

# St. John's Gildehaus Athletic Association "Jaguars"



## Handbook

St. John's Gildehaus School  
5579 Gildehaus Road  
Villa Ridge, MO 63089

Constitution  
Review/Revised 2019  
By SJGAA Executive Board

# MISSION STATEMENT

The Mission of the St John's Athletic Association is to help our children grow physically and spiritually. The goal of this organization is to promote teamwork and build self-esteem in our Coaches, players, parents and members. Through a sound athletic program, we will promote good sportsmanship, respect for authority and self-discipline among the members of the Athletic Association in order to help the youth of our school become morally sound Catholics.

# PHILOSOPHY

The Philosophy of St John's Athletic Association is to promote teamwork and build self-esteem while learning the rules of the sport being played.

# CONSTITUTION OF ST JOHN'S GILDEHAUS ATHLETIC ASSOCIATION

## Article 1 – Name

This organization shall be known as the St John's Gildehaus Athletic Association (SJGAA) or the St John's Athletic Association (SJAA).

## Article 2 – Purpose

The general aim of the SJGAA is to promote, organize, sponsor, coach, manage, direct, support financially and educate our youth in a properly regulated extra-curricular sports program. Athletics play an important role in the development of a physically fit, mentally alert and morally sound youth. The Constitution of the SJGAA is a sincere effort to promote good sportsmanship as well as respect for rules and self-discipline among the players. With the help of God, may it serve as a medium for Catholic action.

## Article 3 – Policies

Team managers and coaches as lay leaders have the responsibility of setting a good example for their youth. They shall guide the youth in accordance with Catholic principles. The purpose of the SJGAA is primarily dedicated to the formation of character and leadership.

## Article 4 – Organization

### *Section 1*

The Executive Board shall include the following: President, Vice-President, Secretary and Treasurer. Other officers may be added when necessary (ie – Co-Treasurer). There will be two co-managers for the concession stand for volleyball and two for basketball that will report to the Executive Board. The Auxiliary Panel of Volunteers will assist the officers in the area of set up, admissions, concessions, take down, scheduling, operation of the scoreboard, and other miscellaneous duties.

### *Section 2*

Elections – Officers will be elected by the end of their three year term. The new officers will be elected at the end of the third year. Precious officers will be available to show or demonstrate how things run. The President, Vice-President, Secretary and Treasurer will be voted on if more than one person volunteers for a position. If only one volunteer steps forward no election will be necessary.

### *Section 3*

Executive Duties – The *President* of the SJGAA is the Tri-County League representative and attends all the league meetings and is responsible for letting the home association and coaches know of any changes. The President is responsible for getting information such as lists of players' name, grade and jersey number to the league President. The President is also responsible for game schedules.

The *Vice-President* helps the President and may attend league meetings with the President or in place of the President. The VP is responsible for getting all referees for home games.

The *Secretary* takes the minutes at the SJGAA meetings and helps with registration of the players. The Secretary keeps all correspondence for the association and schedules the workers including the clock/time/score keepers for home games.

The *Treasurer* collects all the money and deposits the money in the bank. The Treasurer orders all supplies and pays out money owed. The Treasurer provides a financial report to the Executive Board at each meeting.

#### *Section 4*

Upon failure of any manager, Coach, team or player to comply with any requirements of the constitution, playing rules, or By-Laws, the Executive Board shall have the power in such cases to expel any manager, Coach, team or player from the organization by written notification from the Executive Board.

#### *Section 5*

Any board member who does not comply with the ideals and rules of the organization may be dismissed by the remaining members of the Executive Board.

#### *Section 6*

There shall be only one Treasurer's account in the SJGAA.

### Article 5 – Membership

#### *Section 1*

Any adult 18 years or older and a member of the St John's Parish may become a voting member of the St John's Gildehaus Athletic Association by paying dues of \$1.00 per year. All families that have students enrolled in the SJGAA sports program are automatically members of the SJGAA. The sign-up fee for students covers the membership for the family.

#### *Section 2*

Organized Divisions – Any child in grades 5<sup>th</sup> through 8<sup>th</sup> enrolled in SJG School, with parental consent, shall be eligible to play on a team provided there is a team for their particular age group.

#### *Section 3*

**SJGAA expects at least one parent to become an active member of the organization if they have a child participating in a sport.** If the parent fails to volunteer the appropriate amount of time, then the child will not play.

## Article 6 – Playing Rules

### *Section 1*

The playing rules of this Association are to be governed by existing official rules for each sport played (Official High School Rule Book). Any deviation from the rules will be contained in the league by-laws.

### *Section 2*

Any protest will be handled in the same manner as contained in the Tri-County League Association Constitution.

## Article 7 – PROVISIO

By-laws and rules consistent herewith may be adopted by the Association to facilitate the carrying out of the constitution.

## Article 8 – Changes

This constitution may be changed as follows:

1. With three-fourths favorable vote by the Executive Board of the SJGAA
2. Copies of the changes are sent to the SJG School Board, Principal and Parish Priest

## Article 9 – PROVISIO

Any matter not covered by this constitution and by-laws shall be left to the discretion of the Executive Athletic Board.

## St John's Gildehaus Athletic Association

*St John's Gildehaus Athletic Association* is operated by elected officers from parents of students at the St John's Gildehaus School. These elected positions are President, Vice-President, Secretary and Treasurer. Meetings are held at least three times throughout the year and scheduled by the President of SJGAA. One of the meetings is a sign-up meeting held in May of each year.

**St John's Athletic Association is affiliated with the Tri County League, which consists of local schools.** The league meets 4 times a year at the host school or a central location and a representative of each school attends the meetings. Each school plays the other schools two times per season: one game at the home school and one game away. The league has an "A" team tournament at the end of each season and trophies are awarded. Each school may play other schools not in the league, but the record with the non-league is not part of the league standing for trophies.

Volleyball and Basketball are offered starting in the 5<sup>th</sup> grade (if there are enough enrolled and a Coach is available). Cheer is offered for students in grades 3<sup>rd</sup> through 8<sup>th</sup>. There are four teams in each sport "A" boys and "A" girls – 7<sup>th</sup> & 8<sup>th</sup> grades; "B" boys and "B" girls – 5<sup>th</sup> & 6<sup>th</sup> grades. **Teams will be divided by grades when the numbers permit.** The Tri-County League and SJGAA do not have tryouts for the teams and do not cut any student wishing to play. If there are not enough members to form a team with 5<sup>th</sup> through 8<sup>th</sup> grade, we will ask 4<sup>th</sup> and/or 3<sup>rd</sup> grade, and then contact PSR students if needed. If there still is not enough to play, we will seek outside the school.

**Players will be expected to attend all practices** – illness, PSR, vital appointments and some other instances may be excused at the Coach's discretion. **Parents are encouraged to attend practices to observe behavior and attitude. Students that are not paying attention to the Coach or playing around during practice may SIT OUT of the next game, per the Coach's discretion.** Players will need to be picked up promptly after practice. **Parents are required to come into the building to get their child.** Car-pooling with a team member will save time for all. If a player cannot attend a game, they must notify the Coach 24 hours in advance, if possible. **An unexcused absence will result in suspension from playing in the next game. The player must come to the game and sit on the bench with the Coach. All players will play, BUT the Coach may determine playing time based upon attitude, skill and effort displayed at practices.**

A discipline policy with suspension powers will be enforced. A player while suspended from school will be required to attend practices and games, but will not be able to play in games. A player on suspension for three evaluation periods will be dropped from the team. A player exhibiting unacceptable behavior, fighting, constant talking, not paying attention, etc during practice or a game will be given one warning. The second time a warning is required the player's parent will be notified. Any further problem and the player and parents will meet with the Coach and discuss possible removal from the team. **If a player is absent from school the day of a game they will not be able to play in the game that evening. Exceptions include funerals and scheduled appointments.** Any signs of illness the student will not be able to play. **They must be symptom free for 24 hours.** There are certain behaviors that we consider serious: vulgar language and/or gestures; defying authority; vandalism; fighting; stealing; cheating;

possession of dangerous items; possession of tobacco, alcohol, or drugs of any kind; and any other action judged by the Athletic Association, and or Principal to be serious can be cause for suspension or removal from the team. **The student's progress will be reviewed at a 7 day period. When improvement is seen, the student will be reinstated on the team. For every 2 D's or 1 F a student receives in a subject area, they are to miss games until their grade improves at any point in the semester. It is up to the parents if the child will attend the game and sit on the bench or use that game time to improve their academic performance. It is the child's responsibility to go to the teacher in the morning, at the 2:30pm study hall, or after school to ask questions or inquire about extra credit. A meeting with the teacher and parent will determine when a student is able to play the next game. The teacher will notify the parent and the coach that the student will sit out for x amount of games. For every green or yellow infraction that results in a detention, the student is to miss the next scheduled game but must sit on the bench during the game. For every red card a student receives, they are to miss the next scheduled game but must sit on the bench during the game. If a player fails to show up to the game, the player will sit the bench the next scheduled game. Students will be allowed to attend practices and games, but not be able to play in the games.** Please see the 4<sup>th</sup> – 8<sup>th</sup> Grade Discipline Policy below.

## **4<sup>th</sup> - 8<sup>th</sup> Grade Discipline Policy**

### Green √ - Missing Assignments

- Note will be written in assignment book and signed by parent that night.
- 5 minutes loss of recess / more time at discretion for homework completion.
- If a student receives 5 missing assignments, a detention will be given.

### Yellow √ - Inappropriate Behavior

- Examples include but are not limited to: continued talking while the teacher is teaching; talking back or arguing disrespectfully with the teacher; raising one's voice or using an unmannerly voice to a teacher or adult; showing disrespect towards classmates; walking around the classroom or leaving the classroom without permission; writing or passing notes during class; disruptive behavior in church; disruptive behavior in the restroom, halls, etc.; not sitting properly at one's desk; rolling eyes, sighing, mumbling under breath, trying to have the last word, etc.; unsigned/unreturned Wednesday folder or assignment book.
- Step 1: Teacher acknowledges inappropriate behavior – using eye contact, call name, tap shoulder, name on board, etc.
- Step 2 – Teacher issues student yellow √ / card (warning) – violation will be written in assignment book and highlighted in yellow. Parents must initial it that night.
- Note will be written in assignment book and note to parents will be sent.
- Loss of 5 minutes of recess.

- If a student gets 3 yellow √, a detention will be given.

#### Red √ - Major Behavior Infractions

- Examples include but are not limited to: hitting; bullying; taking things belonging to others; defiance; inappropriate language; vandalism; destruction of property; violence.
- Step1: Teacher issues red √ / card for repeated inappropriate behavior – violation will be written in assignment book in red and parents will be notified by the teacher and/or principal. Parents must initial it that night.
- If a student gets 2 red cards, a detention will be given.
- If behavior continues after serving a detention, a meeting will be called with the principal, teacher, and parents.
- After school detention will be assigned after second red card.

#### Detention

- Students in Grades 4-8 will be required to serve an hour detention.
- After school detention occurs on Tuesday in the classroom of the supervising teacher.
- Students assigned after school detention are to report to the supervising teacher's classroom to reflect on their behavior.
- All students in Grades 4-5 will be given a clean slate each quarter.
- All students in Grades 6-8 will be given a clean slate each semester.

***All parents are expected to work home games. The number of games will be determined by the amount of home games played and number of families involved in the association. Parents are responsible to sign up to work. If they do not sign up, the Executive Board will assign them a time. If for any reason parents cannot make their allotted time spot, it is their responsibility to find someone to fill their spot.***

**The St John's Athletic Program is for all students who wish to play.**

**We promote fair play and team spirit.**

**Learning to work as a team is very important.**

# Duties of SJG Athletic Association Officers

## President

- League representative -- attends all league meetings and is the voice for the home association. At the league meetings rules are voted on and games are scheduled.
- Communicate any changes to home association and Coaches.
- Before the league meeting for scheduling the next year's games the President must contact the person who is in charge of scheduling the parish center/gym and get a copy of the dates that the gym cannot be used and contact the principal for a school schedule.
- Get the game schedules out to the Coaches, the school and the person who schedules the gym for other events.
- Work with the cheerleading Coach and schedules the dates for the practice sessions and tryouts.
- Run the athletic association meetings and work out any complaints that come up.
- Get a list of players, numbers, and grade to the league association.
- Keep track of the team standings of wins and losses and let the host league know of the standings.
- Track the assigned uniform numbers of the players and provide a list of players, numbers, grade, phone # and parent names to the Coaches, school and athletic board.

## Vice President

- Vice President helps the President and may attend league meetings with the President or in place of the President.
- Schedules all referees for the home games.
- Schedules the clock/time/score keepers for home games.
- Coordinate Coaches collecting assigning and collecting uniforms.

## Secretary

- Provide minutes of all meetings.
- Assist with registration of players.
- Schedule parents to work concession stand, door and hall monitors for home games.
- Schedule line judges for volleyball home games.
- Assist with notes getting home with students and with athletic apparel fund-raiser.

## Treasurer

- Collect and deposit all funds and pay all invoices.
- Order supplies for concession stand and sport (uniforms, balls, score books, rule books, etc).
- Report fund balance to the association and school/church boards.
- Provide cash for home game concessions and deposit concession funds after each home game.
- Pay referees at home games – basketball referees are paid per game and volleyball referees are paid per set of games.

## Coaches

- Communicate practice times, game schedules, directions to away games, and rules of conduct to the players and parents.
- Communicate any changes to the above as soon as possible and in writing if possible.
- Changes in practice schedule should be made a week in advance.
- Talk to player and parent if there is a problem with a player.
- If there is a parent concern, Coach sets up meeting with player, parent, and athletic association officer.
- Distribute and collect uniforms and report player names/numbers to association.
- Report games scores to the SJGAA President.

All parents will be expected to work one home game to help set up/take down and make sure that everything is running as smoothly as possible.

# St John's Gildehaus Athletic Association By-Laws

## Rule 1 – Meetings

Executive Board meetings will be held at the discretion of the President. Membership meetings will be held in April of each year to register players. A Coach's meeting with the Executive Board will be held in August and in December of each year. All families that have a student playing are members of the SJGAA.

## Rule 2 – Registration of Players

### *Section 1*

All players must sign and be registered on an official roster sheet along with the signature of a parent or guardian including the "Emergency Card" absolving the SJGAA of any liability in case of any accidents while practicing or while on the playing court or field. All Coaches must sign said waiver of liability also. Sign-ups for the next school year will take place after the current year basketball season ends.

### *Section 2*

In all sports no player may be added to a team after the first game is played unless the said student is new to the school. If a student is new to the school, he/she can sign up to play any sport within the first week of attending school. If the season of a sport is half over the student will have to wait until the next season.

## Rule 3 – Conduct

All that is dishonorable or unsportsmanlike is particularly and expressly condemned. The manager, Coach, parent, player or team guilty of such violation of using profane language on the practice or playing field shall be removed from the field at the discretion of the officials in charge.

## Rule 4 – Suspensions

### *Section 1*

Any manager, Coach or player is indefinitely suspended from play until ruled upon by the Executive Board if he or she is ejected from a game for failure to conform to any of the rules listed in Section 2 of Rule 3 above.

### *Section 2*

If a student (player) received a U (unsatisfactory) or two D's or one F grade in conduct, effort or subject, he/she will be suspended from participation in games for a two-week period. The student's progress will be reviewed every two weeks. When the student/player shows improvement in the subject which they are suspended for they will be reinstated to the team.

### *Section 3*

**Parents / Spectators are asked to be respectful at all times to players / students, coaches, referees, visiting team and their fans. This type of behavior will result in your being asked to leave and possibly your child not being able to play.**

## Rule 5 – Know the Constitution

Each manager, Coach, parent, and player shall be acquainted with the Constitution and By-laws of the SJGAA. Ignorance shall not be accepted as an excuse for violation of this Constitution and By-laws.

## Rule 6 – Practices

### *Section 1*

**Players will be expected to attend all practices** – illness, PSR, vital appointments and some other instances may be excused at the Coach's discretion. Parents are encouraged to attend practices to observe behavior and attitude. **Parents are required to come into the building to get their child.** Students that are not paying attention to the Coach or playing around during practice can be sat out of the next game per the Coach's discretion. If a player is not able to attend the practice they must notify the Coach 24 hours in advance, if possible. An unexcused absence will result in suspension from play in the next game. The player must come to the game and sit on the bench with the Coaches.

### *Section 2*

All players will play, but playing time will be determined by the Coaches, which is based upon attitude, effort, and skill displayed at practices. A discipline policy with suspension powers will be enforced. A player while suspended from school will be required to attend practices, but will not be able to play in games. A player on suspension for three evaluation periods will be dropped from the team.

### *Section 3*

A player who is sick and not in school the day of a game will not play in the game that evening. **Exceptions include funerals and scheduled appointments.**

## Rule 7 – Rules of Conduct

### *Section 1 - Rules of Conduct to be adhered to by participants in all sports*

1. **Profanity** – not to be tolerated either on or off the court, field or in the gym.
2. **Unsportsmanlike Conduct** – has no place in the field of sport, particularly by Catholic participants.
3. **Respect for Authority** – the officials are the representatives of the association, as such, they have the full authority on the field, court or gym until they leave. We must insist respect be shown to proper authority as part of essential training in accordance with the purpose of the SJGAA.
4. **Punctuality** – both by members of teams and officials.

5. *Dangerous Play* – all players should be taught and disciplined to “play the ball” and not the person. The idea of any game is to play the game according to the rules and not to cause bodily harm.
6. *Proper Respect* – for opposing teams, moderators and spectators respect shall be shown.
7. *Smoking* – by managers, coaches and players and drinking of intoxicating beverages are prohibited on the bench, field and in the gym at practices as well as games.
8. *Team Bench* – managers, coaches, players and scorekeepers are the only ones permitted on the bench.
9. *Behavior/Conduct* – there are certain behaviors that are considered serious: vulgar language and/or gestures; defying authority; vandalism; fighting; stealing; cheating; possession of dangerous items; possession of tobacco, alcohol, or drugs of any kind; and any other action judged by the SJGAA and or Principal to be serious can be cause for suspension or removal from the team.
10. *Communication* – all communication should be filtered through the coach first; any problems or concerns with any coaching strategy or playing time should be first communicated to the coach, president, than vice president. **A player should be encouraged to communicate their concerns to the coach first. If the problem is not resolved, then the parent will communicate with the coach in a scheduled meeting not on game day.**

## *Section 2*

Managers, coaches and team captains ONLY may confer with the officials, providing it is done in a civil manner. If there is a problem with an official at a home game the coach should let the President or Vice President know so they can talk to the official. Anyone attempting to rush the officials, cause a scene, or dispute decisions in an unsportsmanlike manner will be ordered to leave the game (building).

## *Section 3*

**Players are NOT to leave the building when they are there for games. No child is allowed outside without an adult accompanying them including away games.**

# Rule 8 – Teams

## *Section 1*

Volleyball and basketball are played starting in the 5<sup>th</sup> grade. There are four teams in each sport “A” boys – 7<sup>th</sup>/8<sup>th</sup> grades; “A” girls – 7<sup>th</sup>/8<sup>th</sup> grades; “B” boys – 5<sup>th</sup>/6<sup>th</sup> grades; and “B” girls – 5<sup>th</sup>/6<sup>th</sup> grades. Students in 4<sup>th</sup> grade may be asked to join the “B” team if there are not enough players in the 5<sup>th</sup> and 6<sup>th</sup> grade to make a team.

## *Section 2*

Teams will be divided by grades when the numbers permit, making up more teams, and one for each grade if needed.

## *Section 3*

The cheerleading squad will exist providing there is a Coach. Students in grades 3<sup>rd</sup> through 8<sup>th</sup> may join the squad. The cheerleaders cheer for the boys basketball games and have competitions if they wish to compete.

# St John's Gildehaus Athletic Association Coaches

The philosophy of the St John's Gildehaus Athletic Association is to promote teamwork and build self-esteem while learning the rules of the sports being played.

The "B" teams are a learning time for the player and all players should be given a fair amount of playing time. Through playing, a student can become the player he/she is capable of. When a player is put in he/she should be allowed to play for at least a rotation in volleyball and a least a minute in basketball. If the numbers are high, the teams would be divided into separate teams (example: 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> or 8<sup>th</sup> individual teams). If a student is moved up to a given team they would not play on any other teams, they would stay with the team they are moved to. Unless the move is for a game where the upper team does not have enough players due to sickness or absent students for a short period of time.

"B" teams are learning how to play the sport, as a coach you are there to teach them the rules and how to play while building self-esteem. The Athletic Association feels it is important for all the players to play as much as possible and build good sportsmanship.

The "A" team players should know the rules of the game and should concentrate on building teamwork and good sportsmanship. It is important that each student gets a fair chance to play.

If a player is not paying attention or participating during practice the coach may sit out the student at the next game. Please explain to the parents why the player is being sat out and let the parent know that they are welcome to come to watch practice.

*Again it is very important that all the players get a chance to play every game. Excluding tournaments, this would be at the Coach's discretion.*

*If a parent has a concern, the chain of command is: coach, president, than vice president.*

## *Practices*

Please remember to leave the gym clean and ready for use the next day after practices. As role models for our students, please follow the rules below:

1. Shut all of the windows after practices and games.
2. This is a smoke free facility – please do not smoke in the gym.
3. During practices and games students should not be in the kitchen, the hallway by the kitchen, classrooms, concession stand or stairwell or anywhere else but in the practicing area in sight of the coach. Remember coaches, you are responsible for the gym as well as the students when you have the gym for practice.
4. During the games please remember to put all the balls away. Do not leave them out to be played with by our students or spectators.
5. For safety reasons, in addition to the above, please do not let your students play and/or run on or under the bleachers. Parents are responsible for their children before and after games. No children are allowed outside without being accompanied by a parent or an adult (during practices or games).
6. Balls should not be thrown at the windows or against the closed partition between the kitchen and the gym.
7. Make sure all the doors are locked.
8. Please put things back where they belong.
9. Make sure all the toilets are flushed and bathrooms are clean.
10. Leave the parish center in the clean condition (or better) than you found it.
11. Make sure all the lights are out including all of the bathroom lights.
12. When you leave, make a double check that everything is in order, turned off, shut, and locked.

The gym/parish center is to be enjoyed by all so please make sure to take a conscientious effort to take very good care of our parish center.

Thank you for taking an active role in the St John's Athletic Association. We appreciate all the time and effort that you put into our sports program.

***The St John's Athletic Association***

Approved by:

President \_\_\_\_\_

Date \_\_\_\_\_

Vice-President \_\_\_\_\_

Date \_\_\_\_\_

Secretary \_\_\_\_\_

Date \_\_\_\_\_

Treasurer \_\_\_\_\_

Date \_\_\_\_\_

# St John's Gildehaus Athletic Association HANDBOOK SIGNATURE PAGE

PLEASE RETURN THIS SIGNED PAGE TO YOUR CHILD'S COACH OR THROUGH THE SCHOOL OFFICE IN AN ENVELOPE MARKED ATHLETIC ASSOCIATION AS SOON AS POSSIBLE. THE ATHLETIC ASSOCIATION WILL NEED THIS FORM BY **November 13, 2019**.  
THANK YOU!

My child and I have read the attached SJGAA Handbook. We understand the rules and policies. We are committed to helping our child be successful in school and the school athletic program and we agree along with our child to follow this handbook.

Parent Name \_\_\_\_\_

Parent Signature \_\_\_\_\_

Player's Name \_\_\_\_\_

Player's Signature \_\_\_\_\_

Date \_\_\_\_\_

Coach acknowledgment of receipt of handbook:

Coach Name \_\_\_\_\_

Coach Signature \_\_\_\_\_

Date \_\_\_\_\_