

Villa Madonna Academy Athletic Department  
2500 Amsterdam Road  
Villa Hills, Kentucky 41017

331-6333 ext 383

[www.villamadonna.net](http://www.villamadonna.net)

**Rules and Guidelines for Sports**  
*Revised for 2008-2009 School Year*

**Grades 1 – 6 Instructional & 7 – 8 Competitive**

In an effort to have our sports program reflect the school's mission, we have assembled the following rules and guidelines for all coaches, parents, and student athletes. Please abide by the following rules and guidelines and sign the document at the bottom of the page and submit a copy at your parents meeting at the beginning of the season.

1. Good communication is vital to the success our sports programs. The line of communication to resolve problems will be: player to coach or coach to player. Next step is: parent to coach or coach to parent. If a problem is not resolved by parties above, the coach and the parent must contact the Athletic Director for a meeting.
2. Please contact the person by phone in a courteous fashion if you have a problem or an issue to discuss. Please do not contact the person by e-mail for this type of matter. Please refrain from contacting the coach immediately after a game or practice if you have an issue but rather call the coach on the phone the next day in a calm manner.
3. Coaches for grades 1-5 will be volunteer parents. Coaches for grades 6-8 will be non-parents if at all possible. If not possible, the Athletic Director may select a knowledgeable parent for this position. All coaches for grades 1-8 must be virtue compliant and be current with their virtue bulletins and submit a background check to the school. Coaches must contact the school office (ext 201) to check their virtue status before the season begins. A special coaches meeting will be held by the Athletic Director and all coaches at the beginning of each season and at this time, the coaches will receive their job description. Coaches are selected by the Principal and the Athletic Directors. Coaching is a lot of hard work and all help is appreciated. Please discuss with your coach and inquire if he/she needs any assistance during the season.
4. Foul language, unchristian behavior, or poor sportsmanship will not be tolerated by any parent, coach or player. Persons who display this type of behavior will be dismissed.
5. Children that are loud or obnoxious, difficult to handle or will not pay attention to the coaches direction at games and practices will be asked to not come back to practices or games. Coaches must call the parent immediately if this is a problem and also notify the Athletic Director and Principal immediately.
6. Practice times will be allocated as follows. Teams in season will have priority in the gym. Grades 1 through 4 may have fifteen games. Grades 5 and 6 will be limited to twenty games. Each tournament will count as one game. Any variance must be approved by the Athletic Director.
7. Student athletes who are absent from school may not participate in practice or games on the day of their absence. Parents must call the coach to notify them.

8. Grades 1-6 will be instructional teams. Instructional is to mean that every player will play at least 25% in every game. Students will be taught basic skills and fundamentals.
9. In grades 1-6, if an abundance of players exist in one grade, names will be selected out of a hat to make two teams. The head coaches and athletic directors will work together to create teams. There will be no A team and B team.
10. Grades 7-8 teams will be more competitive. There will be no cutting of players. All players will be given playing time when possible as long as the player has attended all practices, has good knowledge of the game, good athletic ability, displays a good attitude and shows dedication to the team. Please note, in certain games, all players may not play or may not play equal times. The coach will make the decision who plays. If a parent is unhappy with playing time, the parent must call the coach on the phone in a calm manner, the day after the event to discuss the situation. Please do not e-mail this type of complaint to a coach. Also, do not try to discuss playing time immediately after the game as this is disruptive to team morale. Discuss on the phone the situation the next day.
11. For grades 7 & 8, if it becomes necessary to create two teams due to an abundance of players, the coach may determine an A team and a B team (based on skill level) to enter the appropriate A or B league. Most schools have an A league and a B league. The players on each team will be evaluated by the head coach, and high school coach.
12. Players are expected to attend every practice and game. School practices take precedence over all outside events such as AAU basketball, select VB, high school games, dance, soccer, swimming, etc.
13. All coaches must take attendance at all practices and games. Parents must notify the coach 24 hours in advance if a player will be absent to receive an excused absence.
14. Players who miss practice without an authorized excuse shall have reduced playing time. Parents must call the coach to receive an excused absence. Players who miss two consecutive practices due to unexcused absences shall not be allowed to dress for the following game. Players who miss three consecutive practices, with or without an authorized excuse, will not be allowed to dress for the following game.
15. Coaches may reduce playing time if a player does not show up for a game at least 15 minutes prior to the start of the game or as the time your coach requires. Please teach your child to get to events in ample time to stretch and warm up properly to avoid injury.
16. If a player continually misses practices or games, the player will be removed from the roster and No Refund will be issued for the participation fee.
17. Tournaments are considered special events and advancing to the next level is important for the team. During tournaments there will be no playing limitations. All coaches will strive to provide some playing time for each player in good standing. Coaches must discuss this rule with the parents before the tournament.
18. All parents and players must attend the sports policy parent meeting given by the head coach at the beginning of each season. Parents must complete the Emergency form at this meeting and give it to the coach. Parents must note any allergies or medical conditions on the emergency form that the coach needs to be aware of and discuss this information with the coach. All students must be in good physical condition and have the necessary medical insurance needed to cover any injury. Do not send your child to games or practice if they are injured, sick or not 100% well.
19. At this mandatory parent meeting the coach will review with the players and parents all rules and guidelines and his/her plans for the season. This is a very important meeting and all parents must attend or contact the coach to meet at another time to review all policies.
20. Failure to follow the all rules and guidelines may result in dismissal from the team.
21. Uniforms are the property of the school. They must be returned to the coach 1 week after the last game. The coach will collect all uniforms and return them to Mary Pavel one week after the last game. All uniforms must be laundered and returned on a hanger! No exceptions! No uniforms will ever be accepted at the main school office. Students that do not return the uniforms will be billed the cost of the uniform plus a \$25 re-orders charge. Coaches, please return all uniforms and equipment to Mary Pavel in the athletic office to receive credit. Grade 1&2 basketball teams keep their t-shirts.

22. Students are never allowed in the gym unless they are under direct supervision of the coach or their parent. This is very important for the safety of your child.
23. Parents must bring their children to practice and games on time and pick up their children immediately when practice or the game is finished. Coaches must wait until all children are picked up by their parents. Please help your coach with this matter by always being on time.
24. Coaches must wear a Blue Lightning shirt at practices and games. Shirts are available from the athletic department and can be monogrammed with the coach's name. Students should wear Villa or Blue Lightning shirts for practices or plain white t-shirts.
25. Coaches are required to schedule all practices and cancel all practices with the gym scheduler at least 24 hours in advance. Contact the athletic office to get the number.
26. Locker rooms must be inspected by all coaches at the beginning and end of their practice to make sure the room is in order and no belongings are left behind.
27. Shoes that are worn outside are never permitted to be worn on the gym floor. Please bring a clean pair of non-marking shoes to the gym for all games or practices.
28. Lost and found is located in the room next to the athletic office. Please remember to check when you leave the building that you have all your belongings.
29. No player will be moved up a grade level unless a shortage of players exists at the older level. If the need is warranted, the move must be discussed and approved by the Athletic Director and Principal.
30. Parents are always welcome to watch practices but they must be seated upstairs and not interfere with the practices by clapping or yelling at the players or coaches. Also, parents that bring their other children to practices must supervise them 100% of the time. The siblings are never allowed to be downstairs in the locker rooms or under the bleachers or tossing balls in the upstairs foyer near the glass cases, or running outside the building.
31. All parents are asked to volunteer at any home events. Please also participate in our annual fund raisers. This is a great way to meet other parents and get to know your children's friends. Fund raisers for Athletics include: The Boosters Annual Golf Outing in August, the Girls Golf Invitational in August, the Annual 7/8<sup>th</sup> Grade Girls Volleyball Tournament at Villa in September, and Shoot-a-thon in January.
32. All basketball teams must participate in the Annual Booster's Shoot-a-thon in January. Team photos are also taken on this day for yearbook. Parents may also purchase team and individual pictures at this time. Workers are needed all day for all events. Call the Athletic Director to offer any assistance.
33. All volleyball parents are asked to work the junior high volleyball tournament in September or high school home volleyball games. Contact Mary Pavel to work.
34. All elementary players and coaches receive free admission to all home high school basketball, volleyball, soccer, boy's baseball and fast pitch girls softball games. All schedules of high school games can be found on the website at [www.villamadonna.net](http://www.villamadonna.net). All students must wear Blue Lightning shirts or Villa shirts or sweatshirts to get in free. Students must be supervised and seated with their coach or parent at all times. All must sign in at the gate to receive free admission.
35. The Blue Lightning Apparel Store is located in the gym. The order form for the store can be found on the website at [www.villamadonna.net](http://www.villamadonna.net). The store sells parents and coach's shirts, kids and adult sweatshirts and polo shirts, over night bags, ball caps with the logo and much more. Call 331-6333 ext 383 to shop our store. The store is open every day by appointment. It is also open at all home high school games.
36. The high school teams, at times, may need students from the junior high to play on their freshman or junior varsity team if there is a shortage of high school players to fill these positions. Sports may include, Cross Country, Golf, Soccer, Swimming and Diving, Cheerleading, Basketball, Tennis, or Track. If your child has experience with one of these sports and has an interest in possibly joining a high school team, you must contact Don Shields High School Athletic Director, 331-6333 ext 381 to discuss the possibilities and sign the necessary forms to do so. All students that play up to a high school team must be approved by the Elementary Athletic Director, High School Athletic Director and

- Elementary and High School Principal. Students that play up must play on their grade school team first, and grade school games and practices take priority.
37. All students must complete the registration form and submit their participation fees to the Athletic Department by the due date to be eligible to play on a team. All must be current with their tuition and in good academic standing. Registration forms for all teams are found at [www.villamadonna.net](http://www.villamadonna.net) click on Athletics.
  38. All student athletes are required to keep good grades in all subjects. Students must maintain a C average. Students who fail to maintain a C average will be suspended from practices and games. The duration of the suspension is one week at which time the teachers are to re-evaluate the student.
  39. The Administration has the authority to suspend any parent, coach or player if situation warrants.

**Athletic Department Staff**

Mary Pavel B.S.  
 Elementary and Junior High Athletic Director  
 Assistant High School Athletic Director  
 331-6333 ext 383  
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Don Shields M.A.  
 High School Athletic Director and Gym Scheduler  
 Girl's Varsity Basketball Coach  
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Steve Ridley B.S.  
 Assistant High School Athletic Director  
 Girl's Varsity Soccer Coach  
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Rob Starkey B.S.  
 Assistant High School Athletic Director  
 Boy's Varsity Basketball Coach  
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**Elementary Sports Rules and Guidelines 2008-2009**

All parents must sign and return this portion of the form to the head coach and then the coach must return this form to the Athletic Department at the beginning of the season. Students are not eligible to participate if this form is not returned.

I have read and will abide by the Elementary Rules and Guidelines for Sports for 2008-2009.

Student athlete: \_\_\_\_\_ Grade: \_\_\_\_\_

Coach: \_\_\_\_\_ Sport: \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_