



St. Martin of Tours Academy

# **Sports Handbook**

## **Mission Statement**

St. Martin of Tours Academy, in partnership with parents, is a Catholic parish elementary school that prepares students to be lifelong learners through a curriculum that has a strong moral, spiritual, and academic foundation. Students understand the need for peace and justice, and as responsible Catholics, are challenged to answer the call to service and become engaged citizens of the world.

## **Statement of Our Philosophy**

We base the Workshop Way® philosophy of education on the premise that all persons are created equal in worth as human beings. In justice, children have a right to grow to the fullest of their potential in an atmosphere of utmost reverence and respect. Parents are the primary educators of their children. Teachers facilitate the learning process, blending academic achievement with a Christian perspective on life and with an understanding of human nature.

With a student-centered orientation, we strive toward the holistic development of each individual. To this end, we employ a system of human growth and a learning process with ensures that all students have equal opportunities to learn how to think, how to learn, and how to make responsible decisions in their own lives. In this educational process, teachers work in close communication with parents.

## **We Believe**

- That each person is unique & has his/her own timing & way for learning,
- That mistakes are an inevitable part of being human & are not a reflection of one's intelligence,
- That children, by nature, have an innate love for learning & that classrooms must be labs for learning so as to stimulate their intellectual curiosity,
- That daily opportunities for logical, critical, & creative thinking must be afforded to students for learning subject matter & for responsible decision making for future living,
- That an atmosphere of trust & mutual respect in the classrooms is essential for mental & emotional security for students,
- That a noncompetitive, cooperative, safe atmosphere will convey God's acceptance & unconditional love for the uniqueness of each individual,
- That experiencing in justice in the classroom will lead students to seek justice in the world & to respond to the needs of other now & in the future.

## **St. Martin of Tours Academy Sports Program Philosophy**

The purpose of the St. Martin of Tours Academy Sports Program is to teach and exemplify the basic human and Christian values of sportsmanship, cooperation and teamwork. The SMA 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**. For this reason, every child will play in every game during the regular season.

The SMA 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 SMA 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. Martin of Tours Academy. 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 and supported by the SMA Sports Advisory Council. The Athletic Director shall abide by the school and sports philosophy, policies and procedures of St. Martin of Tours Academy and the Diocese of San Diego. He/She oversees the operation of the St. Martin of Tours 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 and completed Safe Environment Training
- 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 SMA Sports Program
- Oversees the Spartan Sports Advisory Council
- Holds a mandatory team coaches meeting at the beginning of each sport season for SMA
- 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

## **St. Martin of Tours Academy Sports Advisory Council**

The Spartan Sports Advisory Council is committed to working with school educators, leaders and coaches as well as the parent and student body to offer each child the ability to participate in a supportive environment that emphasizes sportsmanship, skill development and equality of participation in sports. Under the supervision and direction of the Athletic Director, the St. Martin of Tours Academy Sports Advisory Council has the following duties:

- Works to increase participation of students in SMA athletics
- Emphasizes the Christian values of sportsmanship, fair play and teamwork
- Works with parents and coaches to help foster friendships and increase a sense of community and school pride
- Focuses on increasing skill development among athletes so that they can continue to perform at a competitive level
- Makes suggestions to Athletic Director and/or school administration

## **SMA Parents**

You are an essential component of the SMA 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 impacts 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 SMA sports are designed to give everyone an opportunity to participate, improve their skills and work cooperatively as a team. However, SMA sports are **not** meant to be a form of daycare, so please don’t use it as such.

## **Team Coaches**

All team coaches must be 18 years of age or older to coach a SMA team. All coaches must be Live Scanned within each school, completed Safe Environment Training and comply with the Code of Ethical Standards. In addition, all coaches must understand, comply and sign the Coaches Expectations Agreement. 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. Must be preapproved by the Athletic Director.
- Coaches must be at SMA 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.

### **St. Martin of Tours Academy Misconceptions vs. Truths**

**Misconception:** The Workshop Way® philosophy conflicts with the principle of competitiveness in SMA Sports.

**Truth:** The Workshop Way® philosophy principle of non-competitiveness applies to academics. Since academics and athletics are two separate entities, students are encouraged to compete at a high level while playing sports. The school administration, staff and coaches will continue to promote competitiveness among athletes so that they are amply prepared for their games.

**Misconception:** The focus of non-competitiveness at SMA has caused teams to be unsuccessful.

**Truth:** Over the past 5 years, participation in SMA sports has increased. Students are showing an increased interest in volleyball, football, basketball, soccer and track. As a result, many of our athletes compete in these sports outside of SMA. Due to this increase of participation and interest, many of our teams have to be split into two. SMA has shown noticeable success in league playoffs, tournaments and in the countywide track meet.

**Misconception:** Sports are not a priority at SMA.

**Truth:** Sports are an important component of SMA. The Workshop Way® System of Education promotes the idea of developing the whole child. As such, sports are an important catalyst that teaches athletes the important life skills of dedication, responsibility, competitiveness, fair play, sportsmanship, working cooperatively and being able to win and lose gracefully. The formation of the SMA Sports

Advisory Council will help ensure that these values are implemented.

## **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 that spectators:

1. Do not make noise in an attempt to **hinder** an opposing player from 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.

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.

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

**Inappropriate language or fighting will not be tolerated. Participant(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. Martin of Tours Academy is a part of the 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.

**Volleyball:** Students participating in JV and Varsity Volleyball will be issued a uniform jersey. It is recommended that all participants wear knee pads during practices and games. Participants may wear St. Martin of Tours shorts. Shorts will also be available for purchase. Participants are expected to wear shorts that go to the mid-thigh. It is important to remember that we are a Catholic school and want to protect the innocence of our students. **As such, no tight/spandex volleyball shorts will be allowed during practices or games. Anyone in violation will not be allowed to play during games.**

**Basketball:** Participants will be issued a basketball jersey. Shorts will be available for purchase.

**Soccer:** 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.

All sports jerseys (and football pants) must be returned at the end of the season. All uniforms must be washed prior to turning them in.

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

**in 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 kindergarten team is a combination of boys and girls.

Other teams include:

Combination girls (grades 1 & 2)

Combination boys (grades 1 & 2)

Combination girls (grades 3 & 4)

Combination boys (grades 3 & 4)

### **Junior Varsity and Varsity**

Students play at the Junior Varsity level in 5<sup>th</sup> or 6<sup>th</sup> grades. Students play at the Varsity level in 7<sup>th</sup> or 8<sup>th</sup> grades. Players can be rostered on only one team per season. At both the Varsity and Junior Varsity level, 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:**

Boys' Flag Football: Varsity and JV teams; No A & B Divisions

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

### **Winter Sports Begin in January:**

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 - (combination of Grades 1 & 2)
- Girls - (combination of Grades 1 & 2)
- Boys - (combination of Grades 3 & 4)
- Girls - (combination of Grades 3 & 4)



### **Spring Sports Begin in March:**

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

Girls' Basketball: A & B Divisions in both Varsity & JV

### **Annual Track & Field Competition**

Boys and Girls - Grades K-8

Fall - Cross County Meet at CCHS

March - Track Meet at Mater Dei High School

May - CSLSD Track Meet at Cathedral Catholic High School

### **Special Diocesan Tournaments:** (optional)

#### **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. Martin of Tours Academy does not provide major medical insurance for students participating in the Extra-curricular Sports Program. The school insurance policy acts as a secondary insurance carrier only, with the parent's (student's) 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.

## 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 Pee wee 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 SMA 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 player's names 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. In line with the Workshop Way philosophy, 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. Visitors/participants are not to “explore” the rest of the campus. CHILDREN MUST BE UNDER ADULT SUPERVISION AT ALL TIMES.
2. At Cathedral Catholic, use bleachers on the lower level. No one is allowed to play with the gymnastics or football equipment on the field.
3. NO FOOD OR DRINK is allowed in any gym.
4. Please do not show up more than 15 minutes prior to the first game of the day at a specific facility.
5. Facilities should be left in the condition in which they are found.
6. PETS, SKATEBOARDING & SCOOTERS are **NOT** allowed at venues and fields.
7. 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 SMA, it is assumed that you adhere to this expectation.**

Any questions, comments or concerns about this handbook or the SMA Sports Program in general should be directed to the Athletic Director, David Woltz. You can contact him at [dwoltz@stmartinofoursacademy.org](mailto:dwoltz@stmartinofoursacademy.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 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. From SMA, travel down 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. Left on Lexington. Right on Ballard.

**MATER DEI CATHOLIC HIGH SCHOOL** 1615 Mater Dei Dr. Take 125 South (toll rd.). Exit Birch Rd. Turn right, then right again at Mater Dei Dr.

**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. Turn right onto Navajo. 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 SMA, take 8-W to College Ave. Keep right at fork & merge onto College Ave. Turn right onto Camino Rico