

# Our Lady of the Assumption

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# AFTER SCHOOL SPORTS HANDBOOK

(TO BE READ IN CONJUNCTION WITH THE OLA PARENT STUDENT HANDBOOK)

# Table of Contents

1. OLA School Philosophy
2. OLA Mission Statement
3. School-wide Learning Expectations (SLEs)
4. Catholic Youth Organization (CYO) Philosophy Statement
5. Athletics
  - a. Sports Fees
  - b. Sports Offered and Grade Level
  - c. Practice Schedule
  - d. Tryouts
  - e. Team Size
  - f. Eligibility Requirement
  - g. Uniforms
6. Awards
  - a. Scholar Athlete
  - b. Raider of the Year
  - c. Scholarship Information
  - d. Team Awards Guidelines
7. A Note from the Athletic Department
8. After School Sports Hiring Process
9. Earn Service Hours
10. Forms
  - a. After-School Sports Survey
  - b. Coaches Information and Procedure Sheet
  - c. OLA Coach's Code of Conduct
  - d. CYO Code of Conduct
  - e. Coach's Schedule Cancellation and Change Form
  - f. OLA Carpool Roster
  - g. OLA Athletic Scholarship Application

# **1. Our Lady of the Assumption (OLA) School Philosophy**

We, the faculty, staff and clergy of Our Lady of the Assumption School, believe that the aim of Catholic education is to demonstrate the importance of the Life and Message of Christ believed and taught by the Catholic Church. We strive to instill in our children a respect for their families, their faith, their community, and the society in which they live. In partnership with their parents who are the primary educators of their children, we maintain a supportive role.

We believe that Catholic education will impart a body of knowledge, grounded in the faith and knowledge of the Catholic Church that will give children an opportunity to grow in a fashion that will prepare them to live each day fully with Christ. We provide a safe and positive environment for our diverse student body. We offer a challenging, integrated curriculum in grades K-8 for students who attend our school from Claremont and surrounding communities.

We seek to meet the needs of the whole child: spiritually, intellectually, socially, physically, and psychologically. We believe our children must be given opportunities to learn how to learn to love the Lord and others. We foster human compassion and responsibility. We teach our students to respect life, to seek truth and knowledge, to strive for justice, and to appreciate the environment. Consistent with these beliefs, we are dedicated to serve students who strive to realize academic success according to their individual potential. It is through these means that we aim to help our students become productive members of society who exercise Christian values throughout their lives.

## **2. Our Lady of the Assumption Mission Statement**

Our Lady of the Assumption School, an education ministry of Our Lady of the Assumption Parish Community, is a parish-based K-8 grade Catholic Elementary School.

Our Lady of the Assumption School provides an education for children who incorporate strong, academic skills, social awareness and personal responsibility, and ethical and moral values as taught in the Catholic faith. The School administration and faculty, in collaboration with parents, promote a learning environment, which fosters academic excellence, integrity, cooperation, and mutual respect.

## **3. School-wide Learning Expectations**

Be a faithful Catholic who

- Participates faithfully in memorized and spontaneous prayers
- Knows right from wrong and always tries to make good choices
- Shows the love of God in daily words and actions
- Knows and understands basic Catholic teachings and the Bible
- Identifies and uses their individual God given talents

Be a lifelong learner who:

- Demonstrates success in basic subject areas
- Demonstrates skills in the fine arts
- Finds strengths and improves weaknesses
- Demonstrates problem-solving skills
- Is prepared to succeed in future academic work
- Uses technology to gather, organize and express ideas

A responsible citizen who

- Is polite and respectful of all
- Has developed skills to successfully and positively resolve conflicts
- Displays kindness to all and develops lasting friendships
- Is informed and aware of people's needs
- Is committed and willing to serving all
- Uses technology appropriately
- Understands the value and importance of following rules and laws

#### **4. Catholic Youth Organization (CYO) Philosophy Statement**

The mission of the Parochial Athletic Program is fostering the Catholic community through youth sports. With this mission in mind, the policies, procedures, rules and regulations set forth herein are based on the following philosophical objectives:

- To build a community that (1) strives to image Christ and (2) instills Christian sportsmanship in the lifestyles of the participants.
- To center the athletic programs for the youth and for the youth's development of physical skills, social skills, emotional and mental growth and spiritual strength.
- To help form well-rounded youth by fostering good health habits, teaching the positive value of athletic participation and showing the necessity of practice, hard work and time management.
- To recognize the vital role the coach plays in the development of the youth and to train the coaches as youth ministry leaders under the Archdiocesan required coaching certification program called Play Like A Champion Today.
- To teach all the participants (school administrators, coaches, student athletes and spectators), the proper attitude towards winning, losing and competing with dignity and to offer a specific program for parents called Parent Like A Champions Today to assist in achieving this objective.
- To develop Catholic community, school spirit, team spirit and personal acceptance.
- To train, instruct and follow athletic/sport rules.

#### **5. Athletics**

##### **A. Sports Fee**

- a. Sports Fees are \$90.00 per varsity athlete per sport and \$75.00 per junior varsity and C level athlete per sport. In case of financial need, written request to the AD must be made and will be handled on a case by case basis.
- b. The sports fee covers the following expenses:

- Coach's Salary
- Equipment
- Uniforms
- CYO Membership
- Coach's Certification Card
- Referee Fees
- Awards
- Sound Equipment
- Tournament & Competition Fees  
(NOT included in sports fees: Cheer – Park Admission and Cheer Uniform)
- End of year 8th grade scholarships

##### **B. Sports Offered and Grade Level**

OLA offers athletic sports and competitions for our students in the categories of Varsity, “B” and “C”, described as follows:

- The Varsity level is a competitive level that emphasizes strategies and self-discipline. OLA Varsity level sports and competitions are:

FALL            Flag Football, Volleyball (Girls’), Cross Country, and Cheerleading

WINTER        Basketball and Cheerleading

SPRING        Softball, Track, Volleyball (Boys’), Soccer and Cheerleading

- The “B” level is a developmental level that emphasizes the development of fundamental skills. OLA “B” level sports and competitions are:

FALL            Flag Football, Volleyball (Girls’), Cross Country, and Cheerleading

WINTER        Basketball and Cheerleading

SPRING        Softball, Track, Volleyball (Boys’), Soccer and Cheerleading

- The “C” level is an introduction and developmental level. OLA “C” level sports and competitions are open to boys and girls in grades 2, 3&4.

FALL            Cross Country and Cheerleading

WINTER        Basketball and Cheerleading

SPRING        Track and Cheerleading

### **C. Practice Schedule**

- Practices will be held Monday through Thursday from 3:30 pm to 5:00 pm and Friday from 1:45 pm to 3:00 pm at Our Lady of the Assumption; unless arrangements have been made by the coach to hold the practice at a different location.(see off-site paragraph below) Between 3:00 and 3:30, student athletes must work in “study hall” room(s) in the Berkeley building under supervision. Friday and /or Saturday practices may be required. Students must show commitment by attending all practices in order to participate in games. **There is NO SUPERVISION after 5:00 pm.** Any remaining athletes will be sent to daycare. Coaches will not take responsibility for students who do not participate in athletic activities, such as waiting and younger siblings. **Students who are not involved in Our Lady of the Assumption sponsored after-school sports but remain on campus will be sent to daycare at 3:15 PM.**
- Off-site Practice may be arranged by the coach. A signed permission slip must be returned to the Athletic Director before a student may leave campus for practice. Parents must arrange transportation for their child to get to and from the practice site.

Before a student will be allowed to participate in any game or practice, a signed permission form must be returned to the Athletic Director. This will be distributed to the coaches and kept on file during the season of that sport.

#### **D. Invitation to Participate**

All students are invited to join the team at the beginning of each season after the permission slip has been turned in. The coach will pass out the permission slips at the team's first meeting. If a team has too many students wanting to play, they may hold tryouts or divide the group into two separate teams. If a coach can't be hired for a team, the season will be cancelled and refunds will be issued.

#### **E. Eligibility Requirements**

All students involved in after school sports must have and maintain a "C" average with no "F" Grades.

- **Varsity Athletes:** Grades are checked for eligibility from the previous report card by the A.D. before the start of the sport season.
  - Fall Sports: June report cards of previous year
  - Winter Sports: November report cards
  - Spring Sports: March report cards

When a varsity athlete falls below the standards ("C" average with no "F" grades) on a trimester report card, this immediately makes the student ineligible to compete for the upcoming sports season.

- **B/C Athletes:** Must maintain "Satisfactory" or better in conduct and work habits. B and C level athletes not meeting the grade, conduct or work habit expectations are placed on week to week probation and cannot practice or participate in any team activities until the grades and/or behavior improves. Eligibility is reviewed each Monday of the following week.

Fees are not returned if a student is dropped for academic or behavioral reasons.

#### **F. Team Size**

The AD and the Principal will determine what constitutes an appropriate size and will inform coaches of this prior to each season. If the coach determines a team is too large, the coach will discuss this with the AD and the Principal. If cuts are required, the coach will use a scoring system based on skill and attitude. The lowest scoring students will be released. The following are recommended team sizes:

Football	20	Track and Field	25 athletes to 1 adult
Volleyball	12	Softball	16
Cheer	20	Soccer	12
Cross Country	25 athletes to 1 adult	Basketball	12

## 6. Awards

### A. Scholar Athlete

Scholar Athletes will be recognized at the end of the year awards ceremony.

- Requirements: The scholar athlete award is awarded to all athletes who maintain Honor Roll status in the trimester in which the sport is held.

### B. Raider of the Year

Each year the Raider of the Year Award is given to an outstanding athlete, one girl and one boy. To qualify for this award, a student must:

1. Be in the eighth grade
2. Have a well-rounded ability, leadership qualities & good sportsmanship
3. Must participate in one sport per season for their eighth grade year.

Raider of the Year recipients are selected by the Principal and Athletic Director based on recommendations by the coaches.

### C. Scholarship Information

Six scholarship are made available each year for 8<sup>th</sup> grade boys and 8<sup>th</sup> grade girls who have distinguished themselves on the athletic field and in the classroom. Scholarships are announced and awarded at graduation. A check is made payable to the Catholic High School of their choice the following September. The final decision as to the winners of the scholarships shall be made by the Athletic Director and Principal. The criteria listed below is used to determine each of the recipients.

#### *General Criteria for Qualifications*

1. The student must be attending a Catholic High School the following school year.
2. The student must participate in 3 seasonal sports during his/her seventh and eighth grade year.
3. The student must display encouragement, enthusiasm and inspiration to the teams.
4. The student must demonstrate a consistent willingness to give his/her best effort in all sports.
5. The student must demonstrate a good attitude, a sense of fair play and positive communication among teammates and opponents.
6. The student cannot be ineligible more than 2 times during his/her seventh and eighth grade years.
7. The student cannot be suspended from school for either academic or disciplinary reasons.
8. The student is responsible for completing and returning the scholarship application form to the principal or AD on or before May 1<sup>st</sup>.

*The six scholarships and the money award with each are:*

1. **Dick Santia Scholarship:** Presented to the outstanding boy athlete. A certificate is presented to the recipient at graduation. This scholarship shall be \$250.00
2. **Carol Atkinson Scholarship:** Presented to the outstanding girl athlete. A certificate is presented to the recipient at graduation. This scholarship shall be \$250.00

3. **Boy's Minor Scholarship:** Presented to the runner up boy athlete for the Dick Santia Scholarship. A certificate is presented to the recipient at graduation. This scholarship shall be \$200.00
4. **Girl's Minor Scholarship:** Presented to the runner up boy athlete for the Carol Atkinson Scholarship. A certificate is presented to the recipient at graduation. This scholarship shall be \$200.00
5. **Cal Stephens Spirit Award:** Presented to the boy or girl who displays the most inspirational leadership among teammates and opponents. A certificate is presented to the recipient at graduation. This scholarship shall be \$200.00
6. **Citizenship Scholarship:** Presented to the boy or girl who meets qualifications 1,3,4,5,6 & 7 but he/she does not participate in all the sports required in #2. While not participating in all the sports, the student may be a stat keeper, scorekeeper, coach's assistant, show school spirit, all around good sportsmanship and must make a true attempt to become involved in school events. Student must carry at least a "C" average through seventh and eighth grade. A certificate is presented to the recipient at graduation. This scholarship shall be \$200.00

NOTE: Scholarships may be withdrawn if funds aren't available or if there are no students that fulfill the requirements.

#### D. Team Awards Guidelines

Trophies are awarded based on the coach's judgment of player's participation throughout the season, such as MVP, MVO, MVD, MI..... No more than five awards per team.

- **"B" and "C" Athletes:** All players will receive a participation certificate.

The winners of these awards will be announced and presented at a seasonal sports rally. In addition, each player will receive a participation certificate. All participants will be recognized at an end of the year celebration.

Athletes who have been suspended from games during the season will not be considered for individual trophies.

Parents & Coaches may celebrate with end of the season parties. However, the school will not provide any financial assistance for these parties.

### **7. A Note from the Athletic Department**

With your help and support, we will have a fun-filled and successful season. Remember that our success is not measured by wins, but by the journey and chance to grow and learn.

#### **All field trips/athletic events must comply with the following requirements:**

- Parents must submit all original, completed, signed and dated Student and Youth Activity Permission Forms and Emergency Medical Authorizations for their child before the first practice. These forms may not be faxed to the school, nor can a separate note be used instead of the original forms. Children will not be allowed to participate unless completed forms are submitted.

- All Permission and Authorization Forms must be in the possession of the supervising adult during the event, with copies of all emergency contacts left in the school office.
- All Archdiocesan policies on safe environment must be followed.
- Parents are responsible for ensuring the transportation of their child/children to all off-site school events (e.g. athletics, Decathlon) which occur outside regular school hours.
- Although discouraged, school employees, including teachers and coaches, may drive two or three students to or from athletic and co-curricular trips or events in their personal vehicle. School employees may not be alone with a student in a vehicle.
- State law requires that a first aid kit be immediately available to the supervising adult on all excursions and field trips. First aid kits must be carried in all vehicles transporting students to school sponsored activities. Student emergency information must be immediately available to the supervising adult. At least one adult chaperone shall be in possession of a cell phone. A snakebite kit must be included in any area where there may be poisonous snakes.

A. Practice & Games

Please make sure that your child is prepared for practices and games. Items to remember include water bottles, sunblock, game uniform, required equipment and signed permission slip.

B. Parents

As a Catholic school, it is expected that players, coaches and parents act in accordance to the teaching of our faith. BE RESPECTFUL to our children, coaches, opposing players, opposing coaches and referees. If a problem occurs, understand that the playing field is not the place to resolve it. If you disagree with a referee, understand that some of these referees are volunteers. Also remember, nobody is perfect and we all make mistakes. Do not hassle or chastise a referee for a “bad” call. After the game, contact the coach and/or AD to make a time to discuss your concern. Any concerns that you feel need to be addressed can be sent to the AD in the school office or emailed. (Refer to Code of Christian Conduct found the Parent Student Handbook.)

C. Cancellations

Please do not assume that games or practices have been cancelled due to weather. Call the school office or visit the Athletic Dept. website by 12:00pm to check. In rare cases a game or practice might be canceled at the last minute. If a game or practice is cancelled the following protocol will be followed; 1. The student will be sent to the office to phone a parent or guardian. 2. Office will require student to sign that contact has been made or message left. 3. A schoolreach or gradelink message will go out.

D. Uniforms

Please wash uniforms in the delicate cycle and air dry. Any lost or damaged uniforms will be charged to the parent. All uniforms must be returned 1 week after the season is over.

E. Absences

The athlete or parent must notify the coach, asst. coach or AD if they are going to miss a practice or game. Numerous absences could result in removal of the team without refund.

F. Pick Up Time

Please be sure to be prompt when picking your child up. Athletes must be picked up 15 minutes after a practice or game. Any student remaining after that time will be sent to daycare.

## 8. After School Sports Hiring Procedures

Anyone interested in a Head Coaching Position for our after-school program needs to follow the procedures listed below:

- A. Contact AD directly.
- B. Candidates will be contacted for an interview prior to the start of the season.
- C. Notification of hired coaches will be done prior to the season.
- D. OLA School/Parish staff has priority for coaching positions.
- E. ALL head coaches must complete CYO 'Play Like a Champion' training, have up to date fingerprinting, and completed Virtus training set forth by OLA, CYO and the Los Angeles Archdiocese as a condition of employment. Coaches are paid hourly and will be informed of the hourly rate during interview. Assistant coaches work directly under the head coach, this is a voluntary unpaid position.

## 9. Services Hours

You can earn service hours by donating time to the After-school Sports Program. The following is a list of some of the ways you can help and earn hours.

Field Set up and take down	15 hours per season
Team Parent	10 hours per season
Assistant Coach	5-20 hours per season
Referee	2 hours per game
Team Photographer	5 hours per season
Score Keeper	1 hour per game

## 10. Forms

The following forms will be distributed and used by the Athletic Department throughout the year.

- a. Coaches Information and Procedure Sheet
- b. OLA Athletic Scholarship Application
- c. Permission Slip

\* Please note Principal and/or Athletic Director have the right to amend this handbook during the school year as needed.

## Coaches Information and Procedure Sheet

Please read carefully and sign. You are responsible for following all procedures outlined below.

- **Permission Slips**

You will be given three copies of permission slips for all athletes on your team. It is your responsibility to carry their slips along with the medical emergency slips to every game.

- **Changes & Cancellations**

Any changes or cancellations in practices or games must be made known to the AD by submitting a cancellation form. The form must be filled out and copied to the people listed on the form. Keep changes to a minimum.

- **Contacting Parents**

Please make sure that any information you need to pass on to the parents is made adult to adult. Letters that need to be given out can be handled by the office is given a one day notice. Submit a copy to the AD. Make sure that all children receive the notice.

- **Last minute cancellations due to rain or other environmental condition**

It is the coach's responsibility to stay with the children until all are picked up. After 5:00pm, children may be sent to daycare.

- **Study Hall**

All student athletes, even on game day, must report to study hall and be picked up by the coach. Exceptions are made if you are leaving before 2:45pm. Inform your students they may not re-enter their classroom once they have left.

- **Coaches**

- a. Never leave children unsupervised or with a person who does not have fingerprints and Virtus training of file in the OLA office.
- b. All items left out from a game or practice must be picked up and collected by the team/coach. This includes trash.
- c. All equipment and supplies are the coach's responsibility to return to the AD at the end of the season. A charge for unreturned items will incurred to cover the cost of replacement.
- d. It is the coach's responsibility to attend the pre-season coaches meeting, any league meetings, the end of the season rally and end of the year celebration.
- e. Our team must have a CYO certified adult/coach on the sidelines for all games. If you are not able to attend one of your team's games, please notify the AD as soon as possible.

- **Emergency Medical Procedure**

In the event that a student gets hurt while you are supervising them follow procedure below:

- i. You must have a first aid kit with you at every game and practice. This will be issued to you at the beginning of the season by the AD.
- ii. If a student gets injured, assess the severity of the injury.
  1. For minor injuries:
    - a. Use first aid
    - b. Contact and inform the parent

- c. Report the injury to the AD
2. For moderate to severe injuries:
  - a. Call 9-1-1 if needed
  - b. Contact and inform parent immediately
  - c. Contact the school and/or AD
  - d. Use first aid until professional help arrives. Remember NEVER move someone that has sustained an injury. It could make it worse.
  - e. Never pick up an athlete to carry them off of the playing area.
  - f. Make sure that all other students are being supervised
  - g. Follow up the following day by filling out an Injury Report Form at the school.

- **CYO Certification**

- a. It is your responsibility to keep a valid CYO coaching card.
- b. OLA will cover the cost of the card, however you must schedule and attend the Virtus training and Play Like a Champion course. Virtus is good for 4 years, PLC is good for 2 years.
- c. Must be fingerprinted

**Failure to comply with any of the previous procedures may result in your dismissal.**

**I have read and understand the above procedure that need to be followed for the season I will be coaching.**

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**Sign**

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**Print**

The signed copy will be given to back to the coach to retain for reference.

# *Our Lady of the Assumption Athletics Scholarship Application*

Name \_\_\_\_\_ Date \_\_\_\_\_

Please answer the following and return to Coach Pacheco on or before May 1<sup>st</sup>.

1. How have you benefited from participating in the after school sports program at Our Lady of the Assumption School?

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2. Describe when and how you have demonstrated good sportsmanship and Christian behavior in after school sports.

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## STUDENT AND YOUTH ACTIVITY PERMISSION FORM

LOCATION: Our Lady of the Assumption School, Claremont

Minor's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Male  Female  Grade \_\_\_\_\_

Activity: Field Trip  Retreat  Other (specify) After School Sports

Date(s) of Activity: Various - seasonal

Cost: Varsity \$90; JV/C \$75

Purpose: Athletics

Description of Activity: Sport (by season)

See Attached:

Mode of Transportation: Walk  Car Pool  Bus  Other (specify) Parent to arrange

Teacher/Adult Leader: Joe Pacheco/ Head coach

Attire: Sport uniform

I request that my son/daughter be permitted to participate in the above activity. My son/daughter has no medical condition that would render it inappropriate for him/her to participate in this activity.

My son/daughter has no known medical needs, allergies or dietary restrictions except as follows: \_\_\_\_\_

Should it be necessary for my son/daughter to take medication while participating in this activity, I hereby give my son/daughter permission to self-administer his/her medication in accordance with the *Medication Authorization and Permission Form*, and, if my son/daughter cannot self-administer, I give permission to the responsible staff members or chaperones to administer or to assist in the administration of my son/daughter's medication. I also give permission to the responsible staff members, chaperones, medical practitioners and medical facilities to use their judgement in obtaining and providing medical treatment for my son/daughter should it become necessary to do so. I agree to relieve the Location and participating adults from liability in connection with this request. I understand that the insurance benefits through the Location, if any, may have limited application, and that I am entirely responsible for the cost of all medical treatment provided to my son/daughter. I agree to indemnify and hold the Location harmless from the cost of any medical treatment and related expense and cost incurred.

**Release of Liability:** As a condition of participating in this activity, I hereby hold harmless, release and discharge The Roman Catholic Archbishop of Los Angeles, a corporation sole, Archdiocese of Los Angeles Education & Welfare Corporation and the Location, their respective agents and employees and any parent/volunteer/chaperone, from any and all liability, loss or claims for personal injuries, wrongful death or property damage that I or my son/daughter may suffer as a result of participation in the activity described above.

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
Work Phone

Person to Notify in case of Emergency if Parent or Guardian is unavailable:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Health Insurance Company: \_\_\_\_\_

Policy No.: \_\_\_\_\_