

OLMC Athletic Handbook

MISSION STATEMENT

It is the mission of the OLMC Athletic Department to provide a Catholic sports environment for physical, mental, and spiritual growth for the participants through athletics.

OLMC Sports Council

The Our Lady of Mount Carmel sports council is a small group of parishioners that meet once a month to discuss and work on sports related issues. This group is made up of a variety of lay men and women who show special interest in athletics at OLMC.

Each sports council member is directly appointed by the Pastor. New council members can be recommended by the current sports council members or through contacting the Athletic Director. Each council member serves a 3 year term. Within the council there is a presidential term of 1 years, which the council and Athletic Director will appoint. Any board member can be removed at any time by a 2/3 vote of the current council members or at the discretion of the Pastor.

The primary role of the sports council is to be an objective advisory board for the Athletic Director. Each sports council member will be given a variety of roles to fulfill and will be expected to take an active part in all OLMC athletics. Some of the specific duties of a sports council member include (but not limited to); helping with sport evaluations, give input on coaching appointments, develop the sports budget, discuss any problems, and give input on how to improve all aspects of OLMC sports.

Council meetings will be held on the 3rd Monday of each month at 6:30pm. OLMC sports financial statements are available at each meeting. Meetings are open; however, if you wish to address the council you must call the sports office to be added to the agenda.

Town Hall meetings are held twice a year. They are open to everyone and offer an opportunity to ask questions or make comments. Dates will be posted in the bulletin and on the sports web site. www.olmcsports.com

Athletic Commissioners

An athletic commissioner's position is available for each sport at OLMC. A commissioner's term is for 2 years. After the term is up, the commissioner can be reinstated with the approval of the Athletic Director. The athletic commissioner's position should be filled with an individual who is willing to take a leadership role within the specified sport. The person will be expected to uphold the responsibilities listed below.

Responsibilities:

1. Advise Athletic Director in the selection of coaches, selection of teams and preparation of schedules.
2. Hold organizational meetings with all coaches (before the season starts and, if necessary, during and after a season.)
3. Plan coaching clinics and provide suggestions for and/ or organize off-season instructional events for players. (Suggested not required).
4. Deal with problems during season (e.g., parent complaints)
5. Delegate, where appropriate, to assistant commissioners.
6. Attend sports council meetings during the current sport season.
7. Ensure coaches conduct parent meetings prior to start of season.
8. Help collect team evaluations.
9. Provide an opportunity for community service for their respected sport.

Coaches

Selection

The Athletic Director appoints all head coaches. All head coaches will have a criminal background check and must be a member of the parish unless there is no parishioner available to coach a team. Head coaches choose their assistants, which must be submitted to the Athletic Director for approval. All coaches are appointed for one season. The Athletic Director selects coaches after registration and evaluations. Head and Assistant coaches must attend the "Play Like a Champion Today" workshop to coach at OLMC. New coaches will be allowed to coach without the training, but must attend the next scheduled workshop.

Responsibilities

1. Coaches must be constantly aware of the tremendous influence they have on their players, and should use this opportunity to set a positive Catholic example on and off the field. (Prayer before and after the game is recommended)
2. The head coach is ultimately responsible for the conduct of his or her players, assistant coaches and behavior of any fans.
3. It is required that all coaches attend the Protocol Training and have a background check conducted once every 3 years.
4. CYO coaches must attend the CYO certification program.
5. Coaches must hold a parent meeting prior to the start of the season. (15 minutes after the 1st practice is recommended)
6. Hand out uniforms, collect and return to Athletic Director promptly at the end of season.
7. Follow rules outlined in disciplinary policy.
8. Strengthen each player's abilities and self-esteem during the season, regardless of playing ability.
9. Follow all CYO/OLMC rules and regulations regarding playing time.
10. Be a gracious host to opponents and treat them, as you want to be treated.
11. Give each player the opportunity to fill out an evaluation form.
12. Arrive early for first games to get area set up and put away equipment when playing last game. Make sure everything is picked up and in its proper place.
13. Each coach is responsible for assigning adults to assist with the concession stand and/or admissions table at the teams designated time.
14. Report any misconduct to the CYO office (632-9311)

Evaluation Process

1. Skill stations
2. Scrimmage play
3. Ranking by last year's coach (attitude, skills, knowledge and attendance).
4. Participant will be asked if they are playing any other sports at this time to determine their priority and eligibility to play on an "A" team.**
5. Independent evaluators will be used if possible.
6. Players will be evaluated by league.
7. Parents will not evaluate their own children.

Team Selection Process

1. Teams are put together by the commissioner, athletic director, select board members, and past coaches.
2. Non-parishioners are not allowed to play on any team unless they are needed to fill a minimum amount to field a team. In this case, only one non-parishioner is allowed per team.
3. Team Selection Policy- All fourth grade teams will be divided up evenly. Each team will be given an equal distribution of talent. In the 5/6 and Cadet Leagues the selection process will consist of dividing the teams up from top to bottom. All players within their league will be given the opportunity to play on the top team. Players will not be able to "move up" in leagues. This policy is in line with the CYO league regulations. **OLMC Football** selection process will stay the same.
4. Teams will be made up keeping in mind the talent level of each grade, team, and player. Each team will be placed in a league they will be most competitive and receive the best playing experience.

**Double Sported

It is not the board's policy to tell a child that they may not play two sports at one time. However, if a player misses practices or games due to the other sport, their playing time is up to the coach's discretion. A player on an "A" team must make the "A" team their first priority. Parents and child may be asked to sign a priority-commitment letter.

For example: A player trying out for a travel team that conflicts with an OLMC team's games or practices may consider not trying out for the OLMC "A" team.

OLMC Mandatory Playing Times

Game Time - It is the policy of OLMC Athletics that every player in the sixth grade and below will play a minimum of 50% of the game. 7th and 8th graders will get at least 25% of playing time for all participants. An exception may be made by the coach if this standard puts the athlete in an unsafe position. Coaches at all levels will be recommended to give players as much playing time as possible.

It should be noted that OLMC game time regulations exceeds the CYO standards (which resides at appr. 25% playing time for all levels).

Exceptions: player injury, missed practices or for a disciplinary action.

It will be the priority of each head coach to allow every player the opportunity to excel in each sport through playing in the games. Each coach could be asked to track and report the playing time of each player.

Disciplinary Policies

If a parent or individual has a complaint regarding a coach, player or team it should be handled in the following manner:

1. Speak to the coach directly.
2. After having spoken to the coach, if the situation has not been resolved, speak to the commissioner of the sport. (If no commissioner exists, proceed to step 3.)
3. Contact Athletic Director or any Council Member. Athletic Director shall determine course of action to take or consult with the Sports Council for recommendation.

Players or coaches who violate CYO or OLMC rules/policies may be subject to suspension, probation or expulsion from the program at OLMC.

Violations that may require discipline actions include:

1. Flagrant disregard of CYO rules or this handbook.
2. Verbal abuse directed at players, opponents, referees, or parents.
3. Physical abuse of players.
4. Any action that reflects negatively on the OLMC Sports Program.
5. If a player is suspended from school or misses school due to illness, participant shall not attend practice or game on that day.

Parents and Fans

1. Be courteous to players, coaches and fans of opponents.
2. Cheer a good play by an opponent.
3. Don't applaud errors of opponents or penalties called on them.
4. Serve as a role model for the players.
5. Respect the property of our own facilities and that of our opponents.
6. Return uniforms to coach after the last game of that sport or at a team meeting after the end of the season. Non-compliance will result in a fee being assessed or future uniforms being withheld.
7. Parents must work assigned time in concessions and/or admissions table.
8. Parents pick up your children on time from practice.

All players, coaches, or spectators who are not living up to the CYO/OLMC above stated policies will be subject to immediate suspension or expulsion from CYO competitions. The head coach is ultimately responsible for the conduct of his/her players and assistant coaches. The head coach and any parish administrators in attendance will handle any problems at the event.

OLMC Gymnasium Usage Policy

The OLMC Athletic Department has established the following priority system to determine the order in which groups may use the Lady of Mount Carmel gymnasium.

1. CYO Teams, Our Lady of Mount Carmel School activities and OLMC Sports camps and OLMC sport youth leagues will receive the highest priority.
2. Our Lady of Mount Carmel sponsored adult league play receives second priority.
3. Club teams (AAU, IBA) with at least ½ participants from OLMC parish receive 3rd priority.
4. Open usage by Our Lady of Mount Carmel parish families will receive established times as a fourth priority.

Due to the concentration of the above activities, groups not affiliated with Our Lady of Mt Carmel may rent the gym at the approval of the Athletic Director.

With these priorities in mind, the Athletic Director of Our Lady of Mount Carmel will have the absolute say in the scheduling of the gymnasium. To receive gymnasium scheduling, the following must be delivered to the Athletic Director.

1. Complete schedules of the usage for the entire term of the usage.
2. Proof of insurance adequate to prevent and liability losses covering the entire organization requesting usage of the gymnasium.
3. Waivers of claim against Our Lady of Mount Carmel.

Further it is the policy of OLMC Athletic Department that:

1. Only non-scuffing athletic shoes are to be worn on the gymnasium floor. No street shoes, no heels, no cleats, etc. should be worn.
2. The weight room can only be used if supervised by a "trained adult". Weights must not be used on gym floor.
3. There should be no use of the shower facilities without adult supervision.
4. Do not approach the convent or the rectory for the unlocking of the gymnasium, please contact your team's coach, the athletic director, or any Council member.

OLMC Field Usage

The OLMC Athletic Department has established the following priority system to determine the order for usage of the Our Lady of Mt. Carmel athletic fields:

1. Our Lady of Mt. Carmel School activities and OLMC Sports camps and OLMC Sports youth leagues will receive the highest priority.
2. Our Lady of Mt. Carmel sponsored adult league play receives second priority.
3. Open usage by Our Lady of Mt. Carmel parish families will receive established times for usage as a third party.
4. Legitimate sports organizations not affiliated with Our Lady of Mt. Carmel will receive last consideration.

With these priorities in mind, the Athletic Director will have the absolute say in the scheduling of the fields. To receive field scheduling, the following must be delivered to the Athletic Director.

1. Complete schedules of the usage for the entire term of the usage.
2. Proof of insurance adequate to prevent any liability losses covering the entire organization requesting use of the field.
3. Waivers of claim against Our Lady of Mt. Carmel.
4. In the case of the sports organizations not affiliated with OLMC, any fees required for field usage.

Further, it is the policy of OLMC Athletic Department that:

1. There will be no parking on any of the streets bordering the fields (146th St. and Oak Ridge).
2. There will be no golfing on the fields.
3. There will be no parking on lane leading to concession stand lot. This is for children's safety. Violators may be subjected to having car towed.
4. No pets allowed on the playing fields or ball diamonds at any time.
5. No alcoholic beverages on the fields or parking lot.

Miscellaneous

2nd & 3rd grade basketball

The intramural, non-CYO, basketball program includes boys and girls in 2nd and 3rd grades. We will limit each team to 8 players if possible. This program is available to teach fundamentals as a group and build on skills taught each year.

Cheerleading Mounting Guidelines

3 rd & 4 th grades	no mounting
5 th grade	high stands
6 th grade	half extensions
7 th & 8 th grades	full extensions, all mounts that have been properly learned and mastered on a progressive step-by-step basis. A spotter must be at hand at all times.

Clinics/Camps

Any clinic or camp, for profit, held on our facilities will be charged a fee pre-arranged fee to be determined by our Athletic Director.

Sports Council 2006-2007

Athletic Director

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