



**EDGEWOOD CAMPUS SCHOOL**

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# Athletics Handbook

# Preface

The purpose of this handbook is to provide a resource for parents, coaches, school staff and students. Parents and students are required to read and discuss this material together. Coaches are also required to understand and support the school philosophy, policies and expectations pertaining to their particular sport(s). They are encouraged to discuss this information with the student athletes throughout the season.

This handbook is a quick reference for information regarding the Athletics Program at Edgewood Campus School (ECS). The Athletics Program and Committee Guidelines are on file in the ECS school office. For more detailed information, please access our website: <http://campus-school@edgewood.edu>

# Philosophy

The goals of the Athletics Program at ECS are: 1) to enrich the students experiences through pride in representing their school, 2) to build teamwork, 3) to promote good sportsmanship, and 4) to develop positive self-esteem. All eligible students are encouraged to participate in the athletic program.

Participation in the sports program is encouraged, especially to learn the fundamental rules and skills of each sport and to experience working together as a team. Learning cooperation, not competition, is our focus. The emphasis is on playing the game for fun and experience as well as learning the difficult task of winning and losing with grace. Principles of Christian sportsmanship should prevail at all times.

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# Edgewood Campus School Athletics Committee

The Athletics Committee exists to aid in the administration and organization of our Athletics Program and is made up of volunteers. The Athletics Committee meets on the first Wednesday of each month during the school year (except December, and at chairperson's discretion) and all parents are welcome to attend.

The success of the Athletics Program is contingent on the commitment of parental support. If your child is participating in the Athletics Program, you are expected to volunteer your time and talents to aid in its organization and administration by serving on the Athletics Committee, coaching or managing teams, assisting in raising funds or other areas as needed to ensure the ongoing quality of the programs offered.

The Athletics Committee is made up of the following positions:

- Chairperson
- Secretary/Treasurer
- Coaches Liaison / Coordinator
- Athletics Team Coordinator
- Sports Information Director
- Uniform Coordinator
- Spirit Wear Coordinator
- Athletics Director
- School Administrators
- Middle School Faculty Representative

A list of names and phone numbers for the people currently filling these positions is included in the school directory.

# **Expectations of the Athletics Committee**

- 1) Organize quality athletics program for the benefit of students at ECS.
- 2) Provide players and parents with an orientation meeting at the beginning of the season:
  - a) Explain rules and regulations of the game.
  - b) Explain to players/parents at the beginning of the season the expectations regarding conduct, practice, facility use, and responsibility as players and parents.
  - c) Updates to current handbook will be highlighted.
- 3) Develop budget based on fees from individual sports and fundraisers.
- 4) Maintain inventory of equipment essential for each sport.

# Edgewood Campus School Athletics

## Program Overview

Edgewood Campus School (ECS) is a member of the Madison Area Independent Sports League (MAISL) competing with other local Catholic and independent schools in the following sports: touch football, volleyball, basketball, softball and track. Participation in these athletic events is open to all boys and girls in 4th (track only), and 5th through 8th grade. Please refer to the athletics calendar at <http://campus-school.edgewood.edu/sportsactivities/athletics.htm>



### TOUCH FOOTBALL

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This sport is open to boys in 5th, 6th, 7th and 8th grade. Flag football rules are used. In most cases, the 5th and 6th grades are combined and the 7th and 8th grades are combined to create two teams representing ECS. Practices are typically held after school at Vilas Park two times per week, with games held once per week, also played at Vilas Park. It is an eight-week season beginning in mid-September.



### VOLLEYBALL

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Girls and Boys in 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade are eligible for volleyball. If a full team cannot be fielded at each grade level, teams are combined. Practices are typically held after school from 2:30-4:00pm two days per week at the Edgedome. Girls' volleyball season runs from early September through October. Boys' volleyball season runs from mid-April through May. Most games are played on Saturdays and Sundays.



## BASKETBALL

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Both boys and girls in 5th, 6th, 7th and 8th grade participate in this sport. Most practices are held after school in the Edgedome from 2:30-4:00 twice a week. Due to limited gym availability, some coaches arrange for court time at other facilities in the area for additional practice. Games are held on Saturdays and Sundays. Practice begins in mid-November and the competitive season goes through March.



## SOFTBALL

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These teams are fielded from 5th, 6th, 7th and 8th grade girls. Grade level teams are combined if necessary. Practice is held at a time and place determined by the coach. Practice begins in April and games are played after school and on weekends in May.



## TRACK & FIELD

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This sport has one co-ed team of 4th, 5th, 6th, 7th and 8th grade boys and girls. Practices, held once per week after school at the Edgewood High School track, start in late March/early April in preparation for at least one meet held in May.

## **Registration Process and Fees**

A fee is charged to participate in each sport. Fees cover: equipment, league fees, first aid, and tournament fees (2 per team– end of season MAISL and one other). Registration forms and athletic fees must be paid before a student can participate in a practice or game. Checks should be made out to ECS Athletics.

### **Late Registration**

Athletes are expected to register for their sport by the deadline. Registering on time may affect playing time by your child, or the size of the team, or having a team at all. In the event that a student requests participation on an ECS team AFTER the posted registration deadline, the following process will be followed:

- The student and his/her parents must contact the Athletics Director directly.
- That Athletics Director will assess team size, league scheduling dates, uniform/equipment availability, and player commitment.
- The Athletics Director and the team coach will make the final decision regarding participation.
- Players cannot practice or play without completing all proper forms and paying all fees.
- Late registrants are NOT guaranteed a spot on any team.

### **Fee Waiver**

No student will be denied participation due to inability to pay athletics fees. If payment of the participation fee presents a financial hardship, the fee may be waived by applying to the Business Office for a waiver.

### **Physical Exams**

Diocesan policy requires a physical examination for interscholastic sports participants every two years. Complete medical information must be on file prior to participation in any practice or game.



# Athletics Uniform Policy

## A. New Edgewood student athletes:

(This includes athletes registering for a new sport and students newly eligible for participation)

1. Upon registration for a sport(s), student athletes will be required to purchase a school issued uniform for each sport in which they intend to participate.
2. Athletes must complete all size information and provide payment to ECS Athletics for uniforms at the time of registration.
3. Size choices are: Youth XL, Adult S, M, L, XL. Student growth during the year(s) should be considered when selecting sizes. Uniforms may (and are intended) to be used for more than one year.
4. No uniform refunds will be issued for withdrawals made after the registration deadline.
5. Once a uniform has been issued it becomes the property and responsibility of the student athlete. Lost or damaged uniforms will need to be repurchased by the student/parent. This may result in interrupted play time for the student athlete.

## B. Returning Edgewood student athletes:

1. Returning Edgewood athletes were issued a uniform(s) for their prospective sport(s) during the previous year. They were informed that the issued uniform is the student athletes' property and responsibility and may be used throughout his/her athletic career at Edgewood Campus School.
2. Returning athletes may use only school-issued uniforms for the appropriate sports. (Ex. Football jersey only for football, etc.)
3. Returning athletes will need to locate their uniforms. They will then need to assure that size, condition and completeness (shirt and shorts) are appropriate and inform the Athletic Committee Uniform Coordinator of the **issued roster number**. (See registration form)
4. A returning athlete unable to locate his/her uniform, has a uniform that no longer fits or is in poor condition must purchase a new uniform at time of sports registration.

## **Sport – Specific Items**

- Football: Students must purchase and wear mouth guards, and it is recommended that students purchase shoes with cleats. Black shorts should be worn with the school-issued jersey.
- Volleyball: Kneepads, required for practices and games, are the responsibility of the player. Girls uniforms must be purchased through ECS Athletics. Boys t-shirts are included in the registration fee.
- Basketball: T-shirts for wearing underneath team jerseys are available for purchase at the beginning of the season, but are optional.
- Softball: Each player is required to provide their own glove. T-shirts are included in the registration fee.
- Track: Black shorts must be worn with the school issued t-shirts (included in the registration fee) for track meet(s).

# Expectations of Athletes

Participating in athletics is a privilege, not a right. To earn that privilege, students should follow these guidelines:

## Christian Values

- Act in a Christian manner with coaches, team members and opponents.
- Treat all players with respect at all times. Criticism of fellow players will not be tolerated by the coach. Respectful behavior is expected at all times.
- Respect property at both home and away games.

## Knowledge of Skills and Safety

- Learn the rules of the game and be aware of responsibilities as a member of the team.
- Wear appropriate attire and safety equipment as required by the sport at all practices and games.
- No jewelry, earrings, hair clips, bands, watches, etc. shall be worn during practice or games.
- Report all injuries that occur in practice or at games to the coach at once.
- Have a current health form on file with the Athletic Committee to participate in practices and games.
- Be picked up promptly after all scheduled practices and games.

## Goals/ Development/ Teamwork / Self Esteem/ Fun

- Have fun, be a good sport, and play to the best of your ability at practices and games.
- Commit to attend all practices and arrive at practices/games on time.
- Attendance at practices is critical to the morale and success of the team. Parents are to notify the coaches of schedule conflicts and absence due to illness.
- Athletes are expected to attend all games. Be dressed in uniform attire and be ready for warm-ups fifteen (15) minutes before the game is scheduled to begin.
- Remember to play as a team and encourage teammates.
- Good attention and behavior is required at all times. If a player misbehaves or shows disrespect to coaches or to other players, that player will be excused from practice immediately and required to call a parent/guardian to be picked up.

## Communication

- Communicate with and treat coaches, players, officials, etc. with respect.
- Talk to your parents about any unresolved problems regarding coaches and/or teammates.
- Notify the coach(es) ASAP if you are going to miss a practice or a game.

- Notify your coach in writing of any attendance conflicts with game dates. If an athlete is ill the day of a game, the coach should be notified at the earliest possible time.

## **Eligibility**

- Understand school athletics guidelines by having a thorough knowledge of this handbook.
- In order to participate in co-curricular activities, students must exhibit responsibility in both academics and conduct. Academically, students must maintain a total average of 70% with no failing grades and no more than one D. Students who do not meet this requirement will have co-curricular privileges suspended until they have raised their grades to this minimum standard. While teachers provide regular feedback to students to help them recognize how they are performing in class, students are encouraged to inquire about grades if they believe they may not be achieving minimum standards. In addition, students must comply with the Student Responsibilities for School Conduct (for 4<sup>th</sup> and 5<sup>th</sup> grade) and the Respect and Responsibility Code (for 6<sup>th</sup> through 8<sup>th</sup> grade). Failure to do so may result in a loss of co-curricular privileges.
- The administration has the right to deny participation privileges to students who are not performing academically or who are in violation of the ECS Respect & Responsibility Code.
- Students must be in attendance during the school day in order to participate in after-school practice or games that day.
- If a student is absent for the entire day due to illness, the student shall not be allowed to participate in practice or games that day.
- Schoolwork is always a priority. If practices or games interfere, please let the coach and/or team manager know.

# Expectations of Coaches

Edgewood Campus School coaches are recommended to the Athletics Committee for approval before they begin participating. The administration of ECS reserves the right to conduct criminal background checks on all coaches and staff. Beginning September 1, 2004 all coaches and volunteers, members of the Athletics Committee and volunteer drivers must participate in a child abuse protection program from the Diocese of Madison called "Protecting God's Children". All coaches are expected to be familiar with ECS guidelines.

All coaches are volunteers and include parents and adults from outside our school who are interested in elementary school athletics and college students who have experience in a particular sport. If you are interested in a coaching position or know someone who is, please contact the ECS Athletics Director.

The ECS Athletics Committee has the following expectations of the coaches who work with our student athletes:

## Christian Values

- Display and exemplify Christian values.
- Set an example to the athletes by treating all opposing coaches, players, officials and parents with respect and dignity.

## Knowledge of Sport

- Know the rules and regulations that govern the sport.
- Have knowledge and background in the sport.
- Take advantage of classes and clinics to keep current.
- Attend all coaches meetings held by MAISL and ECS to be familiar with all current policies and procedures.

## Knowledge of Skills and Safety

- Insure safe practice and playing conditions.
- Insure the safe use and handling of equipment.
- Insure that the athletes have gone through sufficient warm-up drills.
- Be aware of the strengths and limitations of the human body at the age he/she is coaching.
- Be aware of all individual health conditions of the athletes.
- The first aid kit, provided by the school to each coach, should be at all practices and games.
- Copies of athletes health history forms should be in a folder at all practices and games.
- Require athletes to wear proper safety equipment (mouth guards, knew pads, helmets, etc.) and to remove all jewelry during practices and games.

- Supervise the athletes and make sure that all students are accounted for and have been picked up by parents before leaving the premises.

### **Goals/ Development/ Teamwork / Self Esteem/ Fun**

- Understand and appreciate that ECS has a developmental, no-cut athletics program.
- Promote healthy competition; encourage enjoyment of team sports by emphasizing teamwork, good sportsmanship and the development of athletic skill and self-esteem.
- Develop skills that are appropriate for the age and stage of the athletes.
- Teach age-appropriate strategies and game plans.
- Understand the players and their individual personalities and skills.
- Treat each player as an individual, remembering the wide range of emotional and physical development for the same age group.
- Help the student-athletes understand and appreciate their teammates and their individual skills.
- Help the student-athletes set and meet their own individual goals.
- Help the student-athletes enhance his/her self-esteem.
- Bring the student-athletes together to learn how to work as a team.
- Set team goals and integrate all players into the game.
- Rotate the starting players allowing all of the participants to experience being a “starter.”
- Explain to players that “winning” is not the sole factor in determining actual playing time. At this age, playing is what makes a child feel part of the team. At ECS, all children that participate in scheduled practices, and who are not sanctioned (disciplinary, academic) need to play in each game. As stated in the Diocesan regulations, “a goal to work toward is that each child should play a minimum of one-fourth the total game time.”
- Make the playing experience fun for the student-athletes.

### **Parent Relations**

- Provide players and parents with an orientation meeting at the beginning of the season to explain rules and regulations of the game and changes that apply to the upcoming season.
- Notify parents and the Athletics Director of any practice schedule changes.
- Inform parents, in a timely manner, of unresolved problems regarding their children and enlist their support.
- Work with the team parents to solve problems and communicate with parents.

# Expectations of Parents

Parents should:

- Display and exemplify Christian values emphasizing teamwork, good sportsmanship, fun and self-esteem.
- Understand school athletics guidelines by having a thorough knowledge of this handbook.
- Be realistic about your child's ability and help your child set realistic goals.
- Emphasize that sports are only one part of life and winning, as well as losing, is an opportunity to learn.
- Be responsible for having your son/daughter at all practices and games on time. In addition, show respect for the coaches' time by picking up your student-athlete promptly at the end of practice or after games.
- Inform coaching staff of any special concerns you have about your child relating to athletics (i.e., asthma, injury, etc.)
- Watch your child play, encourage teammates and applaud good play by BOTH TEAMS.
- Discuss concerns or problems with the coach, and work with him/her to develop resolutions.
- Leave the coaching responsibilities to the coach. The coach should give instructions to your son/daughter regarding his/her play during the game. If at any time you would like to discuss some aspect of the game, feel free to bring your concerns to the attention of the coach.
- Never argue with the referee's or umpire's judgement and never question his/her authority.
- Attendance at the Athletic Programs Orientation Meeting (held prior to the start of each season) is encouraged.
- Offer to assist the coach as a parent representative or in other ways he/she may need (making phone calls, scheduling team social events, organizing transportation, etc.)

# Athletic Awards

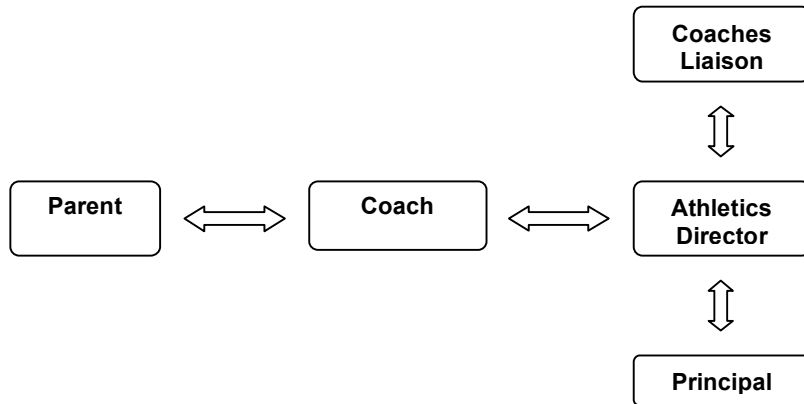
Participants in the athletics program at ECS will receive an acknowledgement at the end of each year. This is done as part of the end-of-year convocation. It is the hope of the athletics committee that the award will serve as a reminder of the fun they had as a part of the school's team as well as motivation to participate in the future.

New student athletes in grades 4, 5, and 6 will receive a plaque and medallions representing the sport(s) in which they participated, to be affixed to the plaque. As a student progresses through school, they will receive a medallion each time they participate in a sport.

New student athletes in grades 7 and 8 will receive a medallion for each sport in which they participate. If families of these students want a plaque, they may be purchased for \$15.00 (price subject to change.)

# Problem Resolution Procedures

Problems or concerns about a team or athlete should be dealt with in a direct and timely manner. Below is a flow chart that shows the suggested path to communicate your concerns:





# Transportation / Volunteer Driver Information

Since ECS athletic programs involve transportation of students, a signed parental permission slip and volunteer driver agreement for each student must be submitted according to school policy and regulations for field trips. It is recommended that driver's/parents confirm coach or other adult supervision is in place before leaving athletes at any practice or game venue.

If coaches are going to be transporting students to and/or from games or practice, a signed volunteer driver information sheet should be on file. This form can be found at <http://campus-school.edgewood.edu/sportsactivities/pdf/AthleticsDriverForm.pdf>

## MAISL Participating Schools and Venues

### **Abundant Life Christian School (ALCS)**

4901 E. Buckeye Rd. • Madison, WI 53716  
East on the Beltline– North on Stoughton Rd –  
East (right) on Buckeye Rd – school about 1.25  
miles on right side of Buckeye Rd. Parking in  
front of school.

### **Bishop O'Connor Catholic Center (BOCC)**

3577 High Point Rd. • Madison, WI 53719  
East or West on Beltline to Mineral Point Road.  
South on High Point Road. Turn into driveway.  
Enter on right side of bldg.

### **Blessed Sacrament (BS)**

2112 Hollister Ave. • Madison, WI 53505  
West on Regent Street –Turn left on Prospect –  
Turn right on Hollister Ave – School on right side  
of street. Parking lot to left of school.

### **High Point Christian School (HPC)**

7702 Old Sauk Rd. • Madison, WI 53717  
West on the Beltline – Right on Old Sauk Rd –  
school on left about .5 miles

### **Immaculate Heart of Mary (IHM)**

5101 Schofield • Monona, WI 53716  
East on the Beltline – North on Monona Drive–  
Left on St. Theresa Terrace – Right on Schofield –  
School immediately on left side.

### **Sacred Hearts (SH)**

219 Columbus Street • Sun Prairie, WI 53590  
East on Beltline – West (north) on I-90 to first Sun  
Prairie exit (Main Street) –Go downtown and  
turn left on Columbus Street – School on right  
side by the old water tower.

### **St. James (SJM)**

1204 St. James Court • Madison, WI 53715  
Regent Street – South on Mills St. –Right onto St.  
James Court or Mound Street. Parking lot in  
front of school/church.

### **St. Dennis (STD)**

409 Dempsey Rd. • Madison, WI 53714  
East on Beltline – North on Stoughton Rd – Take  
Cottage Grove Rd exit and go west (back under  
Stoughton Rd) – Right at stoplight (Dempsey Rd)  
School approx. .5 mi on right side.

### **St. Francis Xavier (SFX)**

2939 Thinnes • Cross Plains, WI 53528  
West on the Beltline – West on Hwy 14  
(University Ave) about 7 miles to Cross Plains –  
Right on Church Street (at the only stoplight in  
Cross Plains-past Culver's – This will intersect  
with Thinnes directly in front of St. Francis (SFX)

### **St. Johns of Waunakee (SJW)**

209 South Street • Waunakee, WI 53597  
Through Middleton – West on University Ave –  
Turn Right on Allen Blvd (HWY Q) –Right at lights  
onto Century Blvd – Left at lights back onto Q–  
Enter Waunakee and turn Right on Second  
Street then Right on South Street. Through  
Madison (North Side) Out Northport Drive (Hwy  
13) to Waunakee – Enter Waunakee and turn left  
on South Street.

### **St. Maria Goretti (SMG)**

5405 Flad Avenue • Madison, WI 53711  
West on Beltline – Exit Whitney Way and go  
south (left under Beltline) – Go left on Gilbert Rd  
–Left on Flad Ave – School immediately on right.

### **Queen of Peace (QP)**

418 Holly Ave. • Madison, WI 53711  
West on Regent Street – Left on Speedway (by  
West High) – Road curves right and becomes  
Mineral point Road –Left on Holly Ave. – Parking  
lot is behind the school and lot entrance is just  
past the school building.