



**KIERAN**  
Catholic School

**Sports Handbook**

# Mission Statement

The mission of St. Kieran Catholic School, in partnership with parents, is to create an educational environment for the students, which promotes academic excellence and teaches Catholic doctrine, while emphasizing Gospel values.

## St. Kieran Catholic School Sports Program Philosophy

The purpose of the St. Kieran Catholic School (SKCS) Sports Program is to teach and exemplify the basic human and Christian values of sportsmanship, cooperation and teamwork. The SKCS Sports Program has also been established to help foster friendships, provide leadership opportunities, and help the students develop a positive attitude toward sports and athletic competition. The Extracurricular Sports Program is not a “win at all costs” program.

The SKCS Sports Program is a member of the Catholic Sports League of San Diego (CSLSD). The league website can be found at: [www.leaguelineup.com/catholicsportsleague](http://www.leaguelineup.com/catholicsportsleague).

## SPORTS PROGRAM ADMINISTRATION

### Athletic Director

The SKCS Athletic Director shall be responsible, on a day-to-day basis, for directing and administering the program for the benefit of the students of St. Kieran Catholic School. The Athletic Director has the decision-making authority and the full support of the School Principal and the Pastor. The Athletic Director will be under the direction of the School Administration. The Athletic Director shall abide by the school and sports philosophy, policies and procedures of St. Kieran Catholic School and the Diocese of San Diego. He/She oversees the operation of the St. Kieran Catholic School Sports Program and is the school's representative at all Catholic Schools League of San Diego (CSLSD) meetings, performing the following duties:

- Assures that all head coaches have been Live Scanned within the school
- Acts as the school liaison with the Catholic Sports League
- Attends sports league meetings & adheres to the league's policies & procedures
- Purchases all necessary sports equipment for use in the program (with the approval of the Principal)
- Has exclusive responsibility for all sports equipment and assures that all equipment is permanently identified as belonging to the SKCS Sports Program
- Establishes deadlines for sports permission signups. The Athletic Director has the authority to direct team coaches not to allow players to practice/play until all forms and fees are properly completed
- Notifies coaches of ineligibility of students

### SKCS Parents

You are an essential component of the SKCS Sports Program. With your support and encouragement, our athletes will be able to gain the confidence and determination needed to be successful both on and off the field. It is vital that the school administration, teachers, coaches, parents and students all work together.

Please remember that all actions, by an athlete, parent or coach, directly impact the integrity of the school. As such, *“let the coaches coach, and the players play”*. As we are working to make our school more competitive, please understand that SKCS sports are designed to give everyone an opportunity to

participate, improve their skills and work cooperatively as a team. However, SKCS sports are not meant to be a form of daycare, so please don't use it as such.

It is the parents' responsibility to ensure there are enough coaches for the teams. Without parent/volunteer coaches, the SKCS Sports Program would not be able to participate in the Catholic Schools League of San Diego.

**Team Mom** – The team Mom is a vital role to the team. It is recommended that each team appoint a team Mom to facilitate the coach by coordinating a snack schedule during and after games.

## **Team Coaches**

Coaches are responsible for picking up the student-athletes at the after school benches before practices.

All coaches must be 18 years of age or older to coach a SKCS team. All coaches must be Live Scanned with the San Diego Diocese and comply with the Coaches' Conduct and Ethics Contract. In addition, all coaches must attend a mandatory coaches meeting schedule to be set by the Athletic Director. All processing must be completed before the first team practice. It is recommended that coaches be certified in CPR and First Aid.

A coach may be removed from coaching a team for misconduct or breaking league rules. This will be done at the discretion of the Athletic Director/School Administration and will be on a case-by-case basis.

Each Team Coach shall have the following responsibilities:

- Attends the Coaches meeting given by the Athletic Director at the beginning of each sport season
- Leads the team by example and demonstrates good sportsmanlike conduct. He/She must promote a Christian attitude among players and teams and avoids a "win at all costs" philosophy
- Seeks a "team parent" to help with organizational matters, e.g. practice and implementation of e-mail reminders, and other communications with parents
- Checks the league website [www.leaguelineup.com/catholicsportsleague](http://www.leaguelineup.com/catholicsportsleague) weekly for schedule changes and ensures correct scores are posted
- Checks out equipment from the Athletic Director and returns all issued items at the conclusion of the season in good condition.
- Schedules all team practices after 2:45 p.m. Monday through Friday. All practice schedules must be preapproved by the Athletic Director.
- Coaches must be at SKCS ready to begin practice at their designated time. If a coach is not at the field/court by 2:45pm, athletes will be sent to daycare; families will be charged accordingly.
- Supervises and is responsible for all players at all times during practices/games. Unless previously arranged with parents, practices must end at their designated time. Athletes who are not picked up at the end of practice will be escorted (by the coach) to daycare.

## **Sportsmanship**

Coaches and parents are reminded that they serve as role models for their players, and as such should be teaching the values of sportsmanship, teamwork, and cooperation. Conduct warnings will be given to coaches displaying unsportsmanlike behavior. If a coach's conduct is deemed by the referee to be against the policies of the league, the coach will be given a conduct warning. A second warning could result in an ejection from the game. Each time a coach is warned and/or ejected, the school will be notified. Any coach that is ejected will serve a one game suspension the following game. Each situation will be determined on a

case by case basis.

Any player who is ejected from a game is not eligible to play the next game. The school will be notified of the conduct of that player by the League Director. In addition, the League Director, Athletic Director and/or School Administration will investigate any reports of repeated poor sportsmanship by players, parents or coaches and will retain the right to suspend those responsible for misconduct if necessary. Also, any player, parent and/or coach who must serve a suspension shall not be in attendance at the game.

Parents are encouraged to cheer enthusiastically in support of their team. However, keep in mind that it is considered poor sportsmanship to try and discourage the opposition from doing its best. Therefore, it is requested those spectators:

1. Do not make noise in an attempt to hinder an opposing player serving a volleyball, kicking a penalty kick in soccer, or shooting a free throw in basketball.
2. Do not direct negative or derogatory comments toward opposing players, their coach, or the game officials. Keep your comments positive. If negative comments persist, the team will forfeit the game. Those responsible for directing negative or derogatory comments will serve a one-game suspension. All situations will be on a "case by case" basis.
3. Keep the field or court clear during timeouts. This will allow games to re-start promptly.
4. In order to keep the experience positive for the athletes, coaches have the right to ask any unruly parent/guardian to leave a venue.
5. It is the families responsibility to 'clean up after themselves' after each game. We need everyone's help in making sure we take care of the various venues that host our games.

Everyone wants to win, but only one team will. Please remember that each game should be a positive experience for both teams regardless of the final score. Since we expect our athletes to win and lose gracefully, we expect all parents to do so too.

### **SKCS Sports Behavior Management Policy**

In the event that a child needs to be redirected in regards to their conduct during practices or games, coaches will use the following steps:

1. Athletes will be given a verbal warning.
2. Athletes will be asked to sit out (or redirected) for a period of time.
3. Athletes will be sent to daycare (at the family's expense) and parents will be notified.

Inappropriate language or fighting will not be tolerated. Athlete(s) will be sent to daycare and parents will be notified. The Athletic Director and/or School Administration will investigate and each situation will be dealt with on a case-by-case basis.

### **Catholic Sports League**

St. Kieran Catholic School is part of the San Diego Catholic Sports League.

All sports schedules will be posted and updated in a timely matter on the Catholic Sports League website. It can be found at [www.leaguelineup.com/catholicsportsleague](http://www.leaguelineup.com/catholicsportsleague).

All sports rules (football, volleyball, basketball and soccer) are posted on the league website. It is recommended that all parents, students and coaches are aware of the league policies, procedures and rules.

It is also recommended that all parents and coaches sign up for text/email alerts. Doing so will allow the recipients to receive email/text alerts regarding game-day rainouts or cancellations.

All Peewee soccer games that are cancelled due to rain will NOT be made up.

## **Uniforms**

During practices, all students are expected to adhere to the Free Dress Guidelines. Students who are in violation will be asked to change into their school uniform.

**Flag Football:** Students participating in JV and Varsity Flag Football will be issued a jersey and football pants. Every flag football participant must have a mouth guard and cleats for practices and games. Baseball cleats are not allowed for flag football.

A team consists of (9) players playing on the field at one time. Girls are eligible to play if they meet all the other requirements. A team must have (6) eligible players ready to play at game time to avoid a forfeit.

**Volleyball:** Students participating in JV and Varsity Volleyball will be issued a uniform jersey and shorts. It is recommended that all participants wear knee pads during practices and games. No tight/spandex volleyball shorts will be allowed during practices or games. Anyone in violation will not be allowed to play during games.

A team consists of six players playing on the court at one time. Must have four eligible players present at game time to avoid a forfeit.

**Basketball:** Participants will be issued a basketball jersey and shorts.

A team consists of 5 players playing on the court at one time. At least three players must be present and ready to play at the scheduled game time to avoid a forfeit. If a team has less than three eligible players at any time, a forfeit will be declared. Whenever possible, there should be at least two girls on the court during all co-ed 3rd/4th grade pee-wee games.

Boys Varsity teams will use a regulation size basketball (29.5). J.V. divisions will use a women's size ball (28.5).

Girls divisions (Varsity & JV) will use a women's size (28.5) basketball.

The Pee-Wee division (3rd/4th grade) will use junior size ball (27.5).

**Soccer:** Students participating in PeeWee, JV and Varsity Soccer will be issued a uniform jersey and shorts. All participants must have soccer cleats and shin guards for every practice and game. It is recommended that all participants bring a soccer ball for practices.

JV & VARSITY TEAMS shall consist of eleven players. At least seven players must be present to start a game. PEE-WEE TEAMS shall consist of nine players. At least six players must be present to start a game. The goalie must wear a different color jersey.

Varsity teams will play with a size (5) soccer ball.

J.V. teams will play with a size (4) ball.

PEE-WEE: 3rd/4th graders will use a size (4) soccer ball.

K/1st/2nd graders will use a size (3) soccer ball.

All sports uniforms must be returned at the end of the season. All uniforms must be washed prior to turn-in. If uniforms are not returned, a replacement fee will be assessed for each uniform missing.

**All athletes are allowed to wear their game jersey the Friday before a game.**

Full sports uniform must be worn for all games throughout the year.

Shirts must be tucked in to prevent injury and students must remove all jewelry before games.

## Player Classifications

### PeeWee

Soccer teams are formed with a minimum of 11 players (9 players, plus 2 subs).

The pre-kindergarten and kindergarten team is a combination of boys and girls.

Other teams include:

Girls (grades 1 & 2)

Boys (grades 1 & 2)

Girls (grades 3 & 4)

Boys (grades 3 & 4)

Teams may be combined and moved to the next level of play if there are not enough players for any one team. For example, combination boy's grades 1-4 would play at grade 3-4 level.

### Junior Varsity and Varsity

Students play at the Junior Varsity level in 5th or 6th grades. Students play at the Varsity level in 7th or 8th grades. Players can be rostered on only one team per season. At both the Varsity and Junior Varsity levels, players are rostered on either the A or B Division team and may not switch between the two teams. If a Varsity team does not have enough players to field a team, plus one substitute, Junior Varsity A players may be borrowed to play in that game. As mandated by league policy, a Junior Varsity player may only play at the Varsity level once during the season, but never during playoffs. If the same player is borrowed more than once, then they must now stay on that team and may not play on Junior Varsity.

During playoffs only, rostered players from that specific team may play.

Junior Varsity A teams may borrow players from Junior Varsity B teams. Junior Varsity B teams may not borrow Junior Varsity A players.

Teams will only be split if there are enough players to form two teams (with substitutes) and if a coach is available. They will be split in a manner that will still allow them to compete at a competitive level due to their size/age. Teams will be split based upon the discretion of the Athletic Director.

## SPORTS SCHEDULE

Fall Sports Begin in **September** (registration and practices begin two weeks before school starts):

Flag Football: Varsity and JV teams; No A & B Divisions – 4<sup>th</sup> graders may play on an "as needed" basis. Girls are allowed to play if they want.

Scrimmage Flag Football: 4<sup>th</sup> grade only – this team is comprised of interested 4<sup>th</sup> graders (boys & girls) to help the team build on the fundamentals of the game. There is no cost to this team as they will not participate in any games.

Girls' Volleyball: A & B Divisions in both Varsity & JV.

Winter Sports Begin in *January* (registration and practices begin after Thanksgiving):

Boys' Basketball: A & B Divisions in both Varsity & JV Divisions.

Girls' Soccer: Varsity and JV teams; No A & B Divisions

Pee Wee Soccer -

- Kindergarten - combined boys and girls
- Boys - (Grades 1 & 2)
- Girls - (Grades 1 & 2)
- Boys - (Grades 3 & 4)
- Girls - (Grades 3 & 4)

Spring Sports Begin in *March* (registration and practices begin in February):

- Boys' Soccer: Varsity and JV teams; No A & B Divisions
- Girls' Basketball: A & B Divisions in both Varsity & JV
- PeeWee Basketball: Co-ed, Boys' and Girls' 3<sup>rd</sup>/4<sup>th</sup> grade basketball
- Annual Track & Field Competition Boys and Girls - Grades K-8
  - Fall - Cross Country Meet at CCHS
  - March - Track Meet at Mater Dei High School
  - May - CSLSD Track Meet at Cathedral Catholic High School

**Special Diocesan Tournaments:** (optional) Tournament fees are paid for by participating players. The sports director will register the teams as requested; however, it is up to the coaches to collect the tournament fee and submit to the sports director before the tournament takes place.

Boys' Football

- September: Preseason tournament at CCHS
- December: Varsity at SAHS (must qualify) • December: JV at MDCCHS (must qualify)

Girls' Volleyball

- October: Varsity at Coast VBC
- November: Varsity at Mater Dei HS
- December: Varsity at St. Patrick's

Boys' Basketball

- December: Varsity & JV at Madeleine
- December: Varsity at Mater Dei HS
- Feb. /March: Varsity & JV at SAHS

Girls' Basketball:

- May -Varsity at OLP

During tournament play only, players may be combined to fulfill a roster requirement. This will be done at the direction of the Athletic Director.

## **Insurance**

Students participating in extracurricular sports are required to have medical insurance coverage. St. Kieran Catholic School does not provide major medical insurance for students participating in the Extracurricular Sports Program. The school insurance policy acts as a secondary insurance carrier only, with the parents' (students') personal insurance as the primary carrier. It is **ESSENTIAL** that parents assume the responsibility of obtaining medical insurance.

## **Player Fees**

Fees are determined by costs associated with league fees, referee fees and maintenance of equipment and uniforms.

## **League Playoffs/Trophies**

A team trophy will be given to the overall CSLSD champions and runners up in Varsity A and Junior Varsity A Divisions. The top eight teams in Varsity and Junior Varsity sports will be given the opportunity to compete in league playoffs. The top 4 teams will compete in the Gold playoffs and the bottom 4 teams will compete in the Silver playoffs. During the playoffs, teams in the Gold and Silver divisions will not play each other.

As the Varsity B and Junior Varsity B Divisions are designed to be purely instructional, they will not compete in playoffs. There are no playoffs for Peewee Soccer.

## **Forfeits**

The school will be required to pay a fee for any forfeit. Schools who may not have enough players, may borrow players from a lower division. The borrowing of players will not only allow the teams to be able to play, but it will also help avoid a forfeit. Coaches must notify the Athletic Director of any possible forfeit as soon as possible.

## **Player Eligibility**

Conduct - Sportsmanlike behavior is required of all Sports participants. The SKCS Athletic Director and/or School Administration may remove a student from extracurricular sports participation for a period of time for a serious conduct violation. The student may be eligible to participate within a predetermined period of time set by the Athletic Director and/or School Administration.

In both the Varsity & JV divisions, the head coaches will exchange rosters with the opposing coach before each game. All players' that are present at the game need to be noted on the roster. All rosters collected by the coaches are to be turned into your schools AD on a weekly basis.

## **Academics**

In order to stress the importance of academics, all Junior Varsity and Varsity participants must maintain a satisfactory academic report. These will be handled on a case-by-case basis. Rostered players must be academically and behaviorally eligible at the time of team formation. Ineligible players may be reinstated to the original team if their eligibility status changes.

## **Grievance Procedures**

If students, parents and/or coach have a conflict, the following steps are to be taken to resolve the



situation. In order to ensure that all parties are given time to reflect, it is important to refrain from expressing any concerns during or right after a game.

1. Students will first address their coach to express and resolve their concerns.
2. If participant/parent is unable to resolve the issue, students and parents will meet with the coach to discuss and resolve the situation 24 hours after an incident.
3. If unable to resolve the issue, the coach and parties involved notify the Athletic Director for clarification or mediation.
4. If at this point there is no resolution, the parties involved are invited to meet with the Athletic Director and principal for any further clarification or mediation.

## Facility Use

Please use each of the facilities as if it were your own. Remember, in most cases, the gymnasiums and playing fields are not owned by elementary schools within the Diocese and, if abused, access could be lost. Therefore, please keep the following rules in mind:

1. Limit visitors/participants to the immediate area of the playing field or gym in use.
2. Visitors/participants are not to "explore" the rest of the campus. CHILDREN MUST BE UNDER ADULT SUPERVISION AT ALL TIMES.
3. At Cathedral Catholic High School, use bleachers on the lower level. No one is allowed to play with the gymnastics or football equipment on the field.
4. NO FOOD OR DRINK is allowed in any gym.
5. Please do not show up more than 30 minutes prior to the first game of the day at a specific facility.
6. Facilities should be left in the condition in which they are found.
7. PETS, SKATEBOARDING & SCOOTERS are NOT allowed at venues and fields.
8. Please follow the posted parking signs. Failure to do so will result in the vehicle being towed at the owner's expense.

Venues may not have a trash can, so please take your trash with you.

Violation of any of the above rules may cause a team to forfeit a game and may eventually threaten our use of these facilities.

Due to an overall increase of participation within the Catholic Sports League, available sports facilities are extremely limited. As such, please understand that you may be traveling to locations all over San Diego County for games. By signing up for sports with SKCS, it is assumed that you adhere to this expectation.

Any questions, comments or concerns about this handbook or the SKCS Sports Program in general should be directed to the Athletic Director at [athletics@saintkierancatholicsschool.org](mailto:athletics@saintkierancatholicsschool.org).

All information presented in this handbook has been approved by the School Principal in conjunction with the Athletic Director.

# DIRECTIONS TO SPORT FACILITIES

[www.leaguelineup.com/location](http://www.leaguelineup.com/location)

**ALL HALLOWS ACADEMY** – 2390 Nautilus, La Jolla. Take Balboa Ave West. Balboa becomes Garnet. Take Garnet to Soledad Mountain Road. Turn right on Soledad Mtn. Rd. Turn left at the stop sign to Nautilus. Turn right on Nautilus.

**CATHEDRAL CATHOLIC HIGH SCHOOL** – 5555 Del Mar Heights Rd. San Diego. Take Interstate 5 to Del Mar Heights Rd. Proceed east for approximately 2 miles. School is on the right.

**CHRIST LUTHERAN** – 7929 La Mesa Blvd., La Mesa. Take La Mesa Blvd towards University Ave. School parking lot will be on the right hand side.

**COAST VOLLEYBALL CLUB** – 11526 Sorrento Valley Rd., San Diego 92121. Take 125N to 52 W to 805 N to Sorrento Valley Rd. exit. Turn right onto Vista Sorrento Parkway. Turn right onto Sorrento Valley Rd. COAST VB is in the back of the complex.

**GOOD SHEPHERD** – 8180 Gold Coast Dr., San Diego. Take 15-N to Miramar/Pomerado exit and go left. Right on Camino Ruiz. Left on Gold Coast. School is on the right.

**HOLY TRINITY** – 509 Ballard St., El Cajon. Take 8-E to Mollison Ave. Left on Lexington. Right on Ballard. Parking is in the rear of the school.

**MATER DEI CATHOLIC HIGH SCHOOL** – 1615 Mater Dei Dr. Chula Vista, CA 91913. Take 125 South (toll rd.). Exit Birch Rd. Turn right, then right again at Mater Dei Dr. Or Take 805 South. Exit Olympic Pkwy east toward Heritage Rd. Turn right onto La Media Rd. Turn left onto Birch Rd. Turn left onto Mater Dei Dr. School is on the right.

**NATIVITY SCHOOL** – 6309 El Apajo Road, Rancho Santa Fe, CA 92067. Take 8-W to 805-N to 5-N. Take Del Mar Heights Road & turn right. Turn left on El Camino Real. Turn right on San Dieguito Road. Turn left on El Apajo. Destination is on the left.

**OUR LADY OF GRACE** – 2766 Navajo Rd El Cajon, 92020. Take 125 North to Navajo Rd. Turn right onto Navajo Rd. Make a U-Turn at Medford St. Destination is on the right side.

**SCHOOL OF THE MADELEINE** – 1875 Illion Street, San Diego. Take 5 North to Sea World/Tecolote Exit. Right over freeway to Morena Blvd. Left on Morena Blvd. to Knoxville. Go right on Knoxville up hill. School is on right.

**ST. AUGUSTINE HIGH SCHOOL** – 3266 Nutmeg St. San Diego. Take 8-E to 805-S. Exit University Ave. /North Park Way. Take North Park Way to Bancroft. Left on Bancroft.

**ST. JAMES ACADEMY** – 623 S Nardo Ave Solana Beach 92075. Take 8 West to 805 North to 5 North. Take Via De La Valle exit and turn left. Turn right onto Valley Ave. Continue onto Stevens Ave. Turn left onto S Nardo Ave.

**ST. JOHN OF THE CROSS** – 8175 Lemon Grove Way, Lemon Grove. Take 94-E to Lemon Grove Ave. Slight right on Lemon Grove Ave. Turn left on Lemon Grove Way.

**ST. THERESE ACADEMY** – 6046 Camino Rico, San Diego. From SKCS, take 8-W to College Ave. Keep right at fork & merge onto College Ave. Turn right onto Camino Rico.

## St. Kieran Catholic School Coach's Conduct & Ethics Contract

### Please initial at each statement

- \_\_\_\_\_ I agree to be a positive role model to all of my athletes.
- \_\_\_\_\_ I agree to treat every athlete as if they were my own child.
- \_\_\_\_\_ I agree to exhibit good sportsmanship among my athletes, parents and referees.
- \_\_\_\_\_ I understand that I am to use appropriate language with my athletes, parents and referees.
- \_\_\_\_\_ I understand that I am representing St. Kieran Catholic School.
- \_\_\_\_\_ I agree to emphasize an anti-bullying atmosphere (among athletes, parents, coaches & referees)
- \_\_\_\_\_ I promise to have a genuine interest in the welfare of my athletes & make the team experience worthwhile.
- \_\_\_\_\_ I understand that I should have basic knowledge of the sport and rules in which I am coaching.
- \_\_\_\_\_ I agree to establish a clear set of expectations for my athletes and parents.
- \_\_\_\_\_ I agree to exhibit fair **and** equal play to all of my athletes within each game.
- \_\_\_\_\_ I understand that this isn't a "win at all costs" league.
- \_\_\_\_\_ I understand that winning and losing is a life lesson and should be treated as such.
- \_\_\_\_\_ I understand that the head coach must be LiveScanned as deemed by the requirements of the school.
- \_\_\_\_\_ I agree to be in contact with the parents and Athletic Director in a timely matter regarding any practice or game changes.
- \_\_\_\_\_ I understand that practices must end at their scheduled time & athletes should be escorted to daycare.
- \_\_\_\_\_ I have read and understand the policies, expectations and procedures as indicated in the SKCS Sports Handbook.

**By signing below, I promise to adhere to all coaching expectations. I understand that I will be held accountable and will be asked to step down if these expectations are not met.**

Print Name \_\_\_\_\_

Sign Name \_\_\_\_\_

Date \_\_\_\_\_

**SIGNED FORM MUST BE RETURNED TO THE SKCS ATHELETIC DIRECTOR BEFORE PRACTICES BEGIN.**