



HANDBOOK

FOR

THE DIOCESE OF

SAN JOSE

CATHOLIC ATHLETIC

LEAGUE

I. League Philosophy

Mission Statement

The after-school athletic program is an extension of the educational mission of a member school. As such, it enriches the life of the school community by providing for interscholastic athletic competition within a context of Gospel values.

The success of an after-school athletic program is dependent upon the active support of the administration, teachers, coaches, parents, spectators, and the student-athletes. It places its focus on developing an atmosphere in which children learn about and enjoy sports, rather than on developing winning teams. While every coach, player, and supporter wants his/her team to win, a program's philosophy keeps this goal of winning in perspective. Catholic elementary schools' sports are primarily recreational and they dedicate themselves to providing a positive athletic experience for children of all ability levels.

GOALS

An after-school athletic program has as its goals the following:

1. to develop an atmosphere in which children learn about and enjoy sports, rather than to develop winning teams;
2. to teach students the skills necessary to participate in and appreciate team sports;
3. to provide an opportunity for every eligible student to regularly participate in interscholastic competition;
4. to instill in the student-athlete a sense of responsibility by demanding consistently high standards of behavior and making the student-athlete aware and respectful of the needs of other;
5. to nurture unselfishness in the student-athlete by requiring that his/her actions on the playing field be consistent with the goals of the team as a whole and not be directed towards individual honors;
6. to generate in the student-athlete a willingness to sacrifice his/her time and energy towards the fulfillment of shared goals;
7. to provide for interscholastic competition that displays and fosters good sportsmanship.

II. WHAT IS SPORTSMANSHIP?

(SPORTS'MAN SHIP' (N))

THE PRACTICE OF PLAYING FAIR, OF TAKING LOSS OR DEFEAT WITHOUT COMPLAINT OR VICTORY WITHOUT GLOATING AND TREATING OPPONENTS WITH FAIRNESS, GENEROSITY, AND COURTESY.

The promotion of sportsmanship is integral to the functioning of the after-school athletic program. Sportsmanship demonstrated by all involved in athletics is perhaps the clearest sign of the understanding and commitment to treating athletic participation as integral to the common Catholic mission of member schools.

III. SPORTSMANSHIP RESPONSIBILITY

1. Everyone associated with an athletic event – coaches, athletes, officials, parents, spectators and school administration – plays an important role in seeing that standards of sportsmanship are upheld before, during, and after a contest is played.
2. Each person in attendance should strive to meet ideals of sportsmanship:
 - a. Show respect for the opponent. The opponent should be treated as a guest, greeted cordially on arriving, and treated respectfully at all times.
 - b. Show respect for the officials. The officials should be recognized as impartial arbitrators who are trained to do their job and who can be expected to do it to the best of their ability. Sportsmanship implies the willingness to accept and abide by the decisions of the officials.

- c. **Know, understand, and appreciate the rules of the contest. A familiarity with the current rules of the game and the recognition of their necessity for a fair contest are essential. Good sportsmanship suggests the importance of conforming to the spirit as well as to the letter of the rules.**
 - d. **Maintain self-control at all times. A prerequisite of sportsmanship requires one to understand his own bias or prejudice and the ability to prevent the desire to win from overcoming rational behavior. A proper perspective must be maintained if the potential educational values of athletic competition are to be realized. Sportsmanship is concerned with the behavior of all involved in the game.**
 - e. **Recognize and appreciate skill in performance regardless of affiliation. Applause for a good performance of an opponent is a demonstration of generosity and good will. The ability to recognize quality in performance and the willingness to acknowledge it without regard to team membership are highly commendable gestures of sportsmanship.**
3. **Within the framework of these basic fundamentals are the specific responsibilities which each individual must bear.**

A. THE PRINCIPAL AND ATHLETIC DIRECTOR

1. **The principal and athletic director must subscribe to and promote the ideals of sportsmanship.**

The quality of the sportsmanship displayed at athletic contests reflects the leadership provided by the principal and athletic director.

2. **The athletic director in collaboration with the principal should...**
 - a. **Proactively promote sportsmanship.**
 - b. **Be sure parents and students thoroughly understand what the school expects of its athletes and its spectators.**

- c. **Take responsibility to inform parents and other spectators of acceptable and unacceptable behaviors and to insure that all spectators abide by these expectations.**
- d. **Take an active role in the development of athletic policies and provide support for the implementation of these policies.**
- e. **Establish and enforce consequences for students and athletes who violate expectations of sportsmanship.**

B. THE COACH

The coach bears the greatest burden of responsibility for sportsmanship. The influence of the coach upon the attitudes and behavior of the players, the student body and the community is unequalled in order for sportsmanship to become a reality. It is essential that the coach subscribes to the values of sportsmanship and teaches its principles through words and action.

The coach should...

- 1. Always set a good example for others to follow.**
- 2. Teach the values of honest effort in conforming to the spirit as well as the letter of the rules.**
- 3. Instruct the players in their sportsmanship responsibilities.**
- 4. Discipline those students who display unsportsmanlike behavior.**
- 5. Be an accommodating host to opponents; treat them as guests.**
- 6. At every opportunity, remind the student body that the opposing team is their guest; and that as hosts, they should be polite and courteous.**
- 7. Respect the judgment of the officials and their interpretation of the rules. Public protests can only lead to similar behavior by the players and spectators.**

8. Publicly shake hands with the officials and opposing coach before the contest. After the contest, sincerely congratulate opposing coach and team on a good effort.
9. Be sensitive to score and game conditions so as not to embarrass or belittle an opponent.

C. THE ATHLETES

The responsibility of the athletes for sportsmanship is second in importance only to the coach. Because athletes are admired and respected, they exert a great deal of influence over the actions and behavior of the spectators.

The athletes should...

1. Accept seriously the responsibility and privilege of representing the school and community.
2. Cooperate with the coach and fellow athletes in trying to promote sportsmanship.
3. Treat opponents with the respect that is due them as guests and fellow competitors.
4. Exercise self-control at all times, accepting decisions and abiding by them.
5. Respect the judgment of the officials and their interpretations of the rules. Never argue or make gestures indicating dislike for a decision.
6. Accept both victory and defeat with pride and compassion, never be boastful or bitter.
7. Congratulate the opponents in a sincere manner following either victory or defeat.
8. Never taunt an opponent or celebrate an accomplishment in such a way as to "show up" the opponent or demonstrate a lack of respect or to provoke another team or its spectators.

D. THE STUDENTS, THE PARENTS, AND OTHER SPECTATORS

Spectators share a significant responsibility for sportsmanship. Their habits and reactions determine the quality of sportsmanship, which reflects upon the reputation of the school they are supporting.

The students, the parents, and other spectators should...

- 1. Know and demonstrate the fundamentals of sportsmanship.**
- 2. Censure fellow spectators who display negative behavior.**
- 3. Cooperate with school officials.**
- 4. Show respect for an injured athlete when he/she is removed from the contest.**
- 5. Never criticize the athletes, coaches or officials.**
- 6. Respect the judgment and strategy of the coach.**
- 7. Never use profane language and/or obnoxious behavior (including comments with racial or sexual overtones), which are contrary to sportsmanship.**
- 8. Respect school property. Never engage in acts of vandalism.**
- 9. Never participate in an unauthorized visit to another school.**

IV. VIOLATIONS AND SANCTIONS

Should any school identify a sportsmanship violation by another member school, the following process shall be followed:

- 1. Every effort should be made to resolve the concern at the lowest level; that is a contact should be made between coaches, athletic directors, and/or principals of each participating school to articulate the concern. The school that is contacted about a violation has the responsibility to investigate and respond appropriately and then to inform the other school of the action taken.**

2. If after step one is taken, the principal of the school initiating the complaint feels that the concern has not been addressed adequately, the principal shall make contact with the principal from the school with whom the dispute exists. If the dispute or the concern is not resolved then, the principal from the complaining school shall write a formal letter documenting the concern to the Diocesan Grievance Board for Athletics.
3. The Diocesan Grievance Board for Athletics will investigate the complaint and facilitate an appropriate resolution. If, upon completion of the investigation, the Board concludes that there has been a serious violation of sportsmanship, one of the following actions may be taken:
 - a. A formal letter of reprimand be sent to the violating school and that notification of such be made to all schools in the league.
 - b. The school be placed on probation for a period of not more than one year and the notification of such be made to all schools in the league. During the period of probation, any further breaches of the sportsmanship may result in the violating school being removed from competition in the league for a specified period of time.
 - c. The school and/or the specific team responsible for the violation be removed from competition in the league for a specified period of time.

V. THE DIOCESAN GRIEVANCE BOARD FOR ATHLETICS

The Diocesan Grievance Board for the Catholic Athletic League shall rule on all actions in response to violations of sportsmanship.

1. Upon receipt of a formal letter of complaint from a member school, the Diocesan Grievance Board for the Catholic Athletic League will review the concern.

The Board will be made up as follow:

- a. Four principals: one from each league.**
 - b. The four league commissioners: one from each league.**
 - c. Chairperson of Diocesan Athletic Advisory Board.**
- 2. No commissioner or principal may vote on issue if member school is from that division.**
 - 3. The Board shall, in a timely fashion, investigate allegations of violations of sportsmanship.**
 - 4. Upon completion of its investigation, the Board will rule, and its decision will be final.**

VI. ATHLETIC POLICIES

A. ATHLETIC PROGRAM

The athletic program is an extension of the educational mission and program of the school. Therefore, the athletic program will operate in accordance and consistent with all applicable policies and procedures contained in the Administrative Handbook and Administrators Reference Guide. These policies and procedures include, but are not necessarily limited to supervision, transportation, extra-curricular activities, personnel, payroll, finance, insurance, and health.

The athletic program shall not interfere with the regular academic program of the school. Students selected for any school sponsored athletic program must demonstrate satisfactory discipline and consistency of academic work as determined by the policies of the school. Care should be exercised to prevent excessive demands that would interfere with students' academic progress.

B. SUPERVISION

Athletic Directors must train and supervise all coaches.

Coaches must adequately and effectively supervise students at all times. No student may be left unsupervised, before, during, or following a practice or a game. Rosters of team members and schedules of practices and games, including location, will be provided to any employee of the school requiring that information.

No student may participate in the athletic program until all the required forms have been submitted to the athletic director.

C. TRANSPORTATION

Schools/coaches arranging for the transportation of teams to practices and games must follow all the field trip transportation policies in the Administrative Handbook.

If the school does not own a school bus, the preferred method of transporting student during school activities is

by properly certified common carrier. In the event that private cars must be used, no more than eight students may be transported at one time in a station wagon or van. (AH 3531)

When students travel on a bus, there must be at least one adult supervisor on each bus.

Private vehicles driven by adults may be used. Employees and volunteers who use their own vehicles in connection with school activities ordinarily are eligible for secondary coverage under the Diocese's liability insurance. (See ARG)

The principal shall establish criteria to ascertain that students will be transported safely, e.g., in closed vehicles, with a safe passenger load, etc.

The supervising coach or the Athletic Director shall give to the principal a list of drivers assisting with the transportation.

Each driver of a private vehicle must:

- have a valid driver's license
- be over 21 years of age
- have proof of adequate insurance
- have one seatbelt per passenger.

Copies of valid driver's license and proof of adequate insurance are to be on file in the school office.

The vehicle should be validly registered and meet state safety requirements. (AH 6226.6)

Alternatively, schools may require students to provide their own transportation.

D. PERSONNEL AND HIRING

The principal and athletic director shall use the same hiring procedures for paid coaches as indicated for the employment of regular or part-time teachers. A written agreement for such employment shall be signed by the principal. All candidates must fulfill the health requirements listed for teachers as well as the finger print

check and the I-9, Naturalization and Immigration requirements. Coaches must be at least 18 years old.

The principal and athletic director shall interview all volunteers for coaching positions. Prospective volunteer coaches should give evidence of ability as well as the desire to work for and with children. Any applicant not personally known to the school administrator must provide character references prior to beginning coaching duties. The applicant should be able to communicate in standard English. Volunteer coaches must fulfill the health requirements listed for teachers as well as the finger print check, which is free for volunteers.

E. PAYROLL

All salaries for coaching will be paid through the diocesan payroll system. No employed coach will be placed on payroll until the required hiring documents have been submitted to the Personnel Office at the Diocese of San Jose.

Volunteers are not to be retained as coaches unless the parish has the volunteer workers' compensation insurance available through the Diocesan Insurance Administrator.

It is recommended that volunteer personnel be covered for on-the-job injuries by inclusion in the optional program provided by the Diocesan Insurance Administrators.

F. FINANCE

The collection of money for the athletic program requires prior approval by the principal. The distribution of funds requires the authorization of the athletic director. All collection and distribution of athletic program funds will operate through the school budget and account in accordance with established accounting procedures.

All league finances will operate in accordance with diocesan directives in accordance with established accounting procedures. All funds for divisions will be processed through the budget of a designated school in that division.

I. INSURANCE

The Diocese of San Jose has established an emergency contact telephone number to be used after normal working

hours or in the event that Diocesan office's telephone system is inoperable.

The types of reports that should be made to this number are:

1. serious injuries to employees in the course of employment;
2. serious injuries to participants in school programs;
3. accidents that require the services of fire or police departments and which may result in an insurance claim and or publicity.

The emergency number to call is (408) 506-3339.

All student-athletes must be enrolled in the student accident insurance program with the insurance carrier chosen by the Diocese.

Regardless of any medical claims filed, principals shall forward Report of Accident forms to the Diocesan liability insurance administrator concerning accidents of a serious nature occurring during any practice or game. The principal should report injuries involving hospitalization to the Insurance Administrator immediately by telephone to:
Gallagher Heffernan Insurance Brokers
(415) 546-9300 ext. 512 or 476

By law, all job related injuries and/or illnesses for lay employees and volunteers must be reported promptly to the Diocesan workers compensation carrier, Cal-Comp Superior National. Failure to do so may subject the school and the diocese to civil penalties. Injuries and/or illnesses that take place on the work site or elsewhere (as long as job is being performed) must be reported by the supervisor not later than five (5) days from the date of their occurrence. When an employee/volunteer reports an injury or illness that was unknown to the supervisor, it should be reported immediately within twenty-four (24) hours from the time the report was received. To report any work related injury or illness, call 1-800-579-1300, 24 hours a day, 7 days a week.

Any work-related injury or illness that results in the death of an employee or a volunteer must be reported within twenty-four (24) hours by calling 1-800-579-1300.

Any injury to a person, other than a student, employee or a volunteer, sustained on school property must be reported

as soon as possible. The supervisor must fill out an Incident Report form and should send it to:

Diocese of San Jose
Insurance and Risk
Management Office
301
900 Lafayette Street, Suite
Santa Clara, CA 95050-4966

J. SAFETY

Careful provision should be made for students' safety.

Complete and current emergency information for each student must be on file and readily available.

Every team must have a first aid kit that meets Red Cross recommendations at each game.

If the school/coach arranges transportation, appropriate requirements regarding automobile insurance documents, age of drivers, and student permission forms must be met.

Schools will develop procedures for supervision of students to and from extended care for practices and games, as well as procedures in the event a student is not picked up after a practice or a game.

BYLAWS

West, Central, East Divisions

Article 1

Authority: In cooperation and at the discretion of the Diocese of San Jose Superintendent of Education, the Diocese of San Jose Catholic Athletic League East Division is authorized to conduct the business of providing interscholastic sports programs for its members.

Article 2

2.1 Purpose The purpose of this organization is to provide an interscholastic recreational sports program for member elementary school students with the following objectives:

- 2.1a A sports program that will foster in all participants and spectators a set of Christian values that emphasize respect of all individuals, building of self-esteem and thankfulness to God for our talents and the opportunity to participate in sports programs.
- 2.1b A structured sports program that strives to develop the individual student skills and knowledge of the sport while always encouraging a sense of fair play and sportsmanship.
- 2.1c To promote maximum participation within each member athletic program.

Article 3

3.1 Membership Membership shall be limited to those schools which are willing to participate in both the organizational functions and the athletic events. Existing members currently include: St. Christopher, Holy Family, St. Marys in Gilroy, St. Catherine, Most Holy Trinity, St. Leo and Five Wounds School. Each member school shall be represented at Division meetings by the Athletic Director, or an appointed representative, and a principal.

Article 4

4.1 Board of Directors The Board of Directors of this organization shall consist of Commissioner, Vice-Commissioner and Secretary/Treasurer.

4.2 Board of Directors Election and Term The Board of Directors of this organization shall be elected by a majority vote and serve from July 1st to June 30th of the following year. They shall be elected to one year terms.

4.3 Board of Directors Duties The Board of Directors of this organization shall be charged with the responsibility of carrying out the purpose and objectives of the Diocese of San Jose Catholic Athletic League. Each Division will define the duties of its Board of Directors. The job descriptions of the Board of Directors are described as follows:

Commissioner

- A. The Commissioner of the Diocese of San Jose Catholic Athletic League East Division shall be the primary spokesperson and the direct line of communication between member schools, League and the Diocese.
- B. The Commissioner shall schedule and preside over all meetings of this organization.
- C. The Commissioner shall have the authority to handle all grievances, protests, and complaints. The Commissioner may direct interim disciplinary action, until the next meeting of the Board of Directors.

Vice-Commissioner duties

- A. The Vice-Commissioner of the Diocese of San Jose Catholic Athletic League East Division shall assume the duties of the Commissioner in his/her absence.
- B. The Vice-Commissioner shall be responsible for scheduling and rescheduling of all games, referees and coordination of playing sites.
- C. The Vice-Commissioner shall keep the minutes of all meetings, conduct correspondence and keep records and forms for the Division.

Secretary/Treasurer

- A. The Sec/Treasurer shall keep all financial records of this organization and provide a monthly financial statement.

Article 5

5.1 Interscholastic Athletic Activities

5.1a Any student in grades 5-8 attending a member school is eligible to participate in League sports. Member schools may set qualifications for student participation, however participation may not be denied based on lack of athletic ability.

5.1b The Division will provide the following sports:

Fall:	A,B,C,D	Girls	
	Volleyball		
	A,C,	Boys	Flag
	Football		
Winter:	A,B,C,D	Girls	
	Basketball		
	A,B,C,D	Boys	
	Basketball		
Spring:	A,C	Girls	
	Softball		
	A,C	Boys	
	Volleyball		
	A,C	Girls	Track
	A,C	Boys	Track

The above designations A,B,C and D are understood to mean:

A division:	grades 5,6,7,8
B division:	grades 5,6,7
C division:	grades 5,6
D division:	grade 5 only

5.1c Any athletic participant may compete in a division above their eligibility. However, participants may not participate in a division lower than their eligibility. Participant shall only participate in one division at a time.

- 5.1d Each division will establish the minimum amount of players on a roster before a member school may divide teams. If a member school submits two or more teams in a division, these teams must be divided equally by ability. Divisional teams will not be allowed.
- 5.1e Divisions will establish fair playing time guidelines.

5.2 Rules This organization shall use the current National Federation of Interscholastic Athletic Rules and Guidelines to govern all athletic contests under the jurisdiction of the Division. If necessary the Division will adapt exceptions to NFIA rules to meet the practical needs of its member schools.

5.3 Bench Decorum Rule The bench decorum rule shall be in effect during all League activities. The rule can be found in NFIA Rule Book. In every case an unsportsmanlike conduct penalty will be given to the coach of the team in violation.

5.4 Appeal Process A protest may be submitted to the Board of Directors for review under the following guidelines:

- 1. Protest is in writing containing the following:
 - a. synopsis of events (including all names)
 - b. specific rule under protest
 - c. desired action to be taken by Board of Directors
- 2. Protest is signed by coach, athletic director and principal
- 3. A division established fee of \$35.00 will be submitted with protest
- 4. Protest is submitted within 72 hours of incident
Protest fee will be refunded if decision is found in your favor.

5.5 Grievance Board The purpose of the Grievance Board is to provide a venue by which league issues may be mitigated after all other avenues have been exhausted. The Diocesan Grievance Board will deal only with issues not in compliance with Diocesan, School, and League philosophy and guidelines.

5.6 Rule Changes Changes in the rules may be made with a majority vote of the members. NFIA rule changes will automatically be in effect upon publication of those changes.

Article 6

6.1 Division meetings

- 6.1a Monthly meetings
This organization shall have a meeting of member Athletic Directors and the Board of Directors. This meeting is to be held on a regular basis as directed by the Board of Directors.
- 6.1b Special meetings
Special meetings may become necessary from time to time and may be called by any member of the Board of Directors with Commissioner approval.
- 6.1c Representation
All member schools must be represented at the monthly meeting by the Athletic Director unless notice is given to the Commissioner prior to the meeting and a replacement representative is sent with full voting power.
- 6.1d Roberts Rules of Order
All meetings of this organization will be conducted according to Roberts Rules of Order.
- 6.1e Principal's in attendance
The Athletic Directors' monthly meeting will include a principal as an ex-officio member having no voting status but may participate in all other aspects of the meeting.
- 6.1f The Principals' Meeting
This organization shall set aside a meeting and designate this meeting "The Principals' Meeting". The purpose of this meeting is to allow for the specific input and questions of member schools' principals.
- 6.1g Meeting Quorum
In order for this organization to conduct business at any Division meeting two thirds (2/3) of the voting members the Catholic Athletic League Division will constitute a quorum.
- 6.1h Votes **(Negotiable)** at a General Meeting

A member school shall have one vote. The Commissioner cannot be the voting member of a school. In the event of a tie, the Commissioner will be called upon to break the tie.

In no circumstance may any Board of Director member vote twice on one issue.

At Board of Commissioners' meetings each Board Member has 1 vote.

6.1i **Schedule Conflicts and Team Commitment Meetings (Negotiable)**

This organization shall set aside three meetings per year and designate these meetings "Schedule Conflicts and Team Commitment Meetings." The purpose of these meetings is to allow for the Athletic Directors to turn in all of their team commitments and conflict dates for the specific season. The membership shall be given at least one month advance notice of these meetings. Failure to turn in all commitments and conflicts at the designated meeting shall be cause for suspension of that member school for that particular sport for that season.

Article 7

7.1 Amending Bylaws BYLAWS may be amended by a two thirds 2/3 vote of member schools and compliance with Article 8.

7.2 Penalty Assessments (Negotiable) The following penalties will be assessed by the Division treasurer:

Late fee due	10% of amount
Forfeit fee notice – referee fees	without 24 hour
Forfeit fee notice - \$25.00	with 24 hour
Athletic Director no show fee	\$25.00
Balance of 30+ days	forfeiture of events
Incomplete or no rosters events	forfeiture of events
Violation of eligibility	forfeiture of events
Dropping a team after commitment	\$25.00 per game

7.3 Rosters (Negotiable) No limit on the number of players on a roster. All team rosters must be furnished to the Vice-Commissioner prior to the first game of the season. Names may be added or deleted from each roster on approval of the Catholic Athletic League Board of Directors only. Rosters must include name, grade, and jersey number.

Article 8

Authorization

The By-laws of the Diocese of San Jose Catholic Athletic League East Division are to be submitted to the Diocesan Athletic Advisory Board for review and recommendation to the Superintendent for approval. The By-laws become effective only when the Superintendent's approval has been obtained.

Approved: _____

Superintendent of Schools
Department of Education, Diocese of San Jose

Date: _____

Note: Beginning with the Fall Season 2003, the following proposal was accepted by the Diocesan Athletic Advisory Board (and the principals of the league). It is being included here for your information.

Schools participating in the San Jose Catholic Athletic League East Division may participate in divisional play under the following terms:

1. Varsity teams, i.e. gold teams, A teams, upper division teams, tournament

Teams, will not be allowed to participate in SJCAL East Division play.

2. Varsity players, once committed, may not participate on any

other League
Team within that sport.

3. A school is required to bring at least two teams (varsity and junior varsity) to the table in to participate in divisional play.

4. The above program will apply to the East Division 2003-4 basketball season only. The Diocesan Athletic Advisory Committee will review the program at the end of the season for the purpose of expanding or changing this program

5. With the exception of the above, all schools participating in this program will follow the Diocesan guidelines set forth in the above division bylaws.