



Owensboro Catholic Schools

Elementary Athletic Committee

◆ “Live the Values of Respect, Dignity,
Honesty, Responsibility and Teamwork” ◆

ELEMENTARY ATHLETIC HANDBOOK

Approved by the OCS Elementary Athletic Committee on 1/25/2010

Mission Statement

The Owensboro Catholic Schools share in the mission of the Church in co-operation with families to provide a religious and academic education, which prepares students to become responsible members of family, Church, and community.

Philosophy

We at Owensboro Catholic K-3 and 4-6 we believe our responsibility is to develop the whole child-socially, emotionally, academically, and spiritually. As we look at children in elementary school, their growth is a continuum preparing them for the next stage of their development. This is true especially in the area of physical development and participation in organized sports programs. It is imperative that we have a full understanding of this when planning sports programs for elementary-age students.

Objectives

1. At the end of the school year every boy and girl in 3rd-6th grade will have had an opportunity to participate in at least one athletic activity.
2. Each student who expresses interest in a sport will be allowed to participate regardless of size or ability.
3. Sport practices will be organized so that each squad member will be an active participant and have an opportunity to develop skill and improve their level of fitness.
4. Enough teams will be developed to insure that each athlete will have experienced some actual competition.
5. Each team member will be motivated to develop an appreciation and enjoyment for a sport.
6. All team members will experience learning opportunities in self-discipline, emotional control and sportsmanship.
7. Every opportunity will be used to educate team members to model Christ on and off the field/court. Each competition should be a learning experience for the students.
8. All participants will be included in group activities so that worthwhile experiences result in the area of human relationships.

Roles and Responsibilities

Administrators

- Require the sports physical and doctor release, parent permission, signed Sports Code of Ethics before the student is allowed to join in any team events.
- Establish school eligibility (academic and behavior) procedures, publish them and enforce them.
- Adhere to ALL policies set forth by the Athletic Committee.
- Work with the coordinators to ensure all documentation is at school site for each student athlete.

Officials

- Act in a professional and businesslike manner at all times.
- Know all playing rules their interpretations and their proper application.
- Make calls with confidence, never arrogance.
- Be fair and impartial at all times.
- Use honesty and integrity when answering questions, admit own mistakes and constantly try to improve knowledge.
- Treat all league members with respect and keep emotions under control.
- File an incident report in event of injury (time of day, condition of facilities or playing area).
- Inspect facility for safety. If coaches make an official aware of a problem, the competition does not proceed until the problem is rectified.
- Remind coaches of sportsmanship with spectators and players. The official reserves the right to leave the game if antagonistic behavior or flagrant recurring behavior occurs.
- Timekeepers are an arm of the officials.
- Arrive a minimum of 10 minutes before the scheduled start of the competition. Use the time to check that consistent rules will be followed and a safety inspection.

Athletic Committee

- Should obtain his/her coaches for the sport he/she coordinates
- Maintain list of coaches, with records of certification and training.
- Will oversee the financing of the league
- Every league must hold a meeting prior to the start of the season to go over schedules and rules, check equipment, and answer any questions.. Set the calendar of competitions and practices with school calendars in mind. Monitor diocesan compliance with SAFE Environment.
- Inform parents of student athletes that OCS does not carry insurance for sports participants or coaches.
- Oversees and arranges the splitting of teams and presents said information to the Athletic Committee
 1. Evaluation of players
 2. Drafting of players
- Leagues will be made up of teams from the K-3 Campus and the 4-6 Campus. Other teams may be added to league plus all others accepted by the Elementary Athletic Committee.
- The Athletic Committee will determine admission fees. These fees must be uniform and established prior to the season.
- Schedule no practices or games on Sunday mornings, Ash Wednesday, Holy Thursday through Easter, Mothers day, or any other holy day of obligation.
- Coordinate and oversee the league operation: schedules, sportsmanship, coaches' record keeping, and standings. Make sure that all rules are followed, schedules created, penalties enforced, and game officials and other workers assigned. A member of the athletic committee or designated appointee should be at each game.
- Will handle any conflicts the coaches have with a parent or player. Respond appropriately to incidents, concerns, and violations.
- Maintain direct communication with the coaches.
- Should keep and monitor all equipment and uniforms.
- Estimate orders of said equipment and uniforms to be purchased as required.
- Ensure uniforms are turned in on the last day of the season.

Responsible for scheduling all gym activities (A copy of practice and game schedules will be given to the OCS Director and building principals.)

1. Including setup and cleanup
 2. Responsible for gym concession stand
- Responsible for obtaining score keepers for each game.
 - Inform Administrators of any maintenance needs in the gyms.
 - Will provide a First Aid Kit at each gym.
 - Must submit a team roster to the building principals.

Head Coaches and Assistant Coaches

- Coaches must be a member of a registered family of OCS or a parish member served by the OCS system.
- Coaches will notify the team parents if a game or practice is cancelled or times changed.
- Shall give game schedules to all team members.
- Will play all players who meet the game eligibility requirements according to the rules of the sport.
- The head coach must be at least twenty-one years of age or at least a graduate from high school, unless otherwise approved by the Athletic Committee.
- Persons who are 13 to 20 years of age may be assistance to the head coach, but cannot act as the head coach in their absence.
- No foul or abusive language will be used on the fields or in the gyms.
- Coaches are responsible for the conduct of their players and fans, and the general maintenance of the facilities for the duration of time assigned. Violators will be subject to disciplinary action by the Athletic Committee.
- Coaches are responsible to see that team parents and team uniform and equipment managers, if any, carry out their duties.
- We recommend that all coaches of all sports successfully complete a Red Cross First Aid/CPR course.
- All coaches whether a head coach or assistant, shall be responsible to make sure that no player on his/her team is left unattended after the completion of a practice or game. It is the coach's responsibility to

- wait for the player's parent or other responsible party; to pick up said player.
- Each head coach, assistant coach, and parent volunteer must have on file with the school, all Safe Environment forms required by OCS.
 - Coaches may only be head coach for one team in each sport, unless approved by the Athletic Committee.
 - All coaches of every sport will be given a copy of the OCS Athletic Handbook. In addition, every parent or guardian of a child playing under the auspices of the OCS Athletic Committee, shall be made available on the OCS website. Hard copies will be available upon request. The Athletic Committee will appoint and dismiss coaching personnel.
 - Coaches are expected to meet with parents at the beginning of the season to explain rules, schedules, and answer questions and concerns.
 - All coaches are expected to attend coaches meetings and clinics as directed by the OCS Athletic Committee, and/or league coordinators.
 - All coaches will be trained on the OSHA standard for blood borne pathogens. This annual training will be recorded by the OCS Nurse.
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Pre-season Responsibilities – Coaches are expected to:

- a. Sign and uphold a statement of the OCS Elementary Athletic Program philosophy and guidelines.
- b. Meet with the athletes and parents at least once before the season begins to explain all the rules regarding uniforms, practices, play, etc. and to share all necessary information.
- c. Issue uniforms and maintain a record of what uniform numbers were issued to each athlete.
- d. Notify athletes of the necessary forms which must be completed and fees which must be collected before they will be allowed to participate. Fees will be turned into the Athletic Committee with a team roster. The Athletic Committee will distribute forms and information to coaches.
- e. Coaches should schedule a minimum for two practices before the season begins, more if possible.

During the season responsibilities – Coaches are expected to:

- a. Teach fundamental techniques and skills that enable the athletes to develop their fullest potential.
- b. Give all athletes equal coaching time and encouragement.
- c. Organize and schedule practice sessions on a regular basis with the idea of developing the athlete's greatest potential.
- d. Work with the Athletic Committee to set up an initial schedule and reservations of facilities for practices and games. If a coach wants to use the gym during a time assigned to another coach, the two coaches should work that out. Coordinate all other changes and additions through the Athletic Committee.
- e. Apply discipline in a firm and positive manner consistent with the OCS guidelines. Coaches must treat players fairly with respect and dignity.
- f. Not directly or indirectly cut athletes from the team.
- g. Not to schedule sports activities on days such as Ash Wednesday, Holy Thursday, etc. and also on Holy Days of Obligation so that athletes can attend Church services with their families.
- h. Be present for all practice sessions or games.
- i. Check locker rooms, bathrooms, and all areas after practices and home games. Make sure lights are turned off, litter picked up, equipment securely stored and all doors of the gym locked. This may be delegated to a parent volunteer. Report any damages to the Athletic Committee within 24 hours.
- j. Be responsible for the safety and behavior of the athletes from the time they arrive for practice or game until the time they leave the school premises. Students should not be allowed to remain after the practice session without adult supervision. The coach should be the last person to leave.
- k. Notify parents if athletes arrive more than 10 minutes before a scheduled practice or remains more than 10 minutes after the end of a practice. If problem persists, notify the Athletic Committee.
- l. Model good sportsmanship whenever they are with student athletes or representing the school as a coach. Avoid the use of bad language, loss of temper, fighting, name calling, etc.
- m. Report any violations of the athletic regulations to a member of the Athletic Committee within 24 hours of the violation.
- n. Start each competition with a team prayer.

Post-season responsibilities – Coaches are expected to:

- a. Collect uniforms at the end of the season and return them to the Athletic Committee with a report of any damaged or unreturned uniforms and the name of the responsible athlete.
- b. Inventory all equipment assigned to them at the completion of the season and make recommendations of equipment needs for the following year.
- c. Turn in uniforms, keys.
- d. Give feedback regarding the season to the Athletic Committee.

Student Athletes

- A player must attend and actively participate in practice to be eligible to play in games.
- Act in a Christian way exhibiting good sportsmanship both on and off court/field. Respect opponents, officials, coaches, teammates, and spectators at all times.
- Remember sport team participation is a privilege, not a right. Remember it is an opportunity to learn and have fun, not just to please parents or coaches.
- Welcome your opponents when they arrive and congratulate them sincerely at the end of a competition.
- Accept both victory and defeat with pride and honor-never be boastful or bitter.
- Maintain grades (classwork, homework, projects, and tests) and effort in schoolwork. Always work to your potential.
- Maintain good behavior in school and at school events. Choose to make yourself proud. Remember you represent your school in all you do.
- Use self control.
- Be respectful and courteous to the coaching staff, referees, spectators, other teams and team members.
- No foul or abusive language will be used on the fields or in the gyms.
- Listen and learn from the coach. Work hard to improve skills and help the team.
- Follow all the rules and regulations set by the school, coach and sport.

- Attend all practices and competitions. If unable to attend, notify the coach in advance.
- Attend the full school day of a practice or competition. Student athletes who are absent or miss any part of the day due to illness may not participate in a sport that night. However, if a student must miss part of the day for reasons other than illness, the decision to participate that night will be left solely up to the principal.
- Accept responsibility for representing the school and community.
- Everyone must wear clothing suited to practice in. There will be no jewelry worn.
- No player will be allowed on the gym floor or field until the exact time of practice.
- All players are to leave immediately after practice unless other arrangements are made with the coach.
- Immediate Dismissal: (After review by the Athletic Committee)
 1. Smoking
 2. Alcoholic Drinking
 3. Illegal Drug use (on or off the field or court)
 4. Weapons of any kind

- Any player suspended or expelled from school is not allowed to practice or participate in any game until reinstated in school.
- Any elementary athlete who plays at the middle or high school level will not be able to participate in the same OCS sport at the same time.
- Return all school property, including uniforms, to the coach in a timely manner. If the uniform is not returned, the student's report card may be withheld. If the uniform is lost, the Athletic Committee may assess a fee to replace it and the report card may be withheld until the fee is paid.

Parents

- OCS or the school does not provide insurance coverage for athletics.
- As a prerequisite for eligibility in inter-scholastic athletics, parents must provide a medical examination for each of their student athletes at sign-ups or before the first practice. This annual exam must be on

- the KHSAA form and is valid for one year. Any student without a physical before the first practice will not be allowed to practice.
- Be prompt when dropping off and picking up your child.
 - Encourage good sportsmanship, effort, and teamwork from student athletes, coaches, and spectators.
 - Model Christian behavior for all students, spectators, and coaches. Remember you represent your school and your child in the community.
 - Respect the judgments of the officials and efforts and strategies of the coaches.
 - Remember the athletic experiences are learning opportunities for the players. It is suppose to be fun for the student. Encourage, but don't pressure participation in sports. Make sports part of your child's life, not everything in his/her life.
 - Keep winning in perspective; help your child do the same.
 - Help your child meet the responsibilities to the team and coach.
 - Place academics at first priority...schoolwork is still the primary task of elementary students.
 - Let the coach guide and instruct your child during competitions and practices.
 - Cheer for your team. Acknowledge the efforts and successes of the opponents.

Eligibility Rules for Players

1. Player must be a member of a registered family of OCS, children of an OCS employee, or a parish member served by OCS. Player must also be enrolled in OCS system or in a parish sponsored religious education program.
2. Must have paid registration fee, or received a waiver of fees by the Athletic Committee.
3. All late signups and fees must be processed and approved by the Athletic Committee.
4. Any player requesting to play up must receive permission from the Athletic Committee.
5. The sports program does not take precedence over the academic program. It is expected that each student who participates in athletics maintains a C or better in all academic areas as well a grade of N in conduct. Failure to do so will result in suspension for a period of one week, from Monday through Sunday following the grade review. At the end of the suspension period, reinstatement will be determined by the principal and teacher on the basis of the student's effort. Review of grades will be conducted weekly during the athletic season.
6. The principal reserves the right to waive suspension for any student judged to be working at an ability level but not maintaining a C or better average. No other waiver is allowed.
7. Student athletes are expected to conduct themselves properly at all times. Gross misconduct will result in suspension according to school guidelines.
8. Parish religious education students may participate in OCS athletic program if they meet all eligibility criteria and if they attend parish religious education classes throughout the school year. Failure to attend classes throughout the year will make them ineligible to participate in all sports that year.
9. Home schooled students may participate in OCS athletic programs with written authorization from their parish pastor. The student must produce documentation of scholastic eligibility by submitting a copy of their report card to a designated appointee.

10. Student athletes attending public schools must verify scholastic eligibility by submitting a copy of their report card to an Athletic Committee appointee at the end of each grading period.
11. Students transferring into the OCS system during the school year will be eligible for the sports program at the discretion of the building principal.

Operational Procedures

1. The OCES Athletic Program shall be a self-supporting organization.
2. All participants in these programs will pay a registration fee to the OCES Athletic Program. This fee will be set by the committee, and will be used for the maintenance of the program.
3. All budget requests are subject to the approval of the committee.
4. Financial Expenditures:
 - a. Petty cash expenditures by committee members are limited to \$25 and will be reimbursed upon presentation of the receipt.
 - b. Equipment and uniform purchases will require Athletic Committee approval and purchase order with signatures of Treasurer and principal
 - c. A Quorum of the Athletic Committee shall be present to conduct business. A quorum shall consist of at least 3 members.
 - d. The Athletic Committee shall be responsible for the organization of sign-ups and payments of fees.
 - e. The Athletic Committee shall set roster limits for each program in conjunction with drafting of players.
5. No alcoholic beverages will be allowed during any athletic function.
6. League rules are binding throughout the season unless approved by the Athletic Committee.
7. If school is called off due to snow, disease, or any other reason that interferes with the official school calendar, all scheduled practices and games for that day are automatically cancelled. The same rule applies when school is dismissed during the school day because of snow, etc. Should inclement weather occur between the end of the school day and a scheduled game or practice, coaches are to remember the safety of the student athlete takes precedence over the athletic event. Coaches are encouraged to form a telephone “network” so that last minute cancellations can be made quickly when necessary.
8. Teams are limited to three meetings per week, whether they are practices or games. The week for all sports is defined as Monday through Sunday. Practice sessions are limited to two hours each.
9. Students who wish to participate in any league under the direction of the OCS Athletic Program may participate without the necessity of tryouts.

10. Communicable Disease Prevention, Precaution, and Policy Statement.
All sports: The official will order any player who is bleeding, has an open wound, or blood on the uniform to leave the game for appropriate treatment. The player may return at the next legal substitution opportunity only after the uniform and/or skin conditions have been appropriately treated. Competition area and game equipment which becomes contaminated must be cleaned before competition continues.
11. Communicable Disease Precautions: While the risk of one athlete infecting another with HIV/Aids during competition is close to nonexistent, there is a risk that other blood borne infectious diseases such as hepatitis B can be transmitted through blood or other body fluids. Precautions for reducing the potential for transmission of these infectious agents should include, but are not limited to, the following;
- a. Using gloves or other precautions to prevent skin and mucous exposure when contact with blood or other body fluids is anticipated.
 - b. Immediate washing of hands and other skin surfaces when contact with blood or other body fluids is made. Wash hands immediately after removing gloves.
 - i. Removing or disinfecting the bloodied portion of the uniform allowing the athlete to compete again. To disinfect the uniform, use sodium hypochlorite with at least 100 ppm available chlorine (one half cup of household bleach in one gallon of water), 70% isopropyl alcohol (rubbing alcohol), or other appropriate disinfectant.
 - c. Cleaning of all blood-contaminated surfaces and equipment with a solution of 1-10 dilution of household bleach or other disinfectant before competition resumes.
 - d. Practicing proper disposal procedures to prevent injuries cause by needles, scalpels, and other sharp instruments or devices.
 - e. Minimizing the danger of HIV transmission when administering mouth to mouth resuscitation through use of mouthpieces, resuscitation bags, or other ventilation devices.
 - f. Disposal of contaminated towels properly.
 - g. Following acceptable guidelines in the immediate control of bleeding when handling bloody dressings, mouthpieces, and other articles containing body fluids.

Additional League Rules

Girls Volleyball

- a. This league is for girls in grades 3,4, 5, and 6.
- b. Play will be governed by the National Federation of High School's Volleyball rules.
- c. An organizational meeting will be held in February. All coaches or representatives are expected to attend.
- d. Practice may begin the first day of March.
- e. Tournament play must be concluded by May 15th.
- f. All league rules are subject to approval by the Elementary Athletic Committee.

Girls Softball

- a. This league is for girls in grades 4, 5, and 6.
- b. Play will be governed by the Amateur Softball Association's Official Playing Rules of Softball.
- c. An organizational meeting will be held in early August.
- d. Practice may begin two weeks prior to the start of school.
- e. Tournament play must be concluded by October 15th.
- f. All league rules are subject to the approval by the Elementary Athletic Committee.

Girls Cheerleading

- a. This league is for students in grades 3, 4, 5, and 6.
- b. Cheerleaders may not participate in two OCS sports at the same time.
- c. Practice may begin on October 15th.
- d. The following policy, established by KHSAA for the protection of the cheerleader, outlines activities that are illegal in the state of KY and may not be performed at any OCS event or practice.
 1. Mini-trampoline or other height increasing apparatus.
 2. Flip dismounts for pyramids
 3. Knee drops
 4. Toe or thigh flips in which one cheerleader used the toe or thigh of another to flip.
 5. Mounts
 6. Maneuvers of the swan dive.

- e. All league rules are subject to the approval by the Elementary Athletic Committee.

Boys and Girls Basketball

- a. This sport is open to students in grades 3, 4, 5, and 6.
- b. Practice may not begin prior to October 15th.
- c. No more than twenty games per season are recommended.
- d. Tournament play must be concluded prior to March 1st.
- e. All league rules are subject to the approval by the Elementary Athletic Committee.

Athletic Program Forms

1. The student athletes and their parents will be required to sign forms like the following prior to participation in the Elementary Athletic Program. This is just a sample. You will be given another copy of the form to sign and return to school.



Owensboro Catholic Schools

Student/Parent Policy Awareness Form

To student athletes and their parents:

Your signatures on this form indicate that you are familiar with and have read the contents of the Elementary Athletic Handbook, especially the section which provides details of the responsibilities of athletes and their parents and the consequences of not fulfilling those responsibilities.

The form must be signed below and returned to school prior to participation in each sport.

I have read the contents of the Elementary Athletic handbook and I have read and agree to follow the RESPONSIBILITIES FOR STUDENT ATHLETES:

(Athlete's Signature)

(Date)

(Grade)

I have read the contents of the Elementary Athletic Handbook and I have read and agree to follow the RESPONSIBILITIES FOR STUDENT ATHLETES AND PARENTS.

(Parent's Signature)

(Date)

(Parent's Signature)

(Date)

The Elementary Athletic Handbook can be found on the OCS Website. A paper copy of the Elementary Handbook is available upon request.

www.owensborocatholic.org/documents/elementaryathletichandbook.pdf