



St. Joseph Athletic Association

SOCCKER HANDBOOK

**For
Coaches, Parents, and Athletes**

Fall 2008

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INTRODUCTION

This handbook is designed to help define the role of athletics at St. Joseph, St. Katharine Drexel and St. Elizabeth Ann Seton Parishes for students, coaches and parents. This reference, developed by St. Joseph Athletic Association (SJAA), should assist anyone seeking information about the function and governance of athletics at St. Joseph School. It should also serve as an additional instrument for coaching personnel to communicate with parents and students.

Our athletes must realize that, while participating in sports programs, they represent their team, school, family, and most importantly, Jesus Christ. All actions should promote a Christ-like spirit, good sportsmanship, a wholesome attitude and loyalty to both team and school.

Please read this handbook carefully and decide if you can, and want to, do what will be expected of you.

ST. JOSEPH ATHLETIC ASSOCIATION MISSION STATEMENT:

TO PROVIDE A PROGRAM BASED ON CHRISTIAN VALUES THAT WILL FOSTER THE PHYSICAL, EMOTIONAL, SOCIAL AND SPIRITUAL WELL-BEING OF EACH PARTICIPANT.

ST. JOSEPH ATHLETIC ASSOCIATION PHILOSOPHY:

TO RECOGNIZE THE DISTINCT AND UNIQUE INDIVIDUALITY OF EACH STUDENT ATHLETE. AS CHRISTIANS, WE ACCEPT THE IMPORTANCE OF STRIVING TO PROVIDE POSITIVE LEARNING EXPERIENCES THAT WILL PROMOTE THE PHYSICAL, EMOTIONAL, SOCIAL AND SPIRITUAL WELL-BEING OF EACH PARTICIPANT. WE HOPE TO SERVE AS CHRIST'S AMBASSADORS IN EACH PRACTICE AND COMPETITION.

ST. JOSEPH PARISH ATHLETIC ASSOCIATION OFFICERS

- | | | |
|---|--|----------|
| • President | Don Rhoad | 975-2131 |
| • Vice President | Dave Telep | 458-5033 |
| • Treasurer | Tom Karli | 697-9590 |
| • Secretary | Mary Ann Slonac | 795-7330 |
| • Fund-Raiser/Background
Check Coordinator | Rob Tribeck | 763-7774 |
| • Soccer Coordinator | Jay Fitzgerald
JMFitzgeraldPE@aol.com | 737-1620 |



SJAA PHILOSOPHY OF ATHLETICS

SJAA attempts to provide a well-rounded program of athletics in which students may participate. Students have varied interests and abilities; therefore, it is essential to have a variety of activities available to them through our athletic programs.

It is a goal of the program that athletes develop positive Christ-like character qualities and express them through the medium of athletics. Athletics are a microcosm of life. Athletes are confronted with all types of life situations, which are a perfect learning tool for teaching Biblical principles. It is the job of the coaches to properly direct them in these situations in order to build these character qualities.

Athletics should:

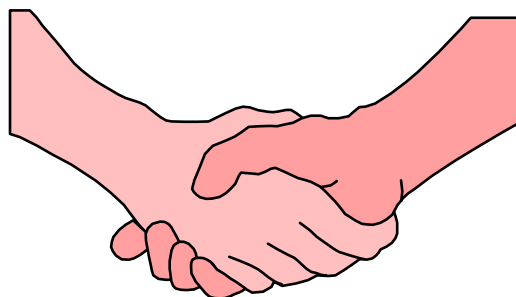
1. Teach maturity
2. Teach discipline
3. Teach cooperation
4. Teach commitment
5. Teach dependability
6. Teach how to handle defeat and victory
7. Bring glory to God
8. Encourage fitness
9. Be fun
10. Be a testimony to other schools, players, officials and fans

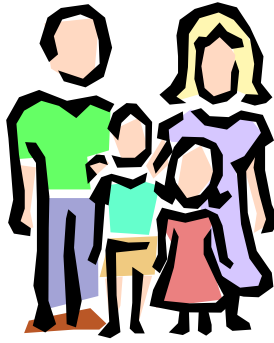
Athletics are a means to an end, not an end in itself, in that athletics represent an aspect of the educational program, not the main focus of the program. It is a goal that the student becomes a well-rounded individual, striving toward his/her God-given potential.

Athletics are not the “whole”, but only a “part of the whole”.

SJAA CODE OF CONDUCT

Sportsmanship is defined as the practice of playing fair; of taking defeat without complaint, or victory without gloating; and of treating opponents with fairness, generosity, courtesy and integrity. Our students, athletes, families and spectators are encouraged to support this belief in sportsmanship. When athletic events are sponsored by St. Joseph School, these events are considered to be extensions of the classroom, with the lessons learned here as important as those coming from a textbook. Therefore, conduct should be appropriate, positive and a model of good sportsmanship. Cheer, applaud or otherwise uplift the participants in support of good sportsmanship!





STUDENT AND PARENT EXPECTATIONS

TO THE STUDENT

We are very pleased that you have chosen to participate in the SJAA Soccer Program. We expect that you will consider this a privilege and work hard to bring honor to your team, school and Jesus Christ.

Over the course of the season, there will be expectations of you. Athletics are demanding and take up a lot of time. Please consider your decision carefully because we will expect your best effort.

Your participation will be a great benefit to you. Not only will you learn about soccer, but you will also learn about sportsmanship, competition and team play.

STUDENT EXPECTATIONS

It is very important that your priorities are in the proper order. God, your family, your schoolwork and your team take precedence, and in that particular order.

Team members will be expected to make a serious commitment to the program. This means that you should be at as many practices and games as possible, and that you will stay with the team for the entire season. Inform your coach as early as possible if you must miss a practice or game.

It is also important that you keep up with your daily schoolwork and be consistent in all areas of your life. This way it will not be necessary to “cram” for a test or get a research paper completed at the last minute.

TO THE PARENT

This handbook has been given to you because your son/daughter has registered to participate in interscholastic athletics and you agreed to permit your child to compete. Your interest in this phase of our soccer program is gratifying. Participation in sports provides a wealth of

opportunities and experiences, which will assist students in personal adjustments and developments.

Those concerned with the educational development of boys and girls through athletics believe that a properly controlled and well-organized sports program should meet the athletes' needs for self-expression, mental alertness and physical growth. It is the goal of SJAA to maintain a program that is sound in purpose and one that will further each athlete's spiritual, educational and physical maturity.

Emphasis will be placed on good training habits in an effort to prevent injury and promote physical well being, while enhancing performance. **A student who elects to participate in athletics is voluntarily making a choice of self-discipline and self-denial. Failure to comply with SJAA/coaches rules of conduct may lead to disciplinary action.**

When your son/daughter joined the soccer program, the staff committed itself to certain responsibilities and obligations. Every effort will be made to provide: (1) well trained, Christian coaches; (2) adequate equipment and facilities; and (3) fair contests using skilled officials.

Similarly, by allowing your child to participate, you have assumed certain responsibilities and obligations. Please support the scheduled practices, games and other demands on your time and funds. These other demands may include voluntarily transporting students to games and assisting in the management of students after school prior to practices. The giving of your time, energies and expertise to provide our athletes with a lasting spiritual, educational, and physical experience is greatly appreciated. You have our thanks in advance and the Lord's blessing.

PARENT EXPECTATIONS

As a parent, you are extremely important to the success of our athletic program. There are a few things of which you need to be aware.

1. Your son/daughter should seriously consider his/her participation on a team. They must understand the importance of making athletics a priority (after academics), if they choose to be a part of the team. Parents should assist them in making that decision, and, if your son/daughter does choose to participate, assure them that you will help honor the commitment they have made for the entire season.
2. Please remember that when you attend a game, you are an ambassador for St. Joseph School and our athletic program. Remember that good fans focus on encouraging and uplifting their own team and do not focus on putting down the other team, referees, coaches or your own team members.
3. If a problem arises, remember to follow the Matthew 18:15 principle, and go first to the persons involved.
4. All parents who have students in the SJAA Soccer Program are members of the St. Joseph Athletic Association, as stated in the by-laws (available through the officers).

DESCRIPTION OF SJAA SOCCER PROGRAM

PURPOSE OF PROGRAM

The purpose of the soccer program is to provide an opportunity for the students to participate in soccer with their friends and classmates in a recreational type atmosphere of competition against teams from other parishes in the Harrisburg (East Shore and West Shore) Area.

The program tries to instill in each student the principles of teamwork, sportsmanship, leadership, and tries to promote in each student their mental, physical, and emotional growth.

The success of the program is measured by the enjoyment of students in the program, the improvement of the students during the season, the return rate of the students to the program, and the season record in relation to the competition played.

ATHLETIC ELIGIBILITY

Any student (boy or girl) attending St. Joseph School or attending Parish Religious Education Classes (CCD) in St. Joseph, St. Katharine Drexel, and St. Elizabeth Ann Seton parishes, AND being in Middle School (Grades 6 through 8) during the soccer season is eligible to participate. NO EXPERIENCE IS NECESSARY.

LEAGUE AFFILIATION

SJAA Soccer participates in the Student Athlete Soccer Association (SASA), which is currently comprised of St. Joan of Arc (Hershey), Prince of Peace (Steelton), Holy Name of Jesus (Harrisburg), Saint Catherine Laboure (Harrisburg), Saint Theresa (New Cumberland), Good Shepherd (Camp Hill), Saint Joseph (Mechanicsburg), and Saint Patrick (Carlisle) parishes.

TEAMS

All teams are coed. The number of teams formed for the season depends on the number of players registered. There must be a minimum of 12 players registered for each team formed, and there must be the necessary coaches available in order to consider the formation of each team.

If more than one team is formed, then players from the same class (grade) will play together on a team. Also, all players may be asked to be substitutes on a team that they are NOT assigned to.

SEASON

The season runs from the Tuesday after Labor Day in September until the last Thursday in October. Each team plays a total of six games during the season. There is one game scheduled per week per team. Thus if two teams are formed, then each team will have one game each week.

GAMES

Games are played on Monday, Tuesday, Wednesday, or Thursday at 3:30 PM each week of the season. There is typically only one game per week per team. Games consist of 2 – 35 minute halves. Playing time may be adjusted as needed and agreed to by the opposing coaches. Games must be concluded by 5:30 PM.

Games may not be scheduled or played on all NO PLAY DATES as determined by the Pastor of St. Joseph Parish. Also, if players are attending CCD, then no games may be scheduled or played which would prohibit the player from attending both the game and CCD.

Game locations are as follows:

- East Shore Location → Lingle Park (off of Union Deposit Road)
→ Kohl Park (off of Union Deposit Road)
- West Shore Location → Our Lady of Lourdes Parish (Enola)

Note: Only port-a-potty type toilet facilities are available for use at Our Lady of Lourdes field.

PRACTICES

Practices are held from 3:30 PM – 5:00 PM at KOSER Park (Mechanicsburg), near the Chestnut Street entrance to the park. If more than one team is formed, all teams practice at the same time and location.

Prior to the start of school, practices are held on Monday, Tuesday, Wednesday, and/or Thursday, starting no earlier than the Monday two weeks prior to the start of school, as determined by the coaches.

After school starts, but prior to the start of the season, practices are may be held on Tuesday, Wednesday, and/or Thursday during the week as determined by the coaches.

During the season, practice is held typically one day, either on Tuesday, Wednesday, and/or Thursday during the week, except on game days, as determined by the coaches.

Practices may not be scheduled or held on all NO PLAY DATES as determined by the Pastor of St. Joseph Parish. Also, if players are attending CCD, then no practices may be scheduled or held which would prohibit the player from attending both the practice and CCD.

UNIFORMS

Uniforms (shirt and shorts) are provided, but MUST be returned at the end of the season. Socks (Royal Blue) are NOT provided, but are required and may be purchased during registration.

1. Uniforms must be returned at the coaches/coordinator request.
2. Athletes will return their uniforms at the direction of the coach.
3. Coaches will return uniforms to the coordinator at the designated time/place after the season is finished.
4. The athlete/parent is responsible for any uniform attire that is issued.
5. Any lost or stolen items will be charged to the athlete.
6. If your uniform is turned in late, a financial penalty may be imposed.

TEAM PICTURES

Team pictures will be taken prior to practice on a day early in the season to be determined by the coordinator.

GUIDELINES FOR TEAM MEMBERSHIP AND PLAYING TIME

It is the goal of the SJAA to maximize the involvement of all athletes within the program. This desire is based on the thinking that elementary and middle school sports should be a learning and preparatory experience for high school and college participation. The following guidelines have been endorsed by all concerned parties:

1. Every able athlete should participate in every game.
2. The coach will determine whether a player will participate if he/she had an unexcused absence from practice in the week preceding the game.
3. Before the season starts, the coach will discuss playing time with his/her team and their parents. It is the policy of SASA that since this is a “recreational” league, every effort should be made to ensure that all players participate in at least 50% of each game.
4. **St. Joseph’s team is the team of priority for players.** Since this is a “recreational” league and team, and not intended to take the place of and/or compete with the local soccer clubs, SJAA interpretation of this policy statement is as follows:
 - that SJAA Soccer **games** should come before any and all other soccer club team or other sports’ team games and practices.

Should concerns/questions arise, please discuss your issues with the appropriate individuals using the following chain of command:

- a. Coach
- b. Appropriate Coordinator
- c. Athletic Director
- d. President of Athletic Association
- e. Pastor of St. Joseph Parish

ATHLETIC ATTENDANCE POLICY

1. Practice starts at 3:30 PM and ends at 5:00 PM. You are to be on the field, dressed and ready to practice at 3:30 PM. If you are not ready until 3:31 PM, you are late and the coach may have some extra things for you to do.
2. Coaches should end practice at the established time.
3. Coaches (or a designated adult) are **required to stay until all children** are picked up.
4. Parents should be sure to pick up their child on time. It is not fair to make coaches wait around after practice until someone arrives to take a child home.
5. All teams should have a warm-up drill.
6. Warm-ups will begin at the start of practice. Practice should also end with a cool-down.
7. Missing game or practice (excused) - There may be some rare occasions when something unforeseeable arises. If this occurs, **you** must notify your coach. Students **must be** in attendance at school to practice or participate in a game.
Excused absences will include, but not be limited to:
 - a. Illness (may not attend practice)
 - b. Death of family member/friend or attendance at a funeral (discretion of parent)
 - c. Doctor/dentist appointment
 - d. Academic difficulties
8. Missing practice (unexcused) - If practice is missed and your coach is not notified, it will be considered unexcused. Unexcused absences are those absences that are for personal benefit or for an activity that could have been scheduled for a different time. **You and/or your parent must inform the coach that you will be missing practice. Please keep in mind that any practices missed may affect playing time, even if absences are excused.**
9. Missing game (unexcused) - If a game is missed and your coach is not notified, it will be considered unexcused. Unexcused absences are those absences that are for personal benefit or for an activity that could have been scheduled for a different time. Unexcused absences will include, but not be limited to, attending any practice or scrimmage for any winter sports activities, including SJAA Basketball. **You and/or your parent must inform the coach that you will be missing practice. Please keep in mind that any missed games may affect playing time, even if absences are excused.**
10. Injured players are encouraged to attend practice as a spectator and join the team on the bench at games. A release note from your parent and/or physician must be provided to the coach regarding activity restrictions or stating your ability to return to full activities.
11. If school dismisses early due to inclement weather, all practices are canceled and games postponed.

ATHLETE HEALTH AND FITNESS

1. A pre-season visit to your family physician for the SJAA Soccer Program is strongly encouraged.
2. Wear proper equipment/clothing recommended for the activity/sport. Also, consider weather conditions to avoid heat exhaustion or frostbite.
3. A pre-season physical training program is important to prevent injuries that can occur at the beginning of the season. Four to six weeks before practices, begin stretching exercises and aerobic (walking, swimming, jogging, etc.), conditioning. Include your

parents/guardians - they will benefit from it, too! But remember to start off slowly and gradually work up to your goal.

4. Drink plenty of water before, during and after the activity to replenish fluids lost through perspiration (sweating).
5. Eat well-balanced meals and nutritious snacks.
6. Take time to relax and get a good night's sleep.
7. Inform your coach of any medical conditions or restrictions that would affect your ability to practice/play.
8. Remember that teams that are conditioned well perform well. Practice at home the skills learned in practice. Have an adult observe if possible. You can teach them a few new moves, too!
9. **NEVER, NEVER share water bottles.** Bring your own beverage in a non-breakable container.

TRANSPORTATION RULES AND REGULATIONS FOR STUDENTS

Parents are responsible for their student's transportation and are encouraged to take every measure to ensure that their student(s) are transported safely.

If you return another child to school after an event, you are responsible to wait until their parent arrives.

According to Pennsylvania's State Law, **SEAT BELTS ARE REQUIRED FOR EACH CHILD.**

INSURANCE AND LIABILITY

Although there are many positive benefits to participation in athletics, it must also be clearly stated that there are risks and dangers that accompany participation in any sporting event. Although every attempt is made to provide safe facilities, good equipment and qualified coaches, there is always the chance that, despite these precautions, an injury can occur. Parents must realize that by allowing a child to participate in athletics, they are acknowledging that they are putting him/her in a situation that may result in an injury. Athletes and parents must both understand and accept the risk involved with participation in sports.

SJAA does not assume responsibility relative to doctor, ambulance or medical expenses. Athletics are a voluntary, extracurricular program in which the student may participate if he/she desires, but does so at his/her own risk of injury.

Parents are encouraged to obtain adequate insurance coverage for their children. In the event of an injury during any aspect of students' participation in the SJAA program, IT IS THE RESPONSIBILITY OF THE PARENTS' INSURANCE COMPANY TO ASSUME RESPONSIBILITY FOR MEDICAL EXPENSES.

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SASA Soccer League Summary of Game Rules and Coach's Duties

GAME RULES

SASA League games follow the rules of the United States Soccer Federation for the U-14 age group unless stated otherwise as given below:

- Games consist of 2 – 35 minute halves. Playing time may be adjusted as needed and agreed to by the opposing coaches.
- ALL GAMES ARE TO START AS CLOSE TO 3:30 PM AS POSSIBLE. Games to start when there are 11 players and coach present from each team. All games should start no later than 4:00 PM.
- Games are played with a total of 11 players per team on the field.
- Coaches must have copies of their signed team rosters with them at all games.
- Coaches must have copies of players' medical release forms with them at all games.
- Designated **HOME TEAM coach** is responsible for paying the referee.
- Designated **HOME TEAM coach** is responsible for providing the game ball.
- Designated **HOME TEAM coach** is responsible for reviewing and discussing the game rules with the referee prior to the game.
- All players must wear shin guards.
- All players must remove all jewelry, including earrings, prior to the start of the game.
- Both teams may substitute on either team's throw-in and on either team's goal kicks.
- Any player receiving a red card must sit out the remainder of that game and the entire following game.
- Any team that goes up by four (4) or more goals must take one of the following actions to restrict excessive scoring differentials:
 1. Reduce the number of players by 1 for each goal where the goal differential is greater than 3. Thus, if the goal differential is 4, reduce the number of players by 1. If the goal differential is 5, reduce the number of players by 2. See the table below for more information.

Goal Differential	Number of Players on Winning Team	Number of Players on Losing Team
3 or fewer	11	11
4	10	11
5	9	11
6	8	11
7	7	11
8	6	11
9	5	11

2. Allow the losing team to add 1 additional player for each goal beyond a goal differential greater than 3. Thus, if the goal differential is 4, add 1 player to the number of players allowed. If the goal differential is 5, add 2 players to the number of players allowed. See the table below for more information.

Goal Differential	Number of Players on Winning Team	Number of Players on Losing Team
3 or fewer	11	11
4	11	12
5	11	13
6	11	14
7	11	15
8	11	16
9	11	17

The method to be used during the game must be discussed and agreed upon by the opposing coaches prior to the game. The designated **HOME TEAM coach** must inform the referee of this decision prior to the start of the game.

Coaches Duties and Responsibilities

1. At least 2 coaches/adults per team should be at each game.
2. Must have a first aid kit at all games.
3. Must have the emergency contact forms at all games.
4. Must have the medical release forms at all games.
5. Must have the signed team roster at all games.
6. Must have a copy of the SASA Summary of Game Rules and Coach's Duties at all games.
7. Must check condition of field when your team is leaving. Pick up any trash.
8. A Team's **Head Coach** is responsible for the behavior of its coaches, players, and parents.
9. Follow all league game rules.
10. Encourage coaches to have pre-game or post game prayer.
11. Opposing coaches must discuss and agree upon the method to be used during the game for applying and conforming to the excessive scoring differential rule.
12. All coaches must complete the required diocesan background check forms.
13. Designated **HOME TEAM coach** is responsible for paying the referee at the completion of the game.
14. Designated **HOME TEAM coach** must provide the game ball.
15. **Designated HOME TEAM coach is responsible for reviewing and discussing the game rules with the referee prior to the game.**
16. Designated **HOME TEAM coach** must report the game score to the SASA President.
17. Must notify the opposing coach of the cancellation of any game.
18. Designated **HOME TEAM coach** must notify the Referee Coordinator and the SASA President of the cancellation of any game.
19. Designated **HOME TEAM coach** must coordinate the rescheduling of any game with the opposing coach, and then notify the SASA President **for field availability**.
20. Designated **HOME TEAM coach** must coordinate with the Referee Coordinator **to schedule** a certified referee for **any** make-up game.

GUIDELINES FOR COACHES

It is the goal of SJAA and the coaches to recognize the distinct and unique individuality of each student athlete.

1. Adhere to all NO PLAY DATES.
2. At least 2 coaches/adults at each practice and game.
3. Must have first aid kit at all practices and games.
4. Must have emergency contact forms at all practices and games.
5. Check condition of field when your team is leaving. Pick up any trash. No horseplay.
6. Head coach is responsible for behavior of coaches, players, and parents.
7. Encourage coaches to have pre-game or post game prayer.
8. If school is dismissed early, no practice can be held.
9. Coaches must call in scores to appropriate person.
10. St. Joseph's team is the team of priority for coaches. Failure to adhere to this guideline may result in team/SJAA sanction.
11. All coaches must complete the required background check forms.

COACHES DUTIES

St. Joseph Athletic Association (SJAA) Meetings

As requested by the Coordinator, attend Board meetings (held the first Monday of every month at the parish office / school at 7:00 PM) to fill in the Coordinator's absence.

Student Athlete Soccer Association (SASA)

Be familiar with the SASA League Handbook.

As requested by the Coordinator, attend SASA meetings to fill in the Coordinator's absence.

Summer Training Camps

Assist the Coordinator in distributing information and encouraging all players to attend any summer training camps sponsored or offered by SASA, any affiliates of SASA, Trinity High School or Bishop McDevitt High School.

Coaching Selection

Assist the Coordinator in preparing a list of assistant coaches for each year to submit to the SJAA Board for approval prior to registration for that year. Also, have approved assistant coaches complete the forms for the SJAA mandatory background checks.

Coaching Background Checks

All volunteer coaches or assistant coaches for SJAA must submit to a Criminal History check and a Pennsylvania Child Abuse History Clearance check. You must submit the paperwork this year if you:

- Have not already received a clearance through the Diocese of Harrisburg.
- Have never coached at St. Joseph's previously.
- Have not coached for more than one calendar year since your last Child Abuse clearance.

The process to be followed to obtain these background checks is given below. Complete instructions and an information package can be obtained from the SJAA Soccer Coordinator or the SJAA Fund-Raising/Background Check Coordinator.

Criminal History check (Pennsylvania State Police Certificate)

The criminal history check is best done through the Pennsylvania State Police on-line by the volunteer at <https://epatch.state.pa.us> because it is very easy and efficient. If the volunteer does not have access to the internet, please contact the SJAA Soccer Coordinator or the SJAA Fund-Raising/Background Check Coordinator. The fee for the criminal history check is \$10.00 which the volunteer will be required to pay on-line using a debit or credit card. SJAA will reimburse all volunteer coaches and assistant coaches for this fee. The volunteer will need to print an invoice when completing the process on-line and then submit the invoice to the SJAA Soccer Coordinator or the SJAA Fund-Raising/Background Check Coordinator for reimbursement. If the criminal history check returns a status of **No Record**, the volunteer can print the clearance certificate form immediately. Print **TWO** copies; one will be submitted with the volunteer's **Pennsylvania Child Abuse History Clearance Application Form**, explained below, and the other must be submitted to the SJAA Soccer Coordinator or the SJAA Fund-Raising/Background Check Coordinator along with the Child Line Clearance Certificate once the volunteer has received it at their home address.

Pennsylvania Child Abuse History Clearance Application Form

Instructions for PA Child Abuse History Clearance

- If printing from computer, print the second page on the back of the first page!
- Type or print clearly and neatly in ink Section I only.
- Use your FULL NAME (middle name, no initials)
- Address must be your CURRENT HOME ADDRESS.
- Submit names of ALL ROOMMATES and ALL ADDRESSES since 1975. It may seem unreasonable to have to list every roommate, sibling and parent, but please do so to the best of your ability. If necessary, attach additional pages. We have an Excel spreadsheet available to use for this purpose. Request a copy via email.
- Application must be signed.
- The cost of the clearance check is \$10.00. Only **Money Orders** are accepted, payable to the **Department of Public Welfare**.
- The completed form, the money order, and a printed copy of the Pennsylvania State Police Certificate must be mailed to the Department of Public Welfare, P.O. Box 8170, Harrisburg, PA 17105-8170.
- In approximately 14 days the volunteer should receive their Pennsylvania Child Abuse History Clearance Certificate.

The 2nd printed copy of the Pennsylvania State Police Certificate, the completed and signed Diocesan Disclosure Statement, and the **original** Pennsylvania Child Abuse History Clearance Certificate must be submitted to the SJAA Soccer Coordinator or the

SJAA Fund-Raising/Background Check Coordinator. At this time, the volunteer may begin their coaching duties.

The above information will be submitted to the Diocese of Harrisburg. The **original** Pennsylvania Child Abuse History Clearance Certificate will be scanned and returned to the volunteer.

NOTE: Volunteers who have not lived in Pennsylvania for at least 2 years must obtain an FBI report. Instructions can be obtained from the SJAA Fund-Raising/Background Checks Coordinator.

Registration --- Forms, Records, and Payments

Have 1 copy of the SJAA Soccer registration form for each player at all practices and games. Have a copy of the completed and signed ROSTER for each team available for inspection at each game.

Equipment / Uniform --- Purchase, Distribution, and Storage

Assist the Coordinator in preparing of a list of equipment / uniforms to be purchased each year.

Practice Fields

Specify the days and time of practices (typically Tuesday through Thursday, from 3:30 PM until 5:00 PM) and time frame in which the fields will be required (typically August through October).

- o PRIMARY Practice Field → Koser Park (end of Chestnut Street)
- o Secondary Practice Field → Wass Park (Wesley Drive next to Bethany Village)

Practices may not be scheduled or held on all NO PLAY DATES as determined by the Pastor of St. Joseph Parish. Also, if players are attending CCD, then no practices may be scheduled or held which would prohibit the player from attending both the practice and CCD.

Season Schedule

In conjunction with the Coordinator, determine the number of teams that will be fielded by SJAA. Assist the Coordinator in distributing the season's schedule and maps of the locations of all game fields to all players. Assist the Coordinator in making all contacts and arrangements specified and/or necessary to cancel / postpone / reschedule any game of any St. Joseph team.

Season Ending Party

In consultation with the Coordinator, assist in making arrangements for a season ending party.

TEAM PARENT DUTIES

Season Ending Party

Each year, in consultation with the coordinator and coaches, make arrangements for a season ending party. This party should occur after the season but before the Thanksgiving school break.

Cost of the party cannot exceed the budgeted amount per player. Contact the SJAA Soccer Coordinator for the budgeted amount.

Submit all requests for payments (bills) to either the SJAA Soccer Coordinator or the SJAA Treasurer for processing and payment.

COORDINATOR DUTIES

St. Joseph Athletic Association (SJAA) Meetings

Board meetings are held the first Monday of every month at the parish office / school at 7:00 PM. Monthly report on activity is to be prepared and presented at each SJAA Board meeting. Annual association and board meeting is held the first Monday in May in the school cafeteria at 7:00 PM. Election of SJAA Board officers and the appointment/reappointment of all coordinators are held during the SJAA annual meeting

Bulletin Notices

Notices are due into the parish offices by the Monday prior to the Sunday the announcement will appear.

St. Joseph Parish Office	→	Phone 766-9433	Fax 795-9123
St. Katharine Drexel	→	Phone 697-8716	Fax 697-3702
St. Elizabeth Ann Seton	→	Phone 697-2614	Fax 795-0800

St. Joseph Parish Hall (School Cafeteria)

Reservations are made through the parish office. Other than on weekday evenings, access may be via an electronic key card, which must be picked up during office hours the day of the use of the hall. The key card is to be returned to the parish office upon completion of the use of the hall.

Student Athlete Soccer Association (SASA)

Be familiar with the SASA League Handbook.

Represent SJAA as it's duly appointed member to SASA. Perform all functions, duties (i.e. attending meetings, etc.), and conduct all business as required in the SASA League Handbook.

Submit all requests for payments, i.e. dues, fees, bills, etc., to the SJAA Treasurer for processing and payment.

Summer Training Camps

Distribute information and encourage all players and coaches to attend any summer training camps sponsored or offered by SASA, any affiliates of SASA, Trinity High School or Bishop McDevitt High School.

Soccer Budget

Prepare a budget for each year and submit it to the SJAA Board for approval prior to registration for that year. Prepare an end of season report, including a budget summary to be approved by the SJAA Treasurer that summarizes the income and expenses of the program.

Coaching Selection

Prepare a list of coaches and assistant coaches for each year and submit it to the SJAA Board for approval prior to registration for that year. Also, have approved coaches and assistant coaches complete the forms for the SJAA mandatory background checks.

Registration --- Forms, Records, and Payments

Prepare registration form for each year, and submit them to the SJAA Board for approval prior to registration. Keep all completed forms on file for a period of 3 years. Receive and record all registration payments, and send all payments to the SJAA Treasurer as soon as possible after registration has been held.

Provide 1 copy of the SASA registration form for each player to the coaches.

After registration, prepare a ROSTER for each team. Rosters must be completed and finalized by August 15th. There can be no additions after this date. The roster for each team must be signed by each of the following as applicable: team coach; St. Joseph School Principal; Pastor of each parish with rostered players; and CCD Coordinator of each parish with rostered players. The completed and signed ROSTER for each team must be sent to the league president, and the coach must have a copy available at all games.

Equipment / Uniform --- Purchase, Distribution, and Storage

Prepare a list of equipment / uniforms to be purchased each year and submit it to the SJAA Board for approval. Purchase all approved equipment / uniforms and submit all requests for payments (bills) to the SJAA Treasurer for processing and payment.

Responsible each year for the distribution of all equipment / uniforms to the coaches and players.

Responsible each year for the collection / storage of all equipment / uniforms from the coaches and player. Collection of all equipment / uniforms should be completed by December 1st of each year.

Practice Fields

Make reservations for the practice fields early each spring for the following late summer and fall by contacting the appropriate party (owner).

Specify the days and time of practices (typically Tuesday through Thursday, from 3:30 PM until 5:00 PM) and the time frame in which the fields will be required (typically August through October).

- o Primary Practice Field: KOSER PARK located at end of Chestnut Street (Mechanicsburg)
3 blocks south of St. Joseph Parish / School
Owner: Mechanicsburg Recreation Board
Contact: Mechanicsburg Recreation Department
Tonya Brown, Director @ 691 - 4572
- o Secondary Practice Field: WASS PARK located on Wesley Drive (Mechanicsburg) next to
Bethany Village, the field at the far end of the
parking lot, across the lot from the entrance
Owner: Lower Allen Township (975-7575)

Contact: Lower Allen Township Recreation Department
Jim Chanos, Director or Ronnie Illig @ 697-1648

Inform all coaches that practices may not be scheduled or held on all NO PLAY DATES as determined by the Pastor of St. Joseph Parish. Also, if players are attending CCD, then no practices may be scheduled or held which would prohibit the player from attending both the practice and CCD.

Season Schedule

After registration, in conjunction with the coaches, determine the number of teams that will be fielded by SJAA. This will have to be determined and completed prior to SASA's yearly organizational meeting.

Inform SASA that games may not be scheduled or played on all NO PLAY DATES as determined by the Pastor of St. Joseph Parish. Also, if players are attending CCD, then no games may be scheduled or played which would prohibit the player from attending both the game and CCD.

Prepare and distribute copies of the season's schedule and maps of the locations of all game fields to all coaches and players upon receipt of the season's schedule from SASA. Make all contacts and arrangements specified and/or necessary to cancel / postpone / reschedule any game of any St. Joseph team.

Season Ending Party

This is the duty and responsibility of the Team Parent.

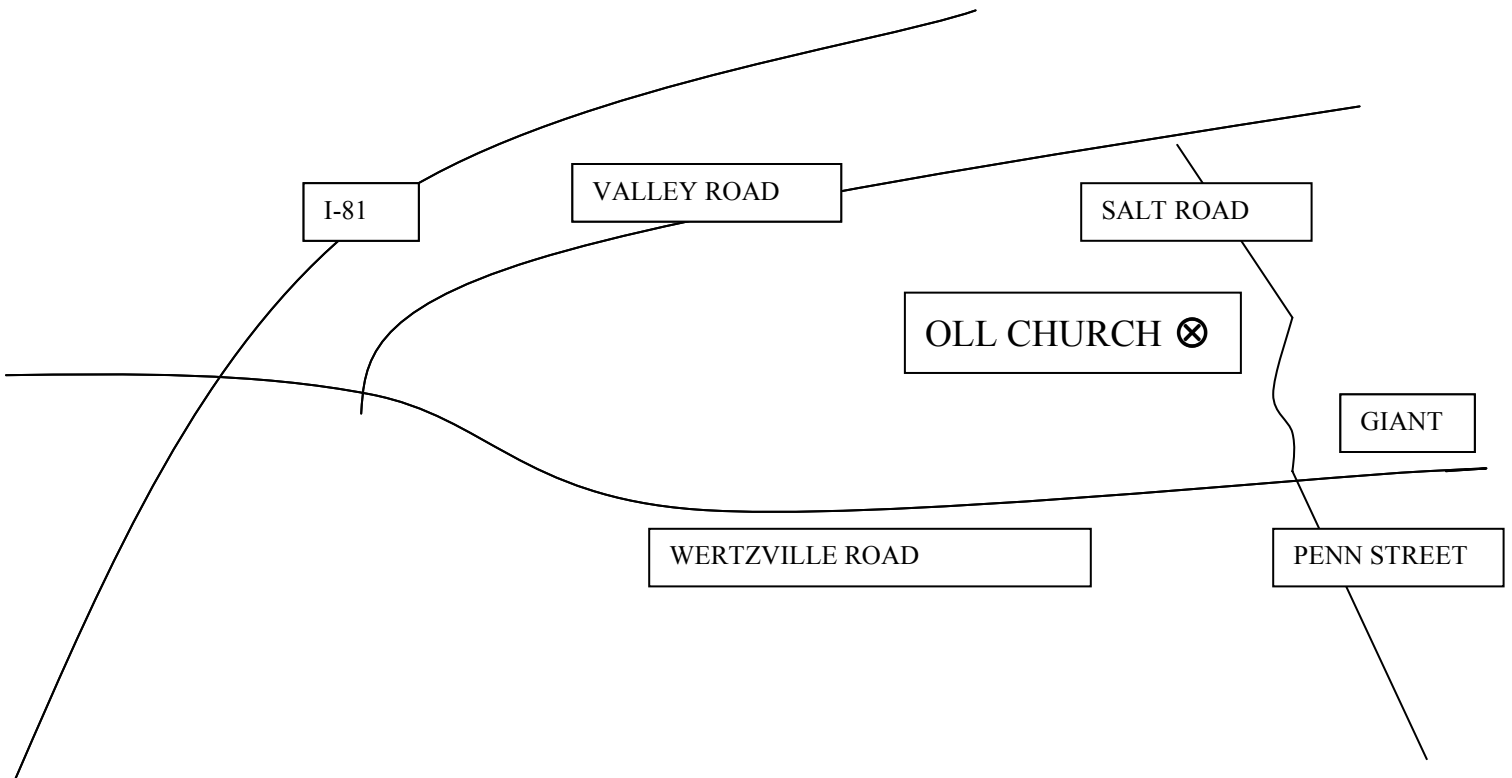
However, if there is no Team Parent, then in consultation with the coaches, make arrangements for a season ending party. This party should occur after the season but before the Thanksgiving school break.

Cost of the party cannot exceed the budgeted amount per player.

Submit all requests for payments (bills) to the SJAA Treasurer for processing and payment.

DIRECTIONS TO GAMES/EVENTS



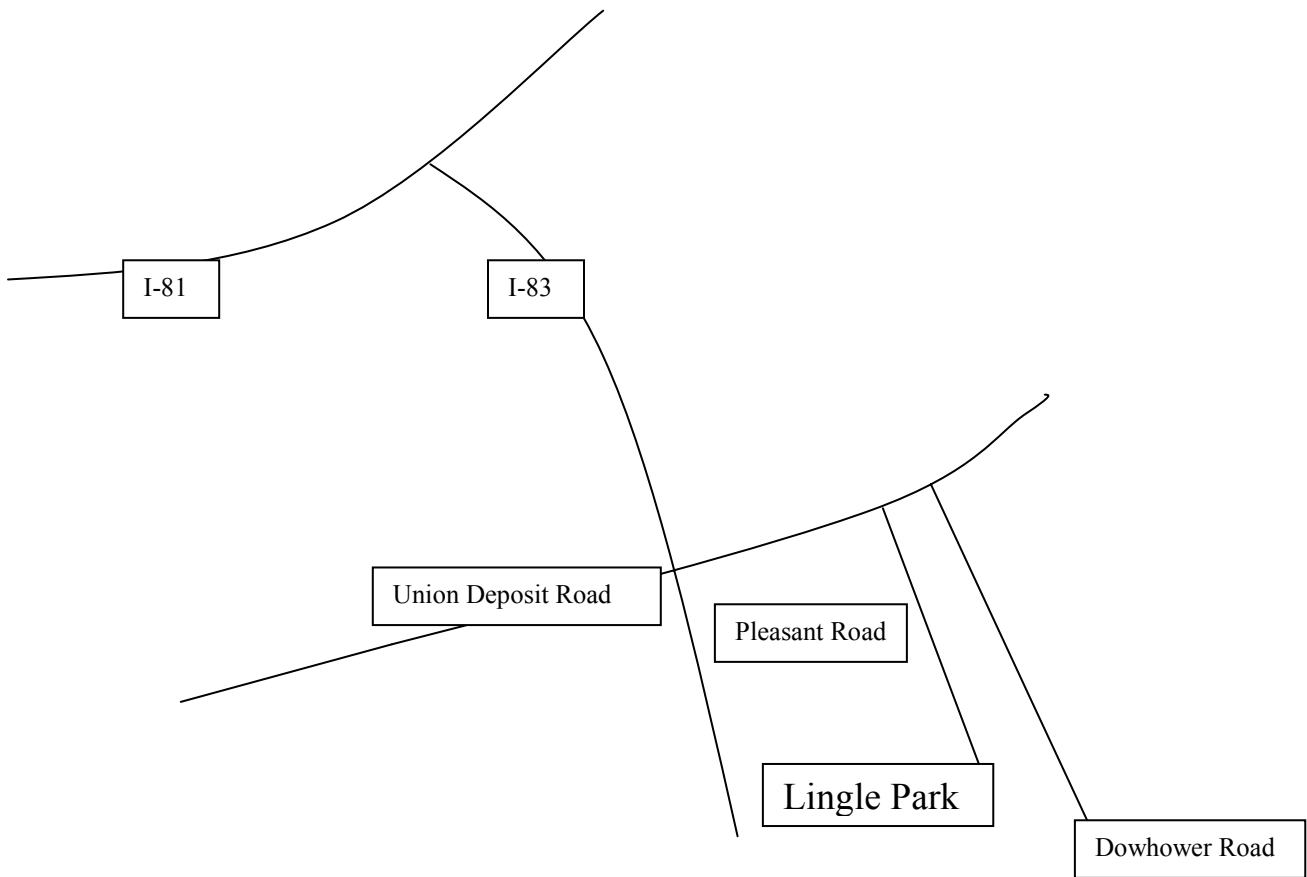


OUR LADY OF LOURDES CATHOLIC CHURCH

Take I-81 to Wertzville Road. Go East. Turn left at the stop light at Valley Road. Go ~1.5 miles to Salt Road. Turn right. Church is ~1/4 miles on the right. Field is behind Parish Center.

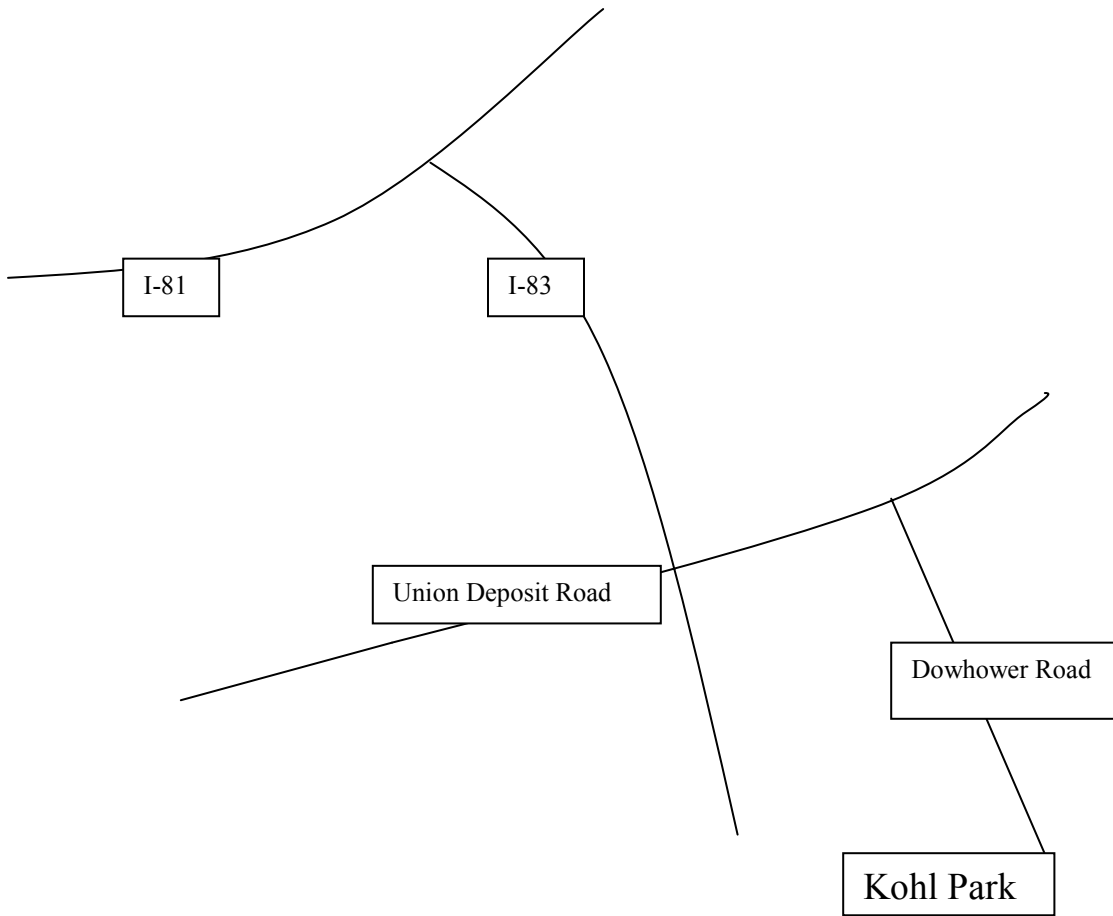
NOTE: There are only port-a-potty type toilet facilities available for use at the OLL field. There are numerous stores and eating establishments near GIANT if necessary.

DO NOT BOTHER THE NEIGHBORS OR ATTEMPT TO ENTER THE RECTORY, CHURCH OR PARISH CENTER.



LINGLE PARK

Take I-81 North to I-83 South. Take Union Deposit exit, turn left at the top of the ramp. Go ~5 ½ miles. Turn right onto Pleasant Road (next to Southside Elementary School). The park and soccer fields are at the end of the road.



KOHL PARK

Take I-81 North to I-83 South. Take Union Deposit exit, turn left at the top of the ramp. Go ~5 ½ miles. Turn left onto Dowhower Road. The park is at the end of the road. Soccer field is in the baseball field reached by the walkway on the right.

NOTES

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Saint Joseph's SOCCER Registration --- 2008

Student/Athlete Information

Student Name	Age:	Sex:
Street Address	Date of Birth (MM/DD/YY):	
City, State Zip	Phone:	
PARENT E-MAIL ADDRESS	Parent Name:	

Soccer Background (For Information Only): Years of experience in Soccer: _____
 Current Level of Play: Travel Team Recreational Team N/A
 Soccer Club: _____ League: _____ Division: _____

Please check one item in each group

<input type="checkbox"/> St. Joseph	<input type="checkbox"/> St. Joseph Student	<input type="checkbox"/> 6 th grade (Grade)
<input type="checkbox"/> St. Elizabeth Ann Seton	<input type="checkbox"/> CCD Student	<input type="checkbox"/> 7 th grade (in)
<input type="checkbox"/> St. Katherine Drexel		<input type="checkbox"/> 8 th grade (August)
		<input type="checkbox"/> 2008)

Fees

Registration Fee	\$ 50.00	\$ 50.00
Fund Raiser Fee	None	None
Total (make checks payable to SJAA)		\$ 50.00

Note: Registration Forms cannot be accepted after **July 1, 2008**, and cannot be accepted without payment of all fees. No refunds are available after the first game of the season.

Uniform Size Required: (For Information Only – used to size and assign uniforms.)

Shirt: Adult Small Adult Medium Adult Large Adult X-Large
 Shorts: Adult Small Adult Medium Adult Large Adult X-Large

Note: Uniforms are distributed at the beginning of the season and **MUST** be returned at the end of the season.

SJAA Policy: No Athlete may participate in a current sport until he or she returns all uniforms from previous sports participated and/or any unpaid balances are cleared.

Parent Information

Parent(s)/Guardian(s): _____
Phone (Home): _____ (Work): _____ (Cellular): _____
Volunteer Activities: <input type="checkbox"/> Coach <input type="checkbox"/> Assistant Coach <input type="checkbox"/> Team Parent <input type="checkbox"/> Referee <div style="text-align: right; font-size: small;">(must be Licensed)</div>
Volunteer Name: _____ Phone: _____

Questions / Contact: Jay Fitzgerald, SJAA Soccer Coordinator
 Phone: 737-1620 E-mail: JMFitzgeraldPE@aol.com

(OVER – Complete Back)

Emergency/Medical Information

Please note any medical conditions the coaches should be aware of: _____

Insurance Carrier: _____ Policy # _____

Hospital Preference: _____

Emergency Contact: _____ Phone: _____

Release of Liability

In consideration of being allowed to participate in the Student Athlete Soccer Association (SASA) league sponsored by St. Joseph Parish and its Athletic Association, and any related events and activities, and intending to be legally bound, I:

1. Agree that I will instruct (name of minor) that prior to participating he or she should inspect the facilities and equipment to be used, and if he/she believes anything is unsafe, he/she should immediately advise his/her coach or supervisor of such condition(s) and refuse to participate.

2. Acknowledge and fully understand that the minor will be engaging in activities that involve risk of injury which might result not only from his/her own actions, inactions or negligence, but the action, inaction or negligence of others, the rules of play, or the conditions of the premises or of any equipment used. Further, that there may be other risks not known to us or not reasonably foreseeable at this time.

3. Assume all the foregoing risk and accept personal responsibility for the damages following such injury.

4. Release, waive, discharge and covenant not to sue St. Joseph Parish, St. Joseph Athletic Association and the Student Athlete Soccer Association league, and the respective officers agents, coaches, servants and other employees of the organizations, and, if applicable, owners and lessors of premises used to conduct the event, all of whom are herein after referred to as "releasees", from any and all liability to each of the undersigned, his or her heirs and next of kin for any and all claims, demands, losses or damages on account of injury, caused or alleged to be caused in whole or in part by the negligence of the releasees or otherwise.

I/WE HAVE READ THE ABOVE WAIVER AND RELEASE, UNDERSTAND THAT WE HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT AND SIGN IT VOLUNTARILY.

Parent or Guardian Signature

Date

Administrative Use Only

Amount Received:

Date Received:

Check Number / Cash

___/___/___

Notes/Comments:

Questions / Contact: Jay Fitzgerald, SJAA Soccer Coordinator
Phone: 737-1620 E-mail: JMFitzgeraldPE@aol.com

St. Joseph Athletic Association Soccer Program

Eligibility: Any boy or girl, attending either St. Joseph School or CCD in St. Joseph, Saint Katharine Drexel, or Saint Elizabeth Ann Seton parishes, AND entering Middle School (Grades 6 through 8) in August 2008, is eligible to participate.

Teams: All teams are coed. The number of teams formed depends on the number of players registered. NO EXPERIENCE IS NECESSARY. If more than one team is formed, players from the same class (grade) will play together on a team, and all players may be asked to be substitutes on the team that they are not assigned to.

Coaches: Jan Herstek, Dennis McKendry, and Jay Fitzgerald anticipate returning as coaches for the Fall 2008 Season. **Additional volunteers are needed and welcomed as coaches.** If more than one team is formed, additional coaches will be required. Background checks are required of all coaches.

League: SASA, which is composed of teams from the following parishes/schools: St. Joan of Arc, Prince of Peace, Holy Name of Jesus, Saint Catherine Laboure, Saint Theresa, Good Shepherd, Saint Joseph, and Saint Patrick (Carlisle).

Season: FALL 2008 season runs from the week of Sept. 1st through the week of Oct. 6th. There is one game scheduled per week per team. Thus, if two teams are formed, each team will have one game each week.

Games: Games are played either on Monday, Tuesday, Wednesday, or Thursday at 3:30 PM. The games are played as 2 – 35 minute halves. The games are played on one of the following fields:

- East Shore Locations →
 - Lingle Park (off of Union Deposit Road)
 - Kohl Park (off of Union Deposit Road)
- West Shore Locations →
 - Our Lady of Lourdes Parish (Enola)

Practices: Practice time is from 3:30 – 5:00 PM.
Practice location is at KOSER Park (Mechanicsburg), near the Chestnut Street entrance to the park.
If more than one team is formed, all teams will practice at the same time and location.
Prior to school starting, practice days are Monday, Tuesday, Wednesday, and Thursday, starting August 11th or thereafter as directed by the coaches.
After school starts but prior to the start of the season, practice days may be Monday, Tuesday, Wednesday, and/or Thursday, as directed by the coaches.
During the season, practice will be held 1 day a week.

Pictures: Team pictures in full uniform will be taken at 3:30 PM, prior to practice, on August 28th at KOSER Park.

Uniforms: Uniforms (shorts and shirt) are provided, but **MUST** be returned at the end of the season. Socks (Royal Blue) are NOT provided, but are required and may be purchased at registration.

Registration: Registration for the Fall 2008 Season will occur from 7:30 – 8:30 PM on Monday, May 12, 2008 in the St. Joseph Hall (School Cafeteria), **starting with a mandatory parents meeting at 7:30 PM.** Registration cannot be accepted after **July 1, 2008.** No refunds are available after the first game of the season. The registration fee is \$50. There is no fundraiser. Registration form is available at the back of the SJAA 2008 Soccer Handbook.

Further Information: See the SJAA 2008 Soccer Handbook under the SJ Athletic Association link under Organizations on the St. Joseph School website at www.sjsmch.org

Questions: Contact Jay Fitzgerald (SJAA Soccer Coordinator)
via phone @ 737-1620 (home)
or via E-mail @ JMFitzgeraldPE@aol.com

St. Joseph's Soccer
Come Join the Fun