	(9)
Fees, Physical Exams, and Permissions	(9)
Equipment and Uniforms.....	10
Coaches' Responsibilities & Etiquette.....	10
Parent & Coach Concerns.....	13
Athletic Association Meetings.....	14
Athletic Association Board.....	15
Membership	(15)
Positions	(16)
Athletic Awards.....	21
St. Dennis Award	
Most Improved Award	
Most Spirited Award	

Mission & Philosophy

Mission Statement

Our goal is to provide a program of athletic activities for the students of St. Dennis School. These activities will reinforce a God-centered, respectful, and responsible culture and instill self-discipline, school spirit, and good sportsmanship in our student-athletes.

Vision Statement

The athletic program of St. Dennis will work together with the school community to develop God-centered, respectful, and responsible student-athletes. Our goal is to be competitive while emphasizing work ethic, skill development, and teamwork.

Goals of the Athletic Program

St. Dennis athletic program student-athletes will learn the fundamentals of each sport and will be given the opportunity to develop strong, healthy, disciplined minds and bodies.

1. Instill self-confidence and self-esteem
2. Promote higher academic performance
3. Develop and nurture a sense of fair play and good sportsmanship
4. Give students the experience of being part of a team
5. Teach the proper attitude toward winning, losing, and competing with dignity
6. Teach personal responsibility and dedication to your school, team, and fellow classmates
7. Provide an enjoyable activity that can be sustained into adulthood

Responsibilities of the Athletic Program

Since interscholastic athletics are an extension of the school and its curriculum, therefore, the program is subject to the authority of the pastor and principal. The St. Dennis pastor and principal have chosen to delegate the day to day organization and management of the athletic program to the Athletic Association Board. It is the Board's responsibility to develop procedures that govern the scope and direction of the school's athletic program and student-athletes that participate in it. The Board works in cooperation with the pastor, principal, School Board, coaches, and parents to achieve the goals stated within this handbook.

Athletic Association Board Guidelines and Procedures

- Act as liaison between all parties: coach, parent, student, and school
- Develop guidelines for management of the interscholastic athletic program that will be included in this handbook and made available to parents
- Recruit and train coaches
- Set criteria for reviewing coaches' performance and behavior
- Communicate the vision of the program and ensure that it is clearly understood and followed
- Coordinate, schedule, and supervise all program volunteers
- Monitor student-athlete academic eligibility
- Determine league participation and the number of games and tournaments to be played by each team
- Determine how many teams will be formed when there are an insufficient number of registered and eligible players per grade
- Coordinate the scheduling of practices, games, and tournaments
- Prepare and present a budget to the pastor and principal for their approval
- Submit financial reports to the pastor and principal
- Set participation fees and volunteer hour requirements
- Approve all fundraisers (in coordination with Fundraising Committee) and expenditures
- Develop, communicate, and maintain standards of safety for players, coaches, and spectators
- Develop contingency plans for emergency situations to be followed at practices/games
- Emergency plans will be shared with the coaches and a copy placed in their binders
- Establish procedures for conflict resolution among student-athletes, parents, coaches, school administration and/or faculty
- Annually review and evaluate the rules, regulations, and eligibility standards for the athletic program
- Hold regular open meetings and publish the minutes of the meetings
- Perform any other duties necessary to fulfill the program's goals and objectives
- Explore other sport opportunities for our student-athletes

Program Participation

St. Dennis currently offers the following activities for student-athletes:

- Girls' Volleyball 5th - 8th grade
- Flag Football 5th - 8th grade
- Girls' Basketball 5th - 8th grade
- Boys' Basketball 5th - 8th grade
- Coed Volleyball 5th - 8th grade

Intramurals Program

- Girls and boys 1st - 4th grade basketball
- Girls and boys 1st - 4th grade volleyball

St. Dennis Athletic Board reserves the right to add or subtract additional activities throughout the school year with the principal and other advising boards' approval.

Diocesan Guidelines

Maximum Games Allowed

For all grades/sports: Gatherings are limited to 4 per week. A gathering is defined as a game or practice.

The maximum number of games allowed varies by grade/sport, as follows:

Volleyball

5th and 6th grades - Students can play in a maximum of 15 games per season

7th and 8th grades - Students can play in a maximum of 20 games per season

Basketball

5th grade: Students can play a maximum of 15 games per season

6th grade: Students can play a maximum of 20 games per season

7th and 8th grade: Students can play a maximum of 26 games per season

Tournaments are included in the number of games allowed, but count only as the number of games guaranteed. (Example-double elimination bracketing counts as two matches, even if the team advances to play more than 2 matches or games).

Curfew

Curfew is set for students in accordance with Diocese rules.

Sport activities end by 9:30 pm on school nights and 10:00 pm on nights when there is no school the next day. 5th and 6th grade sports should be scheduled to end before 8:30 pm on school nights and 9:00 pm when there is no school the next day.

Minimum Play and Play-up Procedures

In order to meet the needs of all St. Dennis student-athletes, the following policies have been established:

Minimum Play Policies

5th and 6th Grades:

- Basketball - Each player should play a minimum of 2 quarters or 8 - 10 minutes
- Volleyball - Each player should play a minimum of 1 ½ matches or 10 - 15 minutes
- Coaches will distribute playing time to all players as evenly as possible and practical

7th and 8th Grades:

- Basketball - Each player should minimally play an average of 1 quarter
- Volleyball - Each player should minimally play 25% of a 2 game match
- Tournament Games: Tournament playing time will be at the coach's discretion

Play-up Policy

In the past, athletics have had problems when different grades had small teams or ineligible players due to academic probation. In order to insure complete teams at each grade level throughout the playing season, the following proposal has been recommended:

Basketball

- A team with 8 players can bring up 1 additional player
- A team with 7 players can bring up 2 additional players
- A team with 6 players can bring up 3 additional players
- A team with 5 players can bring up 4 additional players

Volleyball

- A team with 9 players can bring up 1 additional player
- A team with 8 players can bring up 2 additional players
- A team with 7 players can bring up 3 additional players
- A team with 6 players can bring up 4 additional players

The players will be chosen at the discretion of 1) coach requiring additional player(s), as he/she is most familiar with the positions he/she need to fill and 2) the coach providing the player(s) as he/she know the players' existing skills. A player may not play-up more than one grade level, with the exception of no available players one grade below. Specifically, if there is no 7th grade team, then the 8th grade coach may bring up a player from 6th grade.

Splitting Teams

In the event a team should exceed reasonable limits of participants, they will be split as follows:

Basketball - All teams with 12 or more players may be split in accordance with Board approval. Athletes will be evaluated by the coaching staff and will be assigned to the A or B team. The A team will play in the SWC (Southwest Conference) and the B team in CYO (Catholic Youth Organization). The CYO teams in 7th and 8th grade will still have home games based on non-conference games.

Volleyball - Teams can be split at 14 players following the same protocol as above.

Student Eligibility

- Participation in extracurricular activities assumes that students maintain academic requirements.
- Students must maintain an overall “C” average in all subject areas to participate in the athletic program. Furthermore, they may not receive an “F” in any one subject at evaluation time (Progress Report & Report Card).
- Failure to maintain the above criteria will result in the student being placed on probation for 2 weeks. During this time, the student will not be allowed to practice or participate in games.
- If academic requirements are not achieved at the end of the 2 weeks, the probationary student will be placed on suspension and the student-athlete will not be allowed to participate in practice or games until academic requirements are reached.
- Attendance in class is an important part of academic performance. The health and physical well-being of students affects their performance in school. If a student is absent from school on a given day, he/she is not eligible to participate in any extracurricular activity for a 24 hour period.
- An absence due to a school-approved educational activity, a field trip, or a funeral does not affect extracurricular eligibility.

Student Responsibilities

- 1) Maintain a “C” average in school.
- 2) Any student not in school due to illness or unexcused absence will not be allowed to participate at games or practices that same day.
- 3) Notify your coach if you cannot attend practice or a game.
- 4) Be on time for practices and games.
- 5) All practices and games must be attended on a regular basis. Two unexcused games can result in lost playing time. Three unexcused games may result in dismissal from the team.
- 6) Act in a Christian manner at all times.
- 7) Follow the rules set forth by your coach and show proper respect to coaches and players.
- 8) Displays of anger, poor sportsmanship, improper language, or disrespectful actions will result in immediate removal from the activity.
- 9) Accept decisions by coaches, referees, etc.
- 10) Conversation with game spectators is discouraged.
- 11) Use positive words of encouragement with your teammates. Avoid arguments and criticism with other teammates.
- 12) Please exhibit appropriate behavior when our team is not participating (e.g. sit down and stay in the designated area or watch the game in progress).
- 13) Respect the property of others.
- 14) Uniforms should always be clean and neat.
- 15) Loss of all or part of your uniform will result in being billed for a replacement.
- 16) Eat properly and practice good hygiene.
- 17) Acceptable behavior at practice or a game does not include the following: Chewing gum, eating candy, wearing excessive make-up or jewelry.
- 18) Team uniforms may only be worn to games or events approved by the principal.

Parent Responsibilities

- 1) Encourage your child to maintain his/her grades.
- 2) Promote a positive coach and athlete experience.
- 3) Have your child on time for all practices and games.
- 4) Inform the coach of all missed practices and games.
- 5) Make sure our child understands his/her responsibilities.
- 6) Set a Christian example by treating everyone with respect and dignity.
- 7) Support the coach. Remember, each coach dedicates many long hours to our program. If you have any problems or suggestions, please discuss them with the coach first and then, if necessary, with the Athletic Board President.
- 8) Each parent is responsible for the upkeep and return of the team uniform.
- 9) Support the athletic program by volunteering time, attending games, attending Athletic Association meetings, and participating in fundraisers.
- 10) All athletic fees must be paid before your child may participate in athletic competitions.
- 11) Athletic physicals and insurance waivers are required before your child may participate in athletic practices or games.
- 12) Never discipline your child for making mistakes or losing. Remember, winning is not the only sign of a successful athletic program.
- 13) Encourage your child often and always.
- 14) Conversation with your child during a game and practice is discouraged.

Parent Commitment Hours

See St. Dennis Handbook and Athletics website for specific information on parent hours.

Fees, Physical Exams, and Permission Slips

Each sport carries a participation fee. Registration and fees will be collected at the beginning of the school year. All athletic fees will be due before the first practice of the sport in which the student is participating in. The athlete will not be allowed to compete if their participation fee is not paid.

In order to participate in any of the programs, students must have medical insurance. Your insurance company should be listed on the mandatory permission slips (website or hardcopy). Physical exams are also mandatory for participation in sports each year.

Under no circumstances shall a child be allowed to participate in any sports program without a signed physical and proof of insurance paperwork. Necessary forms are available online and will be made available at registration (Forms and Fees Day).

Hardship - The athletic board encourages all St. Dennis students to participate in the athletic program. Families who demonstrate a hardship will need to communicate their situation to the Athletic Board. After review, the Board may help families on a case by case basis.

Equipment and Uniforms

The Athletic Association supplies sports equipment and uniforms. It is expected that this equipment will be returned in the same condition as issued. It is to be used only for the purpose intended and not as play clothing. Uniforms and equipment are expensive. If lost or damaged, you will be responsible for replacement costs. If replacement costs are ignored, athletes will not be allowed to play in any program until the balance has been settled. Grades will be held until all fees are paid. Flag football parents will be required to purchase the jersey for this sport. Your child will keep this jersey upon completion of the season.

Coaches' Responsibilities

Coaches must...

- Model Christian values.
- Articulate and model the vision and goals of the Athletic Association.
- Attend Virtus training prior to assuming their responsibilities.
- Complete concussion, First Aid, and CPR trainings prior to assuming their role.
- Understand the basics of the sport they are coaching.
- Develop the potential, confidence, and skill in each athlete.
- Emphasize team sportsmanship, fair play, and pride.
- All coaches should attend the Athletic Board meetings at the start of their season.
- Attend and coordinate with the Athletic Board a meeting with athletes and parents.
- Report any injuries to the Principal, Athletic Board President, Athletic Director, and Coordinator within 24 hours. This report should be presented in written form.
- Ensure that ineligible athletes do not participate at practices and games.
- Coaches will abide by the guidelines for use of the gym.
- Coaches must have the student medical information with them at all team gatherings.
- Coaches shall under no circumstances ever be in a situation where they are the only adult with the players. If assistant coaches have not arrived, a parent must be present with the coach until their assistant arrives. If a parent cannot stay to help the coach with practice in the absence of the assistant coach, practice shall be cancelled for that session.

Coaches may not...

- Exceed maximum games allowed by grade, according to the schedule guidelines set forth by the Diocese of Joliet.
- Consume alcoholic beverages before practices or games.
- Use profanity.
- Deny adequate playing time to students who are cooperative in effort and attendance.
- Place too much attention or give preferential treatment to any athlete.
- Play students who are not approved by the athletic director, principal or pastor.
- Participate in any practice or game without the approval of the athletic director.
- Submit rosters that are not approved by the athletic director, principal or pastor.
- Enter any tournament without the permission of the Athletic Board.

Coach Sign-up

Interested candidates should meet the following criteria:

- Be at least 21 years of age.
- Be a parent, guardian, member of the parish, or voted by the Athletic Board.
- Complete Virtus, concussion, First Aid, and CPR training.
- Have sufficient knowledge of the sport they are coaching.
- Conduct practices and games in a responsible manner.
- Commit to attending all games and practices.

Coaches Behavior

All coaches are expected to adhere to the following behavior standards:

- Be at the gym 20 minutes before the start of all team gatherings
- Teach the proper rules of the sport
- Stay after practice until all players who need rides are picked up by their parent or other designated, responsible adult
- Conduct themselves in a professional manner at all times
- Prohibit unsportsmanlike conduct from their players
- Promote respect for others, including officials, opposing teams and spectators
- Provide constructive criticism of your players, as appropriate
- Discuss with parents and the Athletic Board disciplinary action for athletes who exhibit unacceptable conduct
- Treat officials, coaches, athletes, and fans with respect
- Abide by both the spirit and rules of the games
- Teach and accept the decision of the game officials in a sportsmanlike manner
- Read and sign the Coaches Agreement and Code of Conduct Pledge
- Return gym keys and player evaluation forms to appropriate coordinator
- Begin and end each game with a team prayer

Guidelines for Gym Usage

Supervision

In an effort to maximize the use of the St. Dennis Parish Center and to preserve the safety and welfare of the children, please adhere to the following guidelines:

- Coaches must always arrive early and should always be the first in the gym
- No children shall be in the gym unsupervised
- Ensure that the children enter and exit the gym appropriately and that they remain in the supervised gym area and do not play in the hallway, bathrooms, or in the Gathering Room
- In the event of an injury, emergency services shall be called by dialing 911; if there is a phone in the Athletic office (use line2). The parent or guardian of the injured player shall be called as soon as possible.

Responsibilities

Prior to leaving the gym after practices and home contests, the following tasks shall be completed:

- The gym, washrooms, stage, and locker rooms should be checked for persons or personal items; gym clothes, equipment, etc.
- All gym doors should be checked and secured
- Lights should be turned off (Bathrooms, hall, gym, etc.)
- Check the facilities for debris. Place debris in the appropriate receptacle.
- All equipment shall be returned to proper storage location
- The coaches shall be the last to leave the gym after a game or practice

Parent and Coach Concerns

In order to address concerns of both parents and coaches the following order of conduct should be followed:

- Verbal or written conversation between the parent(s) and the coach to address an issue or concern
- If there is not a resolution, the parents, coach, and Athletic Board President will meet to discuss the possible remedies
- If the remedies suggested during the meeting of the concerned parties mentioned above do not resolve the problem, the parties will meet with the Principal to discuss other avenues of resolution.
- If after all the above steps have been taken, and a solution is not reached that is mutually agreeable to all involved parties the School Board may act on the problem

In summary, parents and coaches should follow the protocol to resolve conflicts.

Conduct Problem Resolution with a Student Athlete

- Verbal or written notification by coach to the parents that a problem does exist
- If notification is not enough to encourage proper behavior; the student, coach, parents, and Athletic Board President will meet to discuss possible remedies
- If the remedies suggested during the meeting of the concerned parties mentioned above do not resolve the problem, the situation will be brought to the Athletic Board to make a recommendation to the Principal
- If, after all the above steps have been taken, and a solution has not been reached that is mutually agreeable to all parties involved, the School Board may consider the issue in consultation with the Principal

In summary, player conduct problems should first be addressed by the coach. If the resolution is not reached, the issue should then be addressed by coach and parent. The Athletic Board President will become involved if the coach-player-parent discussion brings no resolve. Ultimately, problems will be referred to the Principal and the St. Dennis School Board for final resolution; if necessary

Athletic Association Meetings

Athletic Association Board meetings are generally held at the school in the Parish Center gathering room on a monthly basis. (August through June). Board meetings are open to parishioners, school coaches, school parents, and guardians.

Meeting Guidelines

Monthly meetings are in accordance with "Robert's Rule of Order"

Agenda-Opening Prayer, Minutes of Previous Meeting by Secretary, Treasurer Report, Old Business, New Business, Open Forum, Adjournment, and Closing Prayer.

Visitors

Visitors may address the Board with one topic per month. It must be in writing one week prior to the Athletic Board meeting. Visitors will be allowed to speak for up to 5 minutes.

Personal issues, grievances, or specific athlete's needs will not be discussed at a general meeting per the Diocese of Joliet. It will be discussed only with the principal, board president, and pastor (see parent and coach concerns above).

Decision Making

Our five executive board members will attempt to reach consensus on all issues; working to a compromise that will be fair for everyone. Eventually a vote may need to be taken on some issues. In the event of a tie, the issue will be decided upon by the principal for a tiebreaking vote.

Athletic Association Board

Membership

The St. Dennis Athletic Association is comprised of volunteer members. The executive board (Athletic Director, President, Vice President, Secretary and Treasurer) are voting members of the Athletic Board.

The positions, terms, and duties of the Athletic Board are as follows:

Each position has a 2 year term. Board positions will be evaluated yearly. No one board member can serve more than 4 consecutive terms (8 years total) in one position.

Principal

The Athletic program is under the jurisdiction of the school principal. He/She may delegate certain tasks to the Athletic Board and its members. The principal retains ultimate responsibility and is held accountable for the local athletic program, policies, guidelines, regulations, rules, practices, procedures, schedules, personnel and finances.

Prospective Board Members

To become a member of the Athletic Association Board, all prospective board members must:

- 1) Submit written notice to the principal to obtain a position on the Athletic Board
- 2) Interact with the principal and board members using the Diocesan Discernment Process.

Selections of new Athletic Board members will be held in the Spring each year for terms beginning the following school year. New Athletic Board members will be installed in June.

When a position of an officer has been vacated, the principal, along with the remaining Athletic Board members, has the duty to fill the vacant position prior to the Spring selection period. Notifications must go out to all school families and guardians.

Current Athletic Board members whose two year term that has expired can return in the same or different position by going through the discernment process.

President

This position has a two year term with duties to include, but not limited to:

- Supervise all coordinators (Volleyball, basketball, flag football, tournament director, intramurals, and athletic director)
- Attend School Board meetings
- Assist with student-athlete registration
- Assist with website content
- Assist with discernment process
- Develop agenda items for the Athletic Association Board meetings
- Attend SSCC meetings as necessary
- Participate in disciplinary or grievance actions as prescribed by the handbook
- Develop Athletic Banquet program annually
- Review coaches and players evaluations
- Oversee the Cardinal Classic
- Communicate with the school principal
- Arbitrate conflicts between coaches, players, and/or parents
- Handle conduct reports and inform the pastors and principal
- Co-coordinate a meeting between the coach, parent and athlete prior to the start of the season to review coach and student responsibilities

Vice President

This position has a two year term with duties to include, but not limited to:

- Perform duties in the President's absence
- Obtain committees for special projects
- Review coach and player evaluations
- Update plaques and displays (ex. St. Dennis Award) in school with current year
- Oversee the updates to the Event and Procedures Records (identified at the end of this list)
- Co-coordinate a meeting between the coach, parent and athlete prior to the start of the season to review coach and student responsibilities

Secretary

This positions has a two year term with duties to include, but not limited to:

- Prepare minutes of the meeting and distribute within one week of the meeting for all Board members to review
- Distribute agenda and the Treasurer's report one week prior to the next meeting for all members to review
- Provide minutes of the meeting to the Board, website, pastor, principal, and parents
- Oversee registration process
- Assist with Athletic Banquet annually
- Collect and organize all forms as needed (e.g. student registration, insurance forms, code of conduct, concussion paperwork, emergency information)
- Distribute emergency file information of all children to the appropriate coach.
- Maintain any incoming written documents in accordance with yearly file for review

Treasurer

This position has a two year term with duties to include, but not limited to:

- Handle all financial transactions in accordance with the Diocesan and school guidelines
- Reconcile monthly checking account
- Obtain 2 signatures on all checks to be distributed from activities
- Review and maintain any outside credit accounts
- Provide bank statements to principal on a monthly basis
- Provide reconciliation with bank statements to Athletic Board at monthly meetings
- Review accounts payable (monthly invoices) on a monthly basis
- Review all incoming cash receipts via concessions, gate collections, tournament funds, fundraising efforts, intramural programs, outside coaches clinics or camps and donations
- Provide monthly budget to the Athletic Board and principal
- Deposit and collect all fees on a weekly basis
- Reconcile concession stand gate receipts on a monthly basis
- Provide starting bank of \$50.00 for concession stand and \$50.00 for the gate at the beginning of each season
- Deposits after each home game should be done within 24 hours
- Provide monies and maintain records of referees and scorekeepers for each game
- Develop and maintain an annual budget to be reviewed at the May meeting

Athletic Director

This position has a two year term with duties to include, but not limited to:

- Attend or send representative to monthly Athletic Board meetings
- Assist with website development
- Support and implement policies of the Joliet Diocese
- Distribute league information to Athletic Board, school principal, School Board and coordinators
- Attend or send representative to South Suburban Catholic Conference monthly meetings
- Assist Volleyball, Basketball, Flag Football, and intramural coordinators in scheduling games, practices, and tournaments
- Assist in organizing officials for home games, tournaments, and scrimmages
- Coordinate with Board President gym time necessary with Parish Administrator
- Attend home/away games whenever possible
- Monitor and supervise coaches and players and/or parents
- Review coach and player evaluations
- Co-coordinate a meeting between the coach, parent and athlete prior to the start of the season to review coach and student responsibilities
- Maintain phone number and address log for referees and Athletic Directors

Equipment and Uniform Coordinator

This position has a two year term with duties to include, but not limited to:

- Manage uniform and equipment inventory
- Develop annual equipment budget and submit purchase recommendations to the Athletic Board
- Obtain pricing information from 3 sources when pricing uniforms and equipment and submit recommendations to Board
- Record and distribute all uniforms to athletes
- Prepare and distribute ball bags, First Aid kits, and all necessary equipment to coaches prior to each season
- Coordinate and order awards for the Annual Athletic Awards Banquet, Intramurals, and special recommendations
- Order t-shirts for intramural programs

Concession Stand/Gate & Parent Coordinator

This position has a two year term with duties to include, but not limited to:

- Organize lead setup and takedown for all home games for all grade levels
- Develop policy and procedures for parent volunteers to follow
- Assist with parent volunteer hours log
- Train and develop parent volunteers on kitchen safety
- Order necessary supplies to run concession stand
- Review pricing of all concession stand items
- Maintain receipts and invoices for the Athletic Board Treasurer
- Reconcile petty cash box for concession stand and gate after each game. Deposit cash into safe located in Athletic Office nightly.
- Review monthly revenues received from gate and concession stand at the Athletic Board meetings
- Provide monthly report each month to Athletic Board

Basketball Coordinator

This position has an annual term with duties to include, but not limited to:

- Review with Athletic Director and Board teams to be placed in the SSCC
- Attend conference meeting in Fall to obtain scheduling
- Schedule school teams in accordance to diocesan guidelines
- Coordinate with Athletic Director and Parish Secretary the necessary gym time to meet the needs of the practices and games during the season
- Update schedules for each team. Notify coaches and Athletic Director of schedule changes
- Coordinate with Athletic Board whom will be assigned to attend home games during the basketball season
- Coordinate with Athletic Director tournaments for each grade to be played during the season
- Attend monthly Athletic Board meetings in and around the season
- Review equipment and uniforms with Equipment Coordinator annually
- Report all injuries to the Athletic Board
- Assist Cardinal Classic Coordinator
- Review all basketball coaches at the end of the year and submit comments to the Athletic Board
- Coordinate with Athletic Director for a list of volunteers for scorebook & clock at home games

Volleyball Coordinator

This position has an annual term with duties to include, but not limited to:

- Review with Athletic Director and Board teams to be placed in the SSCC
- Attend conference meeting in Fall to obtain scheduling
- Coordinate with Athletic Director and Parish Secretary the necessary gym time to meet the needs of the practices and games during the season
- Schedule school teams in accordance to diocesan guidelines
- Update schedules for each team. Notify coaches and Athletic Director of schedule changes
- Coordinate with Athletic Board whom will be assigned to attend home games during the volleyball season
- Coordinate with Athletic Director tournaments for each grade to be played during the season
- Attend monthly Athletic Board meetings in and around the season
- Review equipment and uniforms with Equipment Coordinator annually
- Report all injuries to the Athletic Board
- Review all volleyball coaches at the end of the year and submit comments to the Athletic Board
- Coordinate with Athletic Director for a list of volunteers for scorebook and clock at home games

Flag Football Coordinator

This position has an annual term with duties to include, but not limited to:

- Review with Athletic Director and Board teams to be placed in the SSCC
- Attend conference meeting in Fall to obtain scheduling
- Coordinate with Athletic Director and Parish Secretary the necessary gym time to meet the needs of the practices and games during the season
- Schedule school teams in accordance to diocesan guidelines
- Update schedules for each team. Notify coaches and Athletic Director of schedule changes
- Coordinate with Athletic Director tournaments for each grade to be played during the season
- Attend monthly Athletic Board meetings in and around the season
- Review equipment and uniforms with Equipment Coordinator annually
- Report all injuries to the Athletic Board
- Review all flag football coaches at the end of the year and submit comments to the Athletic Board

Intramurals Coordinator

This position has an annual term with duties to include, but not limited to:

- Organize and coordinate the times for programs to begin and end
- Consult with Board members on coaches/parents to be selected to assist
- Coordinate with Parish Secretary and Athletic Director the necessary gym time
- Organize concession stand help - if needed
- Notify parents of schedule changes
- Coordinate with Equipment Coordinator for t-shirts and awards
- Review with Athletic Board the overall program on an annual basis

Cardinal Classic Coordinator

This position has an annual term with duties to include, but not limited to:

- Coordinate with Athletic Director, Concessions and Parish Secretary the necessary gym time to meet the needs of the tournament games
- Market and inform area schools of details regarding the Cardinal Classic
- Update schedules for each team. Notify coaches and Athletic Director of schedule changes
- Attend Athletic Board meetings prior and after the tournaments
- Assist in organizing officials for home games
- Recruit area schools to participate as needed
- Coordinate with Equipment Coordinator for awards (participatory, 1st place, 2nd place, 3rd place, all tournament team and free throw competition)
- Coordinate with Athletic Board to have a Board member present at each game

Events and Procedures

There are many tasks and procedures that are very important to the successful operation of the Athletic Association. They are currently performed by a Board member or volunteer to the Athletic Board. These tasks include:

- Annual updates of the Athletic Handbook
- Forms and Fees Day Registration/Information
- Operation of the Cardinal Classic Basketball tournament
- Intramural Program
- Concessions operations
- Recording of awards, scholarships and Board positions
- Website

Athletic Awards

Athletic awards are given to students that have participated in the sports program offered in grades 5 - 8. Athletic awards shall be presented in the 8th grade year only and awarded at the Spring Athletic Banquet. There are three awards identified below; each lists the criteria for selecting the awarded athlete. The criteria entries are weighted to obtain the fairest results for each award. The criteria shall be used to aide in the coaches' and Board's decision process.

An athlete cannot win more than one award unless there are special circumstances. For example, other eligible players had grade problems or attitude concerns. But the intent is to give the awards to three different athletes.

The awards are cumulative over the athlete's entire career. A four year athlete is based on all four years a two year athlete on the two years they played. An athlete must have participated in the program a minimum of two years to be eligible for an award. At the end of the season, the coach shall rank each player in each of the three awards.

Example 1

Player A was ranked 1, 1, 1 and 2 in their first four respective years for the St. Dennis Award. Player B was ranked 2, 2, 2, and 1. Player A wins the St. Dennis Award.

Example 2

Player C is ranked 1, 1, 1, and 3 for the Most improved Award while Player D is ranked 2, 3, 4, and 1. Player C wins the Most Improved Award.

Example 3

For the Most Spirited Award, Player E is ranked 1, 1, 2, and 2 while Player F is ranked 1 and 1 (they came to the school in their 7th grade year). Player F wins the award.

Note: preference is given to a student that has played in multiple sports offered by the school. Multiple sport athletes are given preference as it shows commitment to the entire program. However, there must be flexibility to allow for cases where there is a single (or several) athletes that play multiple sports but do not meet the above criteria (e.g. struggles with grades, behavioral concerns, etc.). In that case and in other cases, athletes playing a single sport would be the better candidates.

When there are students playing multiple sports, the coaches of each sport shall have a say in process. A coach of three years in a sport shall have greater input than a coach of one year. The rankings completed at the end of each season will provide additional information on each athlete. During an Athletic Board meeting all coaches shall present their rationale for nominating a particular athlete. Then the Board will consider the collective input to make a final selection. (coaches will advise, not vote).

St. Dennis Award

This award is the most prestigious award and is given to the best male and female athlete at St. Dennis. The student-athlete must:

- Distinguish themselves from others in team play and competition or make great personal and/or competitive achievements in their individual sports (e.g. best player on the team; 50% weight
- Maintain a commitment to academics; 10% weight
- Demonstrate positive leadership qualities; 10% weight
- Demonstrate commitment to the team in both preparation and performance; 10%
- Show respect for coaches, officials, and peers; 10% weight
- Exemplify the standards of a Christian student through positive interaction in all aspects of the school community; 10% weight

Most Improved Award

This award is presented to the athlete who has maintained a positive attitude and consistently improved skills throughout his/her years of participation. The student-athlete must:

- Be faithful, available and teachable; 25% weight
 - Faithful: In participation in practices and games
 - Available and teachable: Open to constructive criticism and willing to be used in any capacity needed
- Improve their skill set in relationship to the other players on the team. They have persevered to the best of their abilities; 75% weight

Most Spirited Award

This award is presented to the student-athlete whose spirit reflects a noticeable willingness to put the teams ahead of personal interest and recognition. This student-athlete must:

- Encourage other members of the team, even when they are doing poorly; 50% weight
- Shows good sportsmanship (maturely handles bad calls of an official) and has a winning spirits (desire to win but also knows how to be gracious in defeat; 50% weight