

POLICIES AND PROCEDURES HANDBOOK

Saint Ambrose of Woodbury SWARM
2026-2027 Athletic Policies and Procedures Descriptions

Mission Statement:

Saint Ambrose of Woodbury Catholic School works to ensure that our athletes demonstrate the Christian values of kindness, respect, patience, and tolerance while they represent our school. The school provides extracurricular activities because they help teach our athletes the rules and basic skills of their sport, the values of cooperation and teamwork, and the ideals of inclusion, hard work, and sportsmanship. We will work to ensure sports remain a fun experience for all.

Academic Progress Policy:

The decision to make students ineligible for athletics when their academic performance slips below a certain level cannot be made by the athletic director. If and when this policy is implemented, the school principal must make the decision. Presently, there is no printed policy to that effect.

The Athletic Department recognizes the parents' authority to “sit a player” while he/she focuses on academics provided that the parents notify the athletic director and/or coach of that decision. The player will be welcomed back to the team without penalty when the parent allows it.

Attendance Policy:

Joining an athletic team represents a genuine commitment on the behalf of athletes and their parents. As such, our players are expected to attend team practices and games, and coaches are encouraged to track athlete attendance. Athletes who must miss a practice or game are expected to contact the coach beforehand and inform him/her of their impending absence. Attendance is a key factor in team cohesiveness and player development.

Background Check Policy:

All volunteers who have student contact are required to complete the Archdiocesan wide essential three training and background check. Please contact the Parish Safe Environment Coordinator with questions. https://www.virtusonline.org/virtus/

Communication Policy:

The Athletic Director is in charge of communcation with the league, coaches, families, and student-athletes. The head coach should be your first point of contact for questions regarding scheduling, practices, games, and other commonality issues.

Conflict Resolution Policy:

Occasionally, parents may have questions or concerns regarding their child's participation on an athletic team. The coaches, athletic director, and principal are open to addressing concerns and ask that parents address their concerns promptly using the following steps:

1. Address your concern with your child's coach directly. Remember that self-control and patience are necessary. Also remember our program is dedicated to providing a fun, recreational environment. The department insists that adults in our community address one another respectfully. Avoid approaching coaches immediately after games when emotions may be running high, please contact them appropriately the next day.
2. If you do not find a resolution by addressing your concern with the coach, please contact the athletic director.
3. The athletic director will address your concerns appropriately and will involve the principal when necessary.

Parents who have a specific disagreement with one of the school's printed policies are encouraged to discuss their concern with the athletic director or principal. While it's unlikely that the policy will be waived, it could be revisited before the next school year.

It's important that you communicate your questions or concerns as soon as possible. It is rarely helpful to wait until the end of the season to address issues since no way exists to resolve them once a season has concluded.

Deadline Policy:

The Athletic Director organizes teams and league placements a month to six weeks before practices begin. All deadlines will fall at least one week before the CAA registration deadline. Students and parents need to sign up for their teams and pay the fees during the published enrollment period.

Athletes who miss the enrollment deadline are not guaranteed a spot on the team.

FALL TEAMS (Soccer, Volleyball, Cross-Country) : Sign up period will begin in May of the previous school year. The window will reopen for students new to Saint Ambrose two weeks prior to the start of school in August. The deadline will be one week before the CAA registration deadline.

WINTER TEAMS (Basketball, Swimming) : Sign ups will remain open from July 1 until one week prior to the CAA registration deadline.

SPRING TEAMS: (Baseball, Softball, Track and Field): Sign ups will remain open from July 1 until one week prior to the CAA registration deadline.

Discipline Policy:

Athletes, coaches, and parents represent Saint Ambrose Catholic School when they participate in athletics and are expected to conduct themselves appropriately. Since athletics are a school-sponsored event, all regular school disciplinary rules remain in effect for athletes, coaches, and spectators during all team events. In most cases, the coach and/or athletic director will address behavior issues with athletes. The school principal and athletic director will address serious athlete misconduct following the school's discipline policies. Disciplinary actions can include suspension or removal from extracurricular activities. See the Parent/Student Handbook for the school's complete discipline policies.

Early Dismissal Policy:

Many of the schools in the CAA are located some distance from Saint Ambrose and reaching them during after school traffic can present a problem. To address this situation, the athletic director works with the league and school administration to allow adequate driving time for our families.

The athletic director will be in contact with families, coaches, and school staff when there is an established early dismissal time. Pick up earlier than the approved time will result in an unexcused absence.

Fee Policy:

An athletic fee is charged for participation in Saint Ambrose sports and is payable prior to each athletic season. The money collected supports league fees, officials, tournaments, and athletic equipment. Families with need can petition the athletic director and/or school principal to waive or reduce the athletic fee. The 2026-2027 Fees are as follows:

Volleyball	$100
Soccer	$100
Cross-Country	$50
Basketball	$100
Swimming	$225

Baseball	$100
Softball	$100
Track & Field	$ 75

Saint Ambrose will refund fees for athletes who drop out due to injury/conflict, or the number of athletes who sign up is insufficient to create a team.

Medical Information and Emergency Policy:

Parents are required to fill out a Medical Information Data Sheet. This sheet acknowledges the risk of injury present in all sports and lists data regarding athlete allergies, previous injuries, and pre-existing medical conditions.

Should an athlete suffer a serious injury during play, the child's parent will take immediate responsibility for the care of the athlete. If a serious injury occurs and the athlete's parent is not present, the coach or athletic director will take responsibility for the child. They will work to contact the parents and accompany the athlete to medical care, if needed.

Coaches may apply bandages, provide ice, and rest players. They will neither make a medical diagnosis nor provide medication to athletes. After injury or illness, the parents alone will make the determination whether an athlete is sufficiently well to participate in the sport.

Playing Time Policy:

5th/6th Grade Policy: Athletes will have equal playing time. Our primary goal is to encourage team play, develop fundamental skills, and foster community through athletics. This policy is in exception to injury or other disciplinary measures.

7th/8th Grade Policy: Athletes can expect play to be regular and have meaningful time in *every* match. However, athletes can also expect increased competition for playing time, and the department no longer mandates equal playing time.

Recommended Activity Level:

The combined number of games and practices each week is at the discretion of the coach, players' families, and athletic director. Each team will be treated on a case by case basis.

Scheduling:

The Catholic Athletic Association creates leagues to accommodate its 54 member schools. Game schedules are available a week in advance of the first match. In the event a reschedule is necessary, the athletic director will work with the other school and league officials to make it happen.

Practice times will be determined by the coach and athletic director in consideration of number of teams, time of year, and space available.

Team Creation Policy:

Sports are open to every student at Saint Ambrose in Grades 5-8. The athletic department will offer the number of teams necessary to ensure that all players have a reasonable amount of playing time while also assuring that teams have enough players to field a squad in the event of absences. Whenever possible, teams will be split according to the grade level of athletes that signed up. The department has the following guidelines for team splits:

Volleyball: 6-13 athletes per squad. At 14, teams will split
Cross-Country: Must be at least 5 runners signed up
Soccer: 11-25 athletes per squad. At 26, teams will split
Basketball: 5-15 athletes per squad. At 16, teams will split
Baseball/Softball: 9-21 athletes per squad. At 22, teams will split
Track: There must be at least 15 athletes signed up

Teams will gain a designated league skill level based on the experience of the players on the team. This designation will be determined by the athletic director and coaches.

The athletic department reserves the right to combine grade levels to balance the number of athletes between squads. The department will also consider player availability, skill, community, and take into account potential absences before splitting teams.

Transportation Policy:

The school does not accept responsibility for student transportation to/from Saint Ambrose athletic events. Parents accept the responsibility of transporting athletes to/from athletic events as a precondition to participation.

Uniform Policy:

The athletic department provides uniforms to our athletes for use during their season. We expect that uniforms will be cared for and returned in excellent condition. Families will be required to pay the replacement cost for uniforms that are lost or damaged by our athletes.

Athletic Director Duties:

1. AD will promote sports opportunities well in advance of the season.
2. AD will organize teams, collect fees, monitor the athletic budget and work with the CAA to place teams in appropriate leagues.
3. AD will recruit coaches for each team and ensure they have support they need to run a successful season.
4. AD will purchase equipment and uniforms for the teams, as well as be in charge of distribution/collection.
5. AD will work with the school principal and coaches to ensure the safest possible environment for athletic events.
6. AD will be available to families as needed to address concerns arising in the athletic program.

Coach's Duties:

1. Coaches will commit to teaching Christian values through good sportsmanship.
2. Coaches will plan practices and communicate schedules to families.
3. Coaches will teach the basic skills and strategies of their sport.
4. Coaches will treat every player, spectator, and official with dignity and respect.
5. Coaches will adhere to the Saint Ambrose Athletic Policies regarding playing time.
6. Coaches will remain present to supervise athletes until each player is accounted for.
7. Coaches will contact the AD regarding any concerns within the athletic program.

Parent Duties:

1. Parents will support their athletes in participation and effort.
2. Parents will respect the judgment and strategy of the coaching staff.
3. Parents will accept the responsibility of transporting their athlete.
4. Parents will treat every coach, athlete, spectator, and official with dignity and respect.
5. Parents will follow the athletic department's conflict resolution policy when addressing concerns.
6. Parents will work to ensure attendance is a priority when signing up for a sport.

Athlete's Duties:

1. Athletes will treat every player, coach, spectator, and official with respect and behave responsibly.
2. Athletes will play hard, have fun, and be good teammates.
3. Athletes will remember they are representing themselves, school, and family when participating in events.
4. Athletes will accept responsibility to stay current with their schoolwork in order to ensure participation.