



Athletics Handbook for The Franciscan School 2017-18

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*The Franciscan School is accredited by AdvancED. TFS is approved by the
Roman Catholic Diocese of Raleigh and is a member of the National Catholic Educational Association.*

The Franciscan School Athletic Mission and Philosophy

Physical education, sport, and games at TFS engender a healthful lifestyle and an enduring love of physical activity; teach the lessons that grow from teamwork and goal setting; and instill humility in victory and graciousness in defeat.

Mission and Philosophy

Faithful to the mission of The Franciscan School to educate the whole person, the role of physical education, sports, and games at TFS is to:

- Engender a healthful lifestyle and an enduring love of physical activity
- Teach and develop basic skills, with an emphasis on broad student participation
- Teach the lessons that grow from teamwork and goal setting
- Develop leadership and help students cope with adversity and disappointment
- Appreciate the gifts in others
- Be welcoming hosts, good sports, and good ambassadors
- Be humble in victory and gracious in defeat

This Athletic Handbook provides guidelines for student athletes, coaches, parents, and spectators and forms the core of student, coach, and parent orientations.

FOR STUDENTS, PARENTS, COACHES, AND SPECTATORS

TFS Athletics Handbook 2017-2018

The TFS Athletics Program is available to students in 6th, 7th, and 8th grades at The Franciscan School for the following sports:

- Boys' Baseball
- Boys' and Girls' JV and Varsity Basketball
- Cheerleading
- Cross Country
- Boys' Lacrosse
- Boys' and Girls' Soccer
- Girls' Softball
- Girls' Volleyball

Eligibility

1. Students must be enrolled as a 6th, 7th, or 8th grade student at The Franciscan School during the current school year.
2. Student athletes who are members of the TFS Athletics Program are required to maintain at least a “C” average in all subjects throughout the course of a given season. (See “Requirements to Remain on a Team”)
3. Team members must be good school citizens as defined in the Community Handbook.

TFS Athletics Handbook 2017-2018

Tryouts

Middle school students in grades 6th, 7th, and 8th are encouraged to try out for a team if they are in good academic standing. Eager for all students to develop in mind, body, and spirit, we encourage all interested students to apply for team membership. At times, there will be fewer students trying out than required for a full team (starters, substitutes, and back-ups), and at other times there will be an overabundance of applicants for a particular team. The Athletic Director and coaches strive to ensure that team membership consists of enough players to be competitive and/or will allow for sufficient playing time for all members of the team.

To balance these demands, it may be necessary to limit team membership based on academic achievement, disciplinary standing, athletic ability, and sportsmanship. TFS works hard to make team selection with sensitivity and care, and, while it is often difficult to quantify all of the factors that go into team selection, the following are general guidelines and procedures for the selection process:

- There will be adequate notice given for all tryout date opportunities for participants, with the understanding that timeframes are short during some seasons.
- The coaches will evaluate players' skills and attitudes to determine which players make the team. Participants will be chosen based upon their athletic skill, attitude, effort, and ability to compete at the designated level.
- The coaches will give their choice of team players to the TFS Athletic Director.
- The Athletic Director will post team rosters with given tryout numbers online on the Athletics page
- These decisions are final.

Physicals

TFS strives to ensure that all activities at the school are undertaken with concern for the students' health and welfare. To guarantee that these concerns are reflected in the Athletics Program, all students chosen for a team must have a completed physical form on file in the athletics' office.

These forms will ensure that no physical limitation, obvious to a physician, will hinder the student's safety or ability to perform those activities demanded by membership on a team. These forms are valid for 365 days from filing in the office, and will be valid for all team participation during that time.

Fees

Each team member is required to pay an athletic fee in each season for each sport. This fee helps to cover the cost of referees and other operating costs. TFS provides the basic uniforms. Athletes must provide their own shoes and other personal equipment, as required. Athletic participation will be allowed only upon the full payment of the athletic fee. Based on the varying expenses incurred with each team during the course of a season, the fee payment scale for the 2017-2018 school year reflects this as follows:

- Baseball \$100
- Basketball-Junior Varsity \$90
- Basketball-Varsity \$100
- Cheer \$60
- Cross Country \$60
- Lacrosse \$100
- Soccer \$90
- Softball \$90
- Volleyball \$90

TFS Athletics Handbook 2017-2018

Requirements to Remain on a Team

Students are required to uphold academic and behavioral performance levels that are consistent with their potential and God-given abilities. Team members must be good school citizens without accumulated detentions, as defined in the Community Handbook. Those students who receive a detention will be ineligible for participation in the next game, and if the student receives two detentions during the season, he/she could be asked to leave the team.

Student athletes who are members of the TFS Athletics Program are required to maintain at least a "C" average in all subjects throughout the course of a given season. The Assistant Principal (AP) and Athletic Director (AD) will conduct grade checks throughout each individual season. At that time, if a student athlete's average in any class has fallen below a "C" average, he or she is placed on academic probation. Academic probation is a one-week period during which the student must make improvements in a class to bring the average above the minimum. Failure to do so within the given time frame results in the student athlete being placed on Athletic Restriction. Athletic Restriction is an interruption to team participation. A student athlete who is placed on Athletic Restriction is not allowed to practice or play until all teachers have notified the AP and AD that class averages in all classes have returned to a "C" average, or have remained at or above a "C" average.

If a player is on Athletic Restriction, they may attend the game(s) and sit with the team, but may not dress out in the team uniform. Student athletes are not allowed to attend practices while on Athletic Restriction.

The AP and AD will determine final eligibility, based on the results from the probationary and restriction processes. This policy is to assure that academic performance is not negatively impacted by the time constraints of participation in TFS Athletic Program and that team members' behavioral expectations reflect the highest standards.

Absence from School

No student may practice or play on a day that he/she has not attended school ("attendance" is defined in the Community Handbook as "A student must be in attendance for at least half of the instructional day to be considered in attendance.")

Loss of Privilege to Play in a Game

The Athletic Director and/or Assistant Principal has the ability to determine an athlete's day-to-day participation in the TFS Athletics Program. An athlete can lose the privilege to practice or play in a game if he/she fails to abide by the Code of Conduct as outlined in the Community Handbook. Additionally, an athletes will lose the privilege to practice or play in a game if he/she fails to maintain a "C" at all times in each subject. Such determinations regarding play may be made at any point prior to, and up to, or during a practice or game.

TFS Athletics Handbook 2017-2018

Conduct: Parent, Coach, and Student/Athlete

Sportsmanship

All participants in TFS athletics are to conform to the Code of Conduct approved by the Capital-Area Catholic schools. In particular, TFS looks to engender humility in victory and grace in defeat on the court and on the sports field.

Spectators at School Events

Students and families are encouraged to attend athletic and other co-curricular events to support their friends and classmates. Student spectators must be accompanied by a parent/guardian; the school or Community Center personnel are not supervisors for your children unless they are on the team. Spectators are reminded that they represent the school as much as the players on the field or stage. True to our Catholic identity, we root for our teams and not against our opponents. TFS asks that its parents, spectators, and staff model Christian and sportsmanlike behavior for all, and inappropriate parent conduct will be addressed. School officials and referees may ask any offenders, student or parent, to leave any event.

Above all, we ask that all members of our TFS family model how to be welcoming hosts, good sports, and good ambassadors while being humble in victory and gracious in defeat. The TFS Athletic Director reserves the right to determine the appropriateness of an action if any doubt arises.

Athletes and coaches represent The Franciscan School, St. Francis, their families, and community and are subject to TFS rules and regulations at all times, on campus and off, when participating in sports.

All TFS coaches, parents, participants, and spectators are required and expected to:

- Be polite and courteous to all coaches, officials, and participants, which includes appropriate conduct at all TFS sponsored events, practices, and games.
- Avoid arguing with any coaches, officials, players, parents or spectators, verbally criticizing or reprimanding others, and any inappropriate verbal remarks or verbal abuse.
- Support all teams with equal respect and courtesy, regardless of their level of skill.
- Abide by the guidelines and rules set forth by TFS Athletic Director, coach, and league.
- These guidelines include such things as not coaching from the sidelines at games or practices, waiting until the team is released from the coach prior to leaving the team, following the coach's directives, and following practice or game instruction.

All players, coaches, parents, spectators, and staff are required to act in accordance with the stated philosophy of the program. TFS Athletic Director reserves the right to determine the appropriateness of an action if any doubt arises.

Team Conduct

During practices all ordinary discipline matters are the responsibility of the coach(es). The following procedures help set an atmosphere necessary for learning:

- a. At the beginning of the sport season, following a coaches' orientation, coaches will outline expectations for student conduct, practice, and game attendance.
- b. Coaches will set practice rules and communicate these rules to all players and parents.
- c. Coaches will ensure well-planned practices that are physical and keep students involved and on-task.

TFS Athletics Handbook 2017-2018

Inappropriate Behaviors

Coaches and athletes must use appropriate language, be respectful of each other, and adhere fairly and consistently to the rules of the game and fair play. Failure to do so may result in disciplinary action, including suspension or removal from the premises.

Coaches

Many of the TFS coaches are volunteers, and our interscholastic program would not be successful without them. We thus appreciate the time they give to this noble endeavor. Every coach will follow the TFS Coaches Athletics Creed.

The Franciscan School Coaches Athletics Creed

Faithful to the mission of The Franciscan School to educate the whole person, I believe that the role of physical education, sports, and games at TFS is to:

- Engender a healthful lifestyle and an enduring love of physical activity
- Teach and develop basic skills, with an emphasis on broad student participation
- Teach the lessons that grow from teamwork and goal setting
- Develop leadership and help students cope with adversity and disappointment
- Appreciate the gifts in others
- Be welcoming hosts, good sports, and good ambassadors
- Respect the dignity of each student, coach, referee, and opponent at all times
- Be humble in victory and gracious in defeat

I believe that the TFS Athletic Program exists to promote and integrate Christian values with community, leadership, reverence, and service.

I believe that the TFS Athletics Program endeavors to develop qualities of good sportsmanship, team building, self-reliance, responsibility, and self-discipline.

I believe that cooperation and teamwork are at the heart of physical education, sport, and games.

I pledge to uphold The Franciscan School Mission and to model the behaviors and values we seek to instill in our youth through our athletic program.

Coaching Expectations and Requirements:

The TFS Administration and Athletic Director are committed to securing the best-qualified coaches for its sports teams. These qualifications include, but are not limited to:

1. Acceptance, integration, implementation, and a clear understanding of TFS Mission Statement and Coaches' Creed
2. Ability to constructively teach all participants, regardless of skill level
3. Ability to organize, run, and control practices
4. Positive attitude and coaching style
5. Good communication skills
6. Coaching ability to effectively teach the sport
7. Adequate knowledge of the sport
8. Ability to provide a safe environment - physical, emotional, and developmental - for all

A coach is required to attend an orientation meeting with TFS Athletic Director prior to any involvement with the students.

TFS Athletics Handbook 2017-2018

A coach is required to hold and to attend practices, games, and meetings related to their team within their league and/or called by TFS Athletic Director. Coaches are responsible for securing a substitute or notifying participants of a cancellation when they are unable to attend a practice by no later than noon of that day, unless circumstances beyond the coach's control necessitate a later notification.. All coaches, substitutes, assistants, and volunteers are required to have the appropriate level Safe-Child Certification prior to any involvement with students.

A coach is expected to be at practice before any student arrives and must make sure that all children have left before he/she leaves practice or must designate another Safe-Child Certified adult who agrees to take on those responsibilities. Coaches must not tolerate any abuse or mistreatment either physically or verbally, of players, parents or others by any coach or member of a TFS team.

A coach holding after school practices should meet all team players in the breezeway by Siena at 3:00 PM and escort them to practice.

A coach should attend every game and arrive at least 20 minutes prior to the start of the game to prepare his/her team for the contest.

A coach is required to report any problems with equipment, players, parents, or others to the TFS Athletic Director within 24 hours of a problem to ensure the safety of all participants and to allow for appropriate action to be taken by the TFS Athletic Director, when necessary.

A coach should be patient with and respectful of all children, and understand the level of maturity of the students at the level which they coach. S/he must be cautious not to have unrealistic expectations while being willing to challenge each participant to reach his or her potential and goals not before attained. A coach must understand that his/her impact on the lives of many of these children is of great importance and must thus display at all times those behaviors and characteristics s/he wishes to instill in the students.

Our coaches are the backbone of our sports program, yet there is often little thanks for the job they do.

All parents and student participants in TFS Athletics should make sure to thank our coaches and to offer any and every means of support to them during the season to help them be the best coaches they can be.

Coach Selection Process

Selection, recommendations, and evaluations of the coaches are primarily the responsibilities of TFS Athletic Director in consultation with the TFS administration. All persons interested in applying for a coaching position should submit a written application including qualifications to TFS Athletic Director.

The selection of coaches will be based on several factors, including, but not limited to, and not necessarily in any order of preference, the criteria stated in the Section above entitled, "Coaching Expectations and Requirements."

Evaluation of Coaches

There will be ongoing observation and supervision of coaches by the Athletic Director. A formal conference/evaluation will occur at the end of each season. This could include the distribution of an evaluation form to the parents of the student athlete. (Sample forms are included at the end of this

TFS Athletics Handbook 2017-2018

handbook). Any information obtained through the evaluation process will be shared professionally and confidentially with school administrators.

Communication

Throughout the school year, there will be a variety of information that both parents and participants need to know. The Athletic Director will communicate such information through Tidbits, on the Athletics web page, on the Athletics calendar or via email. Please be sure that you have registered a valid email address. Parents should make sure that this information is reviewed carefully so that there are no missed sign-ups, deadlines, or other important information.

Any fees, physicals, doctor notes, etc should be sent in an envelope to TFS Athletic Director. For general request or questions, please contact the Athletic Director directly by e-mail.

Any communication with the media, press releases, mailings or similar communication will be coordinated through the TFS Athletic Director and the appropriate TFS personnel. No parents, coaches, players, staff or other individuals should contact the media directly. All releases of information are subject to TFS privacy policies and must be approved by TFS administration.

Coaches and Volunteers

Any person interested in coaching, assisting, or volunteering must be a Level C volunteer as designated by the parish and in compliance with Diocesan policy. This includes a criminal background check and Safe Environment Training. Any persons with questionable background checks may be denied coaching opportunities with all TFS sports if deemed advisable by TFS Athletics Director and school administration. The parish administration will notify these individuals directly.

Disciplinary Policy during TFS-Sanctioned Practices, Scrimmages, Games, etc

In coaching any athletic team, it is crucial that every member of the coaching staff know what constitutes acceptable measures of disciplining a child or handling problems. This helps to prevent conflicts between coaches and players.

1. All children are to be treated with respect and are not to be demeaned in any way.
2. Any child acting outside of the guidelines established by the coach will be warned regarding the consequences of repeated misbehavior. This warning will also be communicated to the child's parent(s).
3. Should an individual player have repeated misbehavior while attending a TFS sanctioned sporting event, the parents and TFS Athletic Director must be notified before the next practice or game. A meeting with the parents and child to discuss the situation will be scheduled.
4. No one should be berated, embarrassed, or singled out as a "bad example."
5. The coach should initially handle any parent complaints "on the scene" to the best of his/her ability and then inform the TFS Athletic Director of the situation. If the problem persists, the TFS Athletic Director may then address it.
6. Corporal punishment is not an acceptable form of disciplining any athlete and will be grounds for immediate termination of the coach.
7. Coaches must be consistent in their disciplinary methods with all children.
8. No athlete should be given special treatment regardless of athletic ability.
9. Coaches who are models of fairness help children to learn values of equity.
10. Coaches should contact the TFS Athletic Director regarding any issues or problems that are questionable in nature for further direction and/or actions to take regarding the situation.

TFS Athletics Handbook 2017-2018

Drugs and Alcohol

Students, spectators, coaches, or parents who possess or are under the influence of alcohol or other drugs at a TFS athletic event (on or off school property) face immediate removal from the game. Student athletes in such possession or under such influence face suspension and/or expulsion from TFS.

Health/Physical Requirements

TFS sports teams require different degrees of physical activity, ranging from long distance running to short sprints, as well as physical contact with other athletes at times. Participants must understand the requirements for each sport and make sure that they are in appropriate physical condition to safely play the sport. Unless there is a documented medical condition that prohibits a participant from doing a certain drill or activity, all participants will be expected to follow the drills and physical activity requirements requested by the coach(es).

Drills, workouts, and practice are necessary to improve performance on the court/field, and are part of the learning and growth on all sports teams. If there is an injury or a medical condition present that prevents participation in drills, workouts, and practice, a doctor's note is required, explaining the nature and extent of the condition. Upon reviewing the information, TFS Athletic Director reserves the right to deny such participants from participating, if it is deemed to be in the best interest of the child and/or other participants.

Playing Time

Athletics at TFS are meant to be broadly participatory, so that students may garner skills and experience. In this spirit there are general guidelines, in addition to the academic and disciplinary guidelines outlined earlier, that coaches follow in order to assist them in determining student playing time for all participants.

These are:

- Regular attendance at practices and games
- Good attitude
- Positive interactions with others
- Respect of players, parents, and coaches
- Playing one's best at practices and games
- Being on time for practices and games and notifying the coach in advance of missing a practice or game
- Skill level

Right to Amend

TFS Athletics or the TFS Athletic Director(s) reserves the right to amend this Handbook at any time during the year, if necessary, with notices of the changes to be given to TFS athletes at the time they are implemented.

Safety

TFS provides a safe environment for all students, parents, coaches, referees, and opponents. Verbal or written threats made against any individual will be taken seriously. Anyone making such threats (seriously or in jest) faces suspension and/or expulsion from the game, the sport, or TFS itself.

Team Selection Process

TFS Athletics Handbook 2017-2018

TFS works hard to make team selections with sensitivity and care. While it is difficult to quantify all of the factors that go into team selection, the following are general guidelines:

- There will be at least one tryout date opportunity for participants.
- The coaches will evaluate players' skills and attitudes and determine which players make the team. Participants will be chosen based on athletic skills, attitude, effort, and ability to compete at the designated level.
- The coaches will give their choice of team players to TFS Athletic Director.
- Upon the review and approval by the Assistant Principal and Athletics Director, The Athletic Director will post team rosters with given tryout numbers online on the Athletics page
- These decisions are final.

Inclement Weather Policy for Athletics

A school cancellation results in cancellation of all regular practices, games, or events. In the event of deteriorating weather conditions on game days, participants should consult the athletics calendar for up-to-date information regarding game delay or cancellation. Please do not call the front office for updates.

For all outdoor sports, in the event of thunder, no matter how distant, all game play or practice must cease. Everyone must leave the field and take cover in a covered shelter. Coaches are responsible for issuing this directive in the event that the TFS Athletic Director, school administrator, or a game official is not present. In order for play to resume, there must have been no sign of any thunder for twenty minutes.

In the event of rain during the regular school week, every effort will be made to make any cancellation decisions for practices by 1:00 PM. Participants will be notified by school staff and a notice will be left on the athletics web page and calendar. Any clinics or practices taking place on weekends will also have cancellation messages left on the athletics web page and calendar.

TFS Athletics Handbook 2017-2018

The Franciscan School gratefully acknowledges the contributions made to this Handbook by the Principals of St. Michael the Archangel (Cary), St. Mary Magdalene (Apex), St. Raphael's (Raleigh), and the Ursuline Campus Schools (Louisville, KY).



The Franciscan School admits students of any race, color, national or ethnic origin, or gender. It does not discriminate on the basis of any race, color, national or ethnic origin, or gender in the administration of its admissions, employment, or educational programs or policies.