

# **St. Dunstan School Athletic Board**

## **Athletic Program Handbook**

Updated 2/2006

ST. DUNSTAN SCHOOL  
1150 Magnolia Avenue • Millbrae, California 94030  
(650) 697-8119

February 7, 2006

Dear Parents,

The Athletic Board takes great pleasure in presenting to you this summary of our athletic program. Please review it and keep it for future reference. We ask that you please sign, date, and return to the school office the Athletic Program Commitment Form on page 12.

The athletic program at St. Dunstan Parish School is comprised of team participation sports and is open to all St. Dunstan School students. Beginning with our 2006 Track & Field season, we will invite students of our Parish Religious Education Program to join our teams. These new student-athletes will need to meet the requirements laid out in the Program section of this document in order to participate. Once participating, they will be held to the same high standards (outlined in this handbook) as our school's student-athletes. We look forward to our school and parish communities coming closer together.

The success of the program is directly dependent upon parental support. Many parents contribute considerable time as coaches, board members, fundraisers, and committee members. Their efforts help make this program a success. Their contributions are greatly appreciated.

This handbook highlights our program and policies. We think it will be of great use to you. Please feel free to contact any of the Athletic Board members should you have any questions. Call the school office for contact information.

Respectfully yours,

The St. Dunstan Athletic Board

St. Dunstan School  
Athletic Handbook 2005 – 2006  
Table of Contents

|                                                 |    |
|-------------------------------------------------|----|
| St. Dunstan School Athletic Board Members ..... | 1  |
| Philosophy .....                                | 2  |
| Program Emphasis .....                          | 2  |
| Program .....                                   | 2  |
| Evaluations .....                               | 4  |
| Game Participation .....                        | 4  |
| Uniforms .....                                  | 5  |
| Fees .....                                      | 5  |
| Awards / Point System .....                     | 6  |
| Student Conduct & Academics .....               | 7  |
| Parent Participation & Conduct .....            | 9  |
| Fundraising Activities .....                    | 10 |
| Grievance Procedure .....                       | 10 |
| Athletic Board Meetings .....                   | 11 |
| Athletic Program Commitment Form .....          | 12 |

# **ATHLETIC BOARD**

**2005 - 2006**

|                          |                               |
|--------------------------|-------------------------------|
| <b>Pastor</b>            | <b>Rev. Joe Glynn, C S Sp</b> |
| <b>Principal</b>         | <b>Mr. Bruce Colville</b>     |
| <b>Athletic Director</b> | <b>Kevin Capitolo</b>         |
| <b>Secretary</b>         | <b>Mary Ann Lapuz</b>         |
| <b>Treasurer</b>         | <b>Jim Terranova</b>          |
| <b>Fundraising</b>       | <b>Patricia Welch</b>         |
| <b>Equipment</b>         | <b>Dave McLaughlin</b>        |
| <b>Uniforms</b>          | <b>Richard Welch</b>          |
| <b>Publicity</b>         | <b>Nikkie Salgado</b>         |
| <b>Girls Basketball</b>  | <b>Paul Hain</b>              |
| <b>Boys Basketball</b>   | <b>Dan Flaherty</b>           |
| <b>Cheerleading</b>      | <b>Trina Quintana</b>         |
| <b>Track &amp; Field</b> | <b>Larry Cappel</b>           |
| <b>Baseball</b>          | <b>Dennis Murphy</b>          |
| <b>Volleyball</b>        | <b>Steve Mendoza</b>          |

## **Philosophy**

Our program's philosophy is set forth in the Athletic Board's Constitution and reads as follows:

“To encourage the physical and emotional growth of St. Dunstan children by establishing a program of competitive sports which stresses the concepts of individual conditioning and effort, fundamentals, sportsmanship, teamwork, responsibility, participation, and competition.”

## **Program Emphasis**

The effort in the lower grades is concentrated on the teaching of the basics of a sport, on the individual's responsibilities, and on physical and mental conditioning. Success of the program at the lower grade level is measured by the achievement of each participant. The competition concept becomes more important as the grade level increases. Playoff competition is part of league play for the Varsity, Jr. Varsity, Sharks, Eagles, and 6<sup>th</sup> Grade Lions.

## **Program**

Children attending St. Dunstan School and eligible students of the St. Dunstan Religious Education Program (CCD) are given the opportunity to participate in the athletic program as an extracurricular activity. In order for a CCD student to be eligible, the student's family must be registered in the Parish and the student must have a consistent yearly enrollment record and weekly attendance record with the CCD Program. Students taking CCD classes at home will not be eligible. League play is under direction and control of the PPSL (Peninsula Parish School League).

Students may participate in baseball, volleyball, basketball, track & field and cheerleading.

The Baseball Program is open to boys. The season runs from August through mid-November. Boys participate on teams as follows:

|                                           |             |
|-------------------------------------------|-------------|
| Grade 4                                   | Training    |
| Grade 5                                   | Cubs        |
| Grade 6 (and 5 <sup>th</sup> , if needed) | Eagles      |
| Grade 7 (and 6 <sup>th</sup> , if needed) | Jr. Varsity |
| Grade 8 (and 7 <sup>th</sup> , if needed) | Varsity     |

The Volleyball Program is open to girls. The season runs from August through November.

The Basketball Program consists of teams for boys and teams for girls. The season runs from November through March.

The Volleyball and Basketball Programs assign athletes to teams in the following order:

|              |             |
|--------------|-------------|
| Grade 4      | Training    |
| Grade 5      | Cubs        |
| Grade 6      | Eagles      |
| Grades 5 & 6 | Lions       |
| Grade 7      | Jr. Varsity |
| Grades 7 & 8 | Sharks      |
| Grade 8      | Varsity     |

The Track & Field Program consists of a training team in grade 5 and a competing team for grades 6, 7, and 8. It is open to boys and girls. The seasons run from March through May.

The Cheerleading Program consists of a cheering squad and a spirit squad. The respective seasons run from November to March (concurrent to the basketball season) and from March to May. It is open to 7<sup>th</sup> and 8<sup>th</sup> grade boys and girls.

With regard to team selection, in grades where more than one team is formed, skill evaluations are used to assess the athlete's development. The evaluations are under the direction and supervision of the respective sport commissioner and are conducted with the Athletic Board's approval.

## **Evaluations**

Grades 5 - 8 will be subject to the evaluation process whenever there is more than one team per grade. The athletes will be evaluated on their skills for that particular sport. PPSL rules dictate the minimum number of players on an “A” team before a second (“B” team) can be formed.

Evaluations for girls’ volleyball are held in the prior spring, after the completion of track & field and before the completion of that school year. Evaluations for boys’ basketball will be held after the completion of baseball. Girls’ basketball evaluations will be held after the completion of the volleyball season, including playoffs for grades 6 - 8.

The evaluations of the athletes will be done by outside impartial evaluators. The athletes will be evaluated on skills specific to that sport with some emphasis on their scrimmage performance. Whenever possible, an open gym session will be held prior to the evaluation to allow the students a chance to run through drills that they will be evaluated on. This will be dependent upon gym availability and time restraints.

In addition to the outside evaluators, the sport commissioner and/or the Athletic Director will also be evaluating the athletes. Their score sheets will only be for the purpose of comparison to the outside evaluators. If a discrepancy is found, then and only then, will their score sheets be used for reference. Evaluation forms, which coaches fill out at the end of the previous season, will be used to help break any ties.

## **Game Participation**

Every child who is on a team is to play in every game. However, any child who misses practice without a valid excuse may forfeit his/her right to play in the next game. Parents, whenever possible, should advise the coach beforehand when and why their child is going to miss practice.

With regard to conflicts with other extracurricular sporting activities, the following rules will apply:

1. St. Dunstan games (practice and league) take precedence over games of other leagues.
2. St. Dunstan practices take precedence over other practices.
3. A child may be excused by the coach from a St. Dunstan practice session to play in scheduled games of other leagues.
4. A boy pitching for a St. Dunstan baseball team may not pitch for other baseball teams until St. Dunstan league play ends.

## **Uniforms**

Game uniforms will be loaned to each child who participates in a sport. Written announcement of the time, date, and location of uniform distribution will be sent home with the child prior to the start of league play. Persons unable to come on the appointed day should make arrangements **PRIOR TO THE SCHEDULED UNIFORM HANDOUT DAY** with the Uniform Commissioner to pick up uniforms.

At the end of league play, a uniform return date will be set and notice sent home. Uniforms are to be returned clean (wash or dry clean as appropriate) and in good condition. A uniform replacement fee will be charged for any lost or damaged uniform. The replacement fee must be paid prior to being issued an additional uniform.

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

Machine wash separately in lukewarm water.

Drip dry. Do not bleach, dry clean, or iron.

Game uniforms are for game use only. They are not to be used for practice under any circumstances.

## **Fees**

A fee will be charged for each program in which a child participates. The fees are set by the Athletic Board during regularly scheduled meetings.

If a uniform is not returned, the Athletic Board will invoice the family for the replacement cost.

## **Awards / Point System**

An award system is in place to encourage children to participate in athletic activities and represent St. Dunstan School in team competition. The system involves participation points and a trophy system for achievement.

Points are as follows:

Children may earn points by successfully participating in a sport. Regardless of which team the child plays on, the points earned will depend on the school year/grade the child is in. Points are awarded as follows:

Grade 4                    1 point per sport

Grades 5 & 6            2 points per sport

Grades 7 & 8            3 points per sport

For all school sports, the child has to attend 66.6% (2/3) of all practices and should attend all the particular competitions of the given sport to **earn** the respective points given the child's grade. This will necessitate the coaches taking attendance. This takes into consideration examples of acceptable excused absences, i.e. illnesses, funerals, and singular conflicting unreschedulable events such as a family wedding, First Holy Communion, 25<sup>th</sup> Anniversary, etc.

A child earning 12 points will be awarded a St. Dunstan block. A star is awarded after accumulation of each 10 points above the first 12 (22, 32, etc.). The block and star(s) can be worn on school sweaters. No block is to be awarded prior to the completion of 6<sup>th</sup> grade.

Awards are as follows:

Championship Awards: Awards to each member of a division or league championship team. In cases where a team wins both division AND league, only league champion award will be presented. In Track & Field, awards are presented to each

athlete winning 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> place in a Division Meet event or each athlete winning 1<sup>st</sup> place in the Spirit Festival Meet event.

Most Valuable Player (MVP): In each sport, each team may award ONE plaque or trophy to an 8<sup>th</sup> grade boy and girl deemed most valuable player by their 8th grade coach. 6<sup>th</sup> and 7<sup>th</sup> grade teams may award a CERTIFICATE OF RECOGNITION for ONE boy and ONE girl selected by the coach as most valuable player.

Most Improved Athlete (MIA): In each sport, each team may award ONE plaque or trophy to an 8<sup>th</sup> grade boy and girl deemed most improved player by their 8th grade coach. 6<sup>th</sup> and 7<sup>th</sup> grade teams may award a CERTIFICATE OF RECOGNITION for ONE boy and ONE girl selected by the coach as most improved player.

All Sports Award: Awarded to every 8<sup>th</sup> grade boy and girl who successfully participated in each sport offered at St. Dunstan during the 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades (the grades that have championship playoffs).

Peter Cullinane Award: Awarded to an 8<sup>th</sup> grade boy and girl in the Basketball Program as determined by his/her teammates.

Dylan Cappel Memorial Scholarship Award: Awarded to an 8<sup>th</sup> grade boy and girl on the track & field team. The award recipient is determined by Larry and Barbara Cappel.

Please note that a child cannot receive both the MVP and MIA awards for the same team. At the coach's discretion and with Athletic Board approval, a team's MVP or MIA award may be withheld (award not granted).

## **Student Conduct & Academics**

Students participating in our athletic program must conduct themselves so as to maintain acceptable standards of conduct, effort, and home study. Failure to do so may result in the child being suspended from participation.

Any student with a "3" in Conduct or Effort in any class will be suspended from all athletic games and practices, all cheerleading events and practices, and all student council

activities and any other extra-curricular activities for at least two weeks and until the student has shown definite improvement.

At any time during the school year when a student's grades drop below a "C" average or when the student earns lower than a 2 in Conduct or Effort in any class, the teacher and the principal will meet to determine if the student would benefit academically and/or socially by being removed from participating in a particular sport and any school sponsored activities during the academic probation. If this seems beneficial, effective from the date of notice given to the parents, the student will be removed from participation in sports and all school-sponsored activities for a period of two weeks. (However, participation in skill evaluations conducted during the suspension period will be allowed).

After that time, a decision will be made whether to allow the student to fully participate once again and the student's progress will be reviewed each week. The principal will notify the parents when a student is removed from, and/or returned to, participation. The principal will also notify the Athletic Director, who in turn will notify the necessary coaches. During the probationary period, the student must assume primary responsibility for not participating in practices and games.

A coach of the Athletic Board may restrict a child from participating because of inappropriate student behavior while at practice or at an athletic program activity or for missing practice without a valid excuse. Coaches must notify either the commissioner or the Athletic Board once a player has been restricted from participation. The parent(s)/guardian(s) will then be notified by the Athletic Board. An appeal to this rule may be made to the principal and/or the Athletic Director. For our purposes, examples of unexcused absences include weak excuses (i.e., "I forgot; I didn't have a ride; I was grounded; I had too much homework," etc.). Unexcused absences also include conflicting elective activities: vacations, participating in another sport, music, scouts, and any other activity over which one has control. Examples of acceptable excused

absences include funerals, an illness, and a singular conflicting unreschedulable event such as a family wedding, First Holy Communion, 25<sup>th</sup> Anniversary, etc.

Students absent from school may not attend practice that day or participate in a scheduled game that day (unless notification of absence is communicated to principal and Athletic Board prior to absence. Either the principal or the Athletic Board may then grant participation consent).

If a student is ejected from a game, he/she will be suspended from participating in the following game.

If a student quits a sport at any time after the initial sign-up period, the student will be restricted from participating in the next sport and/or the same sport the following year unless the action was instigated by illness or some other situation deemed extraordinary by the principal and the Athletic Board.

## **Parent Participation & Conduct**

To assure the continued success of the athletic program, we must have the participation of ALL parents with children in our program. This is YOUR program! Together, we provide the environment that builds our children's self-esteem and character. Your program exists only with your support.

We need to have parents see that their children get to and from all practices and games *on time*. The coaches are not responsible for organizing car pools, for driving children, or for taking care of them before or after games and/or practices.

Parents are encouraged to attend all games and to support their children's efforts. However, they must stay in the stands unless invited by the coach to come on to the playing field/court. Remember, our children look to us for guidance and example. Good sportsmanship and common sense should always guide our spectators, regardless of the behavior and actions of others.

Parents are needed to help prepare the baseball and track fields for play on game days and to monitor activities in the gyms we use. Parents are needed to keep score at our games and to provide news article write-up for the local papers.

Coaches, assistant coaches, and people interested in working in the program are always needed (and appreciated!). If you are interested, please give your name and phone number to the principal or to one of the Athletic Board members.

Parent support is required, essential, and vital in helping raise funds to cover the cost of the program **WITHOUT HAVING TO RAISE FEES.**

## **Fundraising Activities**

Our athletic program is supported entirely by team participation fees, donations, and fund raising activities. Apparel and wrapping paper sales are the mainstays of our fundraising activities. Fundraising activities provide the largest portion of our program's budget. Other fund raising ideas are readily welcome!

**Remember: your program exists only with your support.**

## **Grievance Procedure**

As follows:

1. Discuss the matter with the coach handling the particular sport or team for which the grievance is being presented.
2. If that discussion proves unsatisfactory, the parent may present a written request to discuss your grievance with the commissioner of the particular sport involved. The commissioner will meet only if a written request is made.
3. If that discussion proves unsatisfactory, the parent may present a written request to discuss your grievance with the Athletic Director. The Athletic Director will meet only if a written request is made.

4. In the event that a satisfactory solution is not obtained in that meeting, the parent may present a written request to the Athletic Board. A meeting to resolve the grievance will be arranged.
5. In the event that a satisfactory solution is not obtained in that meeting, you may then present your grievance to the Pastor.

### **Athletic Board Meetings**

The athletic program is run by the Athletic Board of St. Dunstan School. The board operates pursuant to the Constitution approved and accepted by the St. Dunstan School Board on February 2, 1976. The members serve a two-year term. The board meets every first Thursday of the month during the school year in the school's math room. Meetings are open to all parents. In order to bring a topic before the board, items must be listed on the meeting agenda. To place a topic/item on the agenda, submit it in writing to the Athletic Board in-box located in the school office by the Friday prior to the regularly scheduled meeting.

# Athletic Program Commitment Form 2005 - 2006

The Athletic Program is a vital part of our school. The St. Dunstan School philosophy emphasizes developing the whole child and incorporates Christian values of cooperation, responsibility, sportsmanship, teamwork, loyalty, and fair play. In keeping with school philosophy, all families participating in the St. Dunstan Athletic Program are required to sign this Athletic Program Commitment Form.

## **We agree to the following:**

1. Attendance at a parent meeting at the beginning of the particular sport. This is a mandatory meeting; parents must attend in order for the child to participate during the season. (Meeting will be announced well in advance.)
2. Beginning January 2006, all parents and coaches who participate, or have a child participate, in a PPSL sport will be expected to attend a Positive Coaching Alliance (PCA) Parent Workshop or Double-Goal Coach Workshop.
3. Be on time in driving to and picking up from all games and practices.
4. Appropriate parent and coach behavior at games and practices in keeping with our Christian values, and, positive role modeling for children (i.e., no yelling or exhibiting rudeness towards coaches, referees, commissioners, opposing team coaches, parents, students and athletes).
5. Behavior appropriate for students attending a Catholic values-based school will be exhibited at all practices and games. Students displaying unacceptable behavior will be disciplined according to St. Dunstan School Policy.
6. Agreement with the policies set forth in the Athletic Board Handbook and School Handbook.
7. Follow the proper procedure for reporting a concern as outlined in the section of the Athletic Board Handbook titled "Grievance Procedure."

\_\_\_\_\_  
PRINT LAST NAME

\_\_\_\_\_  
PARENT(S) SIGNATURE

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT(S) SIGNATURE

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

**PLEASE RETURN THIS SIGNED FORM TO SCHOOL OFFICE  
ATTENTION ATHLETIC BOARD**