

COLOGNE ACADEMY
ATHLETIC PROGRAM
HANDBOOK

Dear parents, coaches, and student-athletes,

The Cologne Academy athletic program will reflect the overall educational philosophy of CA without compromise. We consider athletics to be one of several valuable educational experiences which contribute to the overall educational program provided for our students.

We expect that the parents, coaches, student-athletes, spectators, and all others who are involved in our athletic program will strive to represent CA in an exemplary manner. This handbook spells out those expectations, and lists policies, guidelines, and philosophies relative to our athletic program.

For student-athletes, we expect you to pursue excellence in academics first and athletics second. For parents, we expect you to support your children and their coaches and teammates. For coaches, we expect you to conduct yourselves and nurture our student-athletes in a responsible and trustworthy manner.

Individually and collectively, your dedication and willingness to give so generously of your time and talent continue to make a remarkable impact on the student-athletes who represent our school. Please read through this handbook and be prepared to sign the ***Code of Conduct Agreement*** as set forth in this handbook.

Thank you for your efforts. We wish all of you the best of luck as you represent Cologne Academy this year!

Sincerely,

Lynn G. Peterson
Director

DEFINITION OF COLOGNE ACADEMY ATHLETIC PROGRAM

The promotion of character building and supplementation to education are the best reasons for athletic programs. To this end Cologne Academy athletics is an integral part of our educational program and is considered one dimension of the overall product. The athletic programs provide opportunities for learning experiences that are difficult to duplicate in other school activities. The athletic program has the following major objectives:

- ✓ To provide opportunities for athletic competition. Emphasis rests not on the number of games won or lost, but on the participants' embracing the challenges of team work to achieve common goals.
- ✓ To be inclusive of all student-athletes; enable the gifted to excel, and the less gifted to participate and improve. "Star" athletes and teams do not receive exclusive attention.
- ✓ To help students realize that participation in athletics is a privilege with accompanying responsibilities, including academics and conduct.
- ✓ To provide activities that help create and promote school unity through learning, sportsmanship, self-discipline, loyalty, team play, pride in the organization, respect of the rights of others, and the will to do one's best.
- ✓ To help student-athletes learn habits of health, conditioning, and safety.
- ✓ To have fun and enjoy the sport.

PARTICIPATION PHILOSOPHY

Ultimate responsibility for the success of the CA athletic program lies within the volunteer adult participant. Adults involved in the CA athletic program must remember that the program exists for the educational growth of young people. Conduct of adults must always model those values and virtues.

CA will attempt to provide students with the opportunity to participate in athletic activities. For some sports, however, squads are limited. All students have opportunities to participate through their local community education programs. Currently, team sports and activities are offered for students in grades K-8 as outlined below.

Athletic Activities Offered

For 7th and 8th graders residing in Districts 110 or 716, Cologne Academy has created an agreement with Waconia and Belle Plaine for participation in their athletics and activities. Cologne Academy students may participate in any activity that is solely a middle school activity/athletic team in Waconia or Belle Plaine. We will pursue other options for students residing in other districts as needs indicate. As Cologne Academy grows enrollment in the Middle School, other options may become available. Please contact the main office for more information.

Our teams compete in various leagues, games, scrimmages, and tournaments in the area:

Girls' Activities

Fall

Volleyball (Grades 3-8)

Cross Country (Grades 4-8)

Winter

Basketball (Grades 3-8)

Boys' Activities

Fall

Cross Country (Grades 4-8)

Winter

Basketball (Grades 3-8)

We also may have the following organized activities throughout the year:

Chess, Running Club, Legos, Fencing, and Soccer

Level of Instruction

In general the following guidelines are used regarding the level of instruction for our competitive teams:

3rd and 4th Grade

Teams are considered developmental and instructional and will focus on basic skill development, sportsmanship, fair team play, and fun.

5th and 6th Grade

Teams are considered developmental and instructional and will focus on basic skills, sportsmanship, fair team play, and fun. All student-athletes will be given an opportunity for equitable playing time. Teams participate in area leagues. Teams may participate in tournaments as deemed appropriate by the Athletic Director.

7th and 8th Grade

Teams at this level continue with instruction and development of basic skills, sportsmanship, fair team play, and fun. The teams learn to integrate greater team strategy and individual skill development. All student-athletes will be given an opportunity for equitable playing time. Teams participate in area leagues and individual games for volleyball as well as other tournaments as deemed appropriate by the Athletic Director.

Playing Time

4th, 5th, and 6th Grade

During regular season games, playing time will be spread out as equally as possible, knowing full well that exact equal playing time is not possible. Some factors that may limit playing time are attitude, participant attendance (though perfect attendance is not required) at practice and games, and school violations/suspensions whether academic, chemical or behavior related. Winning during the regular season is not as important as playing time for student-athletes.

7th and 8th Grade

During regular season games all players will play in each game. Some factors that may limit playing time are attitude, participant attendance (though perfect attendance is not required) at practices or games, and school violations/suspensions whether academic, chemical or behavior related.

Procedures for Participation

- 1) The Athletic Director makes announcements regarding upcoming athletic activity seasons through the school newsletter, CA website or flyers. Student sign up sessions are then held.
- 2) Parents are reminded that each athletic season is preceded by completing a registration waiver/emergency medical form..
- 3) All students wishing to participate in athletic activities on the list need to do the following:
 - a) The student and parent/guardian will read and review the *Cologne Academy Athletic Program Handbook* and sign and return the *Code of Conduct Agreement* as outlined in the handbook.
 - b) The student and parent/guardian will read, sign and return to the school office the *Athletic Association Permission Form and Liability Waiver*.
 - c) A participation fee will be charged per sport per season for volleyball and basketball. The participation fee covers league and tournament fees, uniforms, and referees.
 - d) All students in grade K-8 are eligible to participate in athletic activities provided the following are met:
 - i. Student of Cologne Academy
 - ii. A satisfactory or acceptable academic achievement is maintained. Satisfactory means a C average with the discretion of parents, teachers, and principal. Please refer to *Cologne Academy Handbook* for a complete definition of acceptable academic achievement.
- 4) There is no guarantee as to practice times, dates of season games, or tournament play. If individual parents/guardians and/or student-athletes have conflicts, they will need to be aware of scheduling. Therefore a choice may need to be made regarding further participation of the student. If participation will not continue, a full refund will be made prior to the first practice of the season.

SPORTSMANSHIP POLICY

Participation in CA athletics is a privilege requiring everyone involved to conduct themselves in a positive, appropriate, and honorable manner while representing our school. As you are responsible adults, coaches, parents/guardians, volunteers, and spectators, we expect you to set a good example for our students. Student-athletes, parents/guardians, coaches, volunteers, or spectators who violate this policy are subject to removal from the activity at the sole discretion of the Director or Athletic Director. Establishing and practicing the values of moral behavior, sportsmanship, integrity, good citizenship, and ethical behavior should permeate all of the activities in which our student-athletes participate.

Expectations of Student-Athletes

- ✓ Student-athletes will at all times represent themselves and CA with honor, proper conduct, and good sportsmanship.
- ✓ Student-athletes will be committed, dedicated, and determined.
- ✓ Student-athletes will be responsible members of the classroom and school community.
- ✓ Student-athletes will be respectful of peers, coaches, and officials.

- ✓ Student-athletes will abide by all rules set forth by Cologne Academy and the leagues in which we compete.

Expectations of Coaches

- ✓ Coaches will set a good example for student-athletes and the school community.
- ✓ Coaches will assist each student-athlete toward developing his or her potential.
- ✓ Coaches will do their best to ensure each athlete understands his or her role on the team and has a good experience during the season.
- ✓ Coaches will treat their own student-athletes, opponents, and officials with respect.
- ✓ Coaches will abide by all rules set forth by Cologne Academy and the leagues in which we compete.

Expectations of Parents/Guardians

- ✓ Parents will be supportive of their student-athletes and other team members.
- ✓ Parents will respect the judgment and strategy of the coaches.
- ✓ Parents will respect the judgment and interpretations of the officials.
- ✓ Parents will follow the grievance procedure outlined in this handbook if conflicts arise.
- ✓ Parents will abide by all rules set forth by Cologne Academy and the leagues in which we compete.

Expectations of Spectators

- ✓ Spectators will watch events from areas defined by the host facility as spectator areas.
- ✓ Spectators will adhere to fundamentals of good sportsmanship and proper conduct.
- ✓ Spectators will not heckle or jeer participants or officials and will avoid inappropriate cheers, language, and gestures.
- ✓ Spectators will refrain from “coaching” from the stands in derogatory ways.
- ✓ Spectators will abide by all rules as set forth by Cologne Academy and the leagues in which we compete.

NEGATIVE BEHAVIOR

In addition to expectations related to sportsmanship, the misbehavior of any team member that in any way reflects negatively on the school, team, parish, or community will not be tolerated and may result in his or her suspension from the team at the discretion of the Coach, Athletic Director, and Director.

SCHOOL DISCIPLINARY ISSUES

Any student-athlete suspended from school or class will be ineligible to participate in athletics until the situation has been resolved to the satisfaction of the Director. This may involve a conference with the student and teacher, a conference with the parents, or any other steps necessary to ensure that discipline and accepted behavior will be followed in the future. The Director will inform the Athletic Director and coach regarding the ineligibility as well as when eligibility will be restored. Disciplinary situations may include a student being asked to leave class for improper or disruptive behavior or suspension from school.

DETENTION

Students assigned detention (*Tuesdays) will forfeit their opportunity to play in a game or attend practice that day.

SCHOOL ATTENDANCE POLICY

All student-athletes participating in an athletic activity must attend a full day of school the day of the activity in order to be eligible to participate in that activity. This rule applies to practices, scrimmages, games, tournaments, and all other activities. Students who participate in a school-sponsored event (retreat, field trip, testing) will not be considered absent. If there are extenuating circumstances (family emergency, funeral, doctor's appointment), a note from the student's parent explaining the absence will allow them to participate.

PRACTICE AND GAME ATTENDANCE

Attendance and participation at games and practices is mandatory. Unexcused absences will result in reduced playing time. If there are extenuating circumstances (family emergency, funeral, doctor's appointment), a note from the student's parent will excuse these extenuating circumstances.

PRACTICE SCHEDULING AND CANCELLATION

Practice schedules are determined by coaches and the Athletic Director in accord with school administration. Practices vary in length and are set by coaches and the Athletic Director. Teams will strive to practice 2-3 times a week for a period of 1-2 hours each session based on the age and appropriateness of the team.

CANCELLED SCHOOL

Practices are not allowed on days when school is cancelled because of inclement weather. If school is cancelled, so are all after school activities. Keys and codes for gaining access to the school, facilities, and equipment will not be handed out to coaches, parents, or players.

TRANSPORTATION

Parents are responsible for transportation of student-athletes to and from all practices and games.

STUDENT PICK UP

Students not picked up within 5 minutes of game or practice end time will be checked into Clubhouse. A fee will be charged. (Refer to parent handbook.)

EQUIPMENT AND UNIFORMS

Each student-athlete is responsible for the school equipment and uniform issued to him or her. Coaches are responsible for assigning equipment and monitoring its use and return. Student-athletes will be responsible for replacement costs of any lost equipment or uniforms, as determined by the Athletic Director.

INSURANCE

CA athletic activities are supervised by volunteer adults whose primary concern is the safety of the children while involved in the activity on school property, or en route to and from games at other schools. The school does not, however, provide insurance or assume liability for injury received in the normal course of activity.

USE OF FACILITIES

Both at home and at other schools, participants should leave the gym in a clean condition. For home games, parents, coaches, or members of the first team to play may be responsible for setting up the gym, scoreboard, and chairs for players. Following the final game of the day, the last CA team to play, along with their parents and coaches is responsible for clean up. This includes sweeping the bleachers and gym floor, vacuuming the gathering space, and cleaning up the kitchen as needed. The volleyballs or basketballs, scorebook, and scoreboard are to be returned to the gym office.

TEAM PICTURES

Team pictures will be taken for the yearbook.

REQUIRED SERVICE TIME OF PARENT/GUARDIAN

CA athletic activities depend on the dedication of volunteers to provide support through service hours at home games; set up, take down, clean up, managing concessions, running the scoreboard, keeping the scorebook, and providing supervision. Depending on the number of student-athletes participating, all families will be scheduled to work throughout the season as needed.

In addition to the regular season games, all student-athletes' families are expected to work at end of season tournaments or on other Athletic Association fundraising events.

CONFLICT GRIEVANCE PROCEDURE

In order to allow an expression of differences that sometimes occurs in athletics, the following grievance procedure will be used to address conflicts:

No conflict between a parent, student, official, or coach should be addressed during or immediately following a game. The game site, practice area, lobby, school halls, or locker room is not an appropriate place to handle the conflict. Coaches are not to meet or deal with conflict at these times or places. Most conflicts are better resolved with an appropriate cooling-down period.

These steps must be followed in this specific sequence:

Step 1:

The student-athlete requests a meeting with the coach. This meeting should be at a time other than immediately before or after practice. This meeting is strictly between the athlete and the coach.

Step 2:

If the conflict is not resolved in the first step, the student-athlete and parents/guardians together should request a conference with the coach at a time outside of practice or a contest.

Step 3:

If the conflict is not resolved in Step 2, the parent, student-athlete, and coach should then meet with the Athletic Director.

Step 4:

If the conflict is not resolved, the parents may then request a meeting with the Director.

Group Conflict:

No group shall meet at CA to discuss concerns without representation by the Athletic Director or coach. At group meetings individuals must speak for and represent themselves, not other individuals or groups.

COACH SELECTION PROCESS

Coaching should be looked upon as an extension of our CA educational experience and as a particularly demanding one. Coaches serve their athletes by channeling their enormous energies in the direction of something good and positive.

General Criteria

1. Youth teaching skills and attitude (see Standards for Volunteer Coaches).
2. Knowledge of skill and sport (see Standards for Volunteer Coaches).

Selection

Volunteers make interest known to the Athletic Director. The Athletic Director reviews potential candidates and chooses based on the criteria outlined in *Cologne Academy Athletic Program Handbook*. The Athletic Director consults with the Director as needed during the selection process.

STANDARDS FOR VOLUNTEER COACHES

CA athletic activities depend on the dedication of volunteer coaches to lead our teams. In addition to practicing appropriate conduct, good sportsmanship, and providing a safe practicing, and playing environment for their players, coaches will be held to a number of other standards.

- 1) All head and assistant coaching candidates will consent to and be subject to mandatory background checks.
- 2) Coaches are expected to follow all established rules of a contest at all times, and accept the decisions of contest officials and set a good example for the members of their team.
- 3) Coaches are expected to place their players' emotional and physical well-being as top priority. To that end, realistic skill development of their players should be a priority above their own personal coaching goals.
- 4) A coach who is asked to leave a contest by an official will automatically be suspended for one additional game, and the Athletic Director and Director will review the matter.
- 5) Coaches will refrain from the use of offensive words and actions, directed either at the officials, the opposition, parents, spectators, or members of their own teams.
- 6) Coaches should display modesty in victory and graciousness in defeat.
- 7) Coaches are responsible to supervise players at all times; at the gym during or following a game, practice, scrimmage, tournament, or any other activity.
- 8) Coaches realize there are different ability levels among players and will always strive to treat each player as a unique individual and capable of improving.
- 9) Coaches will have knowledge and skill of the sport they are coaching.
- 10) Failure to comply with any of these standards will result in actions up to and including dismissal of the coach. All such decisions will be at the sole discretion of the Athletic Director in consultation with the Director.

**COLOGNE ACADEMY
ATHLETIC PROGRAM
CODE OF CONDUCT AGREEMENT**

Please sign and date this form and return it to the school office (attention Athletic Director) *before* your first practice. *Players will not be allowed to practice without a completed form.*

I have read and understand the guidelines and policies outlined
in this Athletic Handbook and I promise to abide by them.

Team/Grade _____

Student-Athlete's _____
Name (PRINTED)

Student-Athlete's _____
Signature

Parent/Guardian _____
Signature

Coach's _____
Signature

Date _____

ATHLETIC ASSOCIATION PERMISSION FORM AND LIABILITY WAIVER

Purpose: To allow students to travel to 2014-2015 Cologne Academy athletic events

Mode of Transportation: vehicles – parent/guardian drivers

Child's Name: _____

Parent/Guardian Names: _____

Home Address: _____

Home Phone: _____ Business Phone: _____

I, _____ (Parent/Guardian Name), grant permission for my child, _____, to participate in the above named activity and I warrant that my child is in good health. In consideration of my child's participation, I agree to indemnify Cologne Academy / Cologne Community Center / City of Cologne from any claims or law suits brought against Cologne Academy / Cologne Community Center / City of Cologne by myself, my child or others, that arises out of any behavior by my child at the activity described above. I also agree to pay reasonable attorney's fees or expenses incurred by Cologne Academy / Cologne Community Center / City of Cologne in defense of such claim or law suit.

In the event of an emergency, I hereby give permission to transport my child to a hospital for emergency medical or surgical treatment. I wish to be advised prior to any further treatment by the hospital or doctor. In the event of an emergency, if you are unable to reach me at the above phone numbers, please contact:

Name: _____

Phone #: _____

Optional Medical Information:

Medication(s) my child is taking at present: _____

Family Health Plan Carrier: _____ Group / Policy #: _____

Family Doctor: _____ Phone #: _____

As parent/guardian, I agree to all of the above stated considerations and conditions. I understand that Cologne Academy does not arrange for transportation to and from the above stated events. I hereby give my son/daughter permission to be transported to the above stated events by vehicle through arrangement by parents/guardians.

* Parent / Guardian Signature Date

* Parent / Guardian Signature Date

* We must have the signature of both parents / guardians or notarized custody documents dictating identity of parent with custody of the child.