



Athletic Handbook

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“Now I know the Lord gives victory to his anointed. He will answer him from the holy heavens with a strong arm that brings victory.” Psalms 20:7

ATHLETIC/EXTRACURRICULAR POLICY

St. Michael Catholic Church is committed to offering a varied athletic program combining the pursuit of excellence with Christian values. Remaining mindful that the primary focus of schools is striving for academic excellence, it is the parents' responsibility to assist the student with striking a balance between academics and extracurricular activities. Regulations are essential to the functioning of a successful athletic program. Student athletes and their parents must commit to the following statement of shared goals.

St. Michael Catholic Church student-athletes are expected to:

Demonstrate Christian values while participating in the athletic program. Profanity, disrespect, and/or selfishness towards teammates, other students, staff members, referees, opposing players or coaches will not be tolerated.

1. Be on time for all practices and games.
2. Be properly dressed for practices and games. Team coaches will advise student-athletes of proper attire.
3. Take full financial responsibility for any equipment or apparel issued.
4. Make every effort to reach his/her academic potential. A student-athlete must be able to maintain quality work in the classroom while participating in athletics.

GOALS OF THE ATHLETIC PROGRAM

To instill in the student-athlete a sense of responsibility by demanding consistently high standards of behavior and making him/her aware and respectful of the needs of others.

1. To engender commitment and personal discipline by the student-athlete through his/her dedication to the goals of the team and his/her teammates.
2. To nurture unselfishness in the student-athlete by requiring that his/her actions on and off the playing field be consistent with the goals of the team as a whole and not directed towards individual honors.
3. To generate in the student-athlete a willingness to sacrifice his/her time and energy towards fulfillment of shared goals.
4. To offer both competitive and recreational sports programs to provide an opportunity for all students to play and maximize their developmental skills.

St. Michael Catholic Church Sports Policy

Team Selection

All sports at St. Michael Catholic School have a no cut policy. However, a maximum number of student-athletes per sport based on schedules and availability of coaches may be established by the athletic director and pastor. In this case, the student-athlete who turns in all needed forms

and fees on time will receive priority. Student-athletes are limited to participating in one CYO sport per season unless special permission is granted. All eligible student-athletes will play in all regular-season games/matches. Students must sign up for sports with the required permission forms by the due date stated. A physical exam by a licensed physician, completed Code of Conduct forms for the student-athlete and parents, as well as any applicable fees are required for all students prior to their participation in practices and/or contests in the athletic program.

Team Placement

Student-athletes in grades 3 and 4 will be placed on a 34 team. Student athletes in grades 5 and 6 will be placed on a 56 team. Student-athletes in grades 7 and 8 will be placed on a 78 team. Student-athletes may play up one level only. For example, a student in grade 4 may play on a 56 team but not a 78 team. Student-athletes may not play down a level.

Athletic Physicals

In order to protect the athlete and the school, an athletic physical is required of all athletes. No athlete may participate in any practice or game without a current physical on file. Physicals are due by the first practice and must be dated after April 1 of the previous school year. The current physical certificate must be kept on file at the parish. This must be done on a yearly basis for all CYO participants.

CYO Physical Form: <http://cyo.orgsonline.com/Docs/WebsitePhysical.pdf>

Scheduling of Games

The athletic director is responsible for coordinating the schedule including practices, games, and tournaments for all teams. Not more than 4-week days/afternoons/evenings per week (Monday through Friday) may be used for games/practices. Additional games and/or practices may be scheduled for Saturdays or Sundays.

Practice

Practices will begin no earlier than four weeks prior to the first scheduled competition. Practice time will be a maximum of two hours per practice. Practices are to be scheduled to allow for practice to end by 9:30 p.m. Not more than 4-week days/afternoons/evenings per week (Monday through Friday) may be used for games/practices. Additional games and/or practices may be scheduled for Saturdays or Sundays. Practices in the gym may not begin before 6:00 p.m. on days that St. Michael Catholic School is in session.

Every effort should be made to provide a complete and detailed schedule of games and practices prior to the season. Modifications to the schedule are highly discouraged and must be approved by the athletic director and the pastor.

Students must attend practices to participate in games. Excessive absences at practices will render a player ineligible to compete in games.

Game/Practice Cancellations

If Greenfield Central Schools are closed due to inclement weather, all practices and games are also cancelled.

Uniforms, Equipment, Gym Time

The athletic director will coordinate the issuance of uniforms and equipment. All teams shall be treated as equally as possible when issuing uniforms and equipment. Gym time will be determined based on availability and will only be scheduled by the Athletic Director.

Uniforms are to be turned in no later than two (2) weeks after the final game/competition and must be placed in a bag with the student's name. Uniforms not turned in after two (2) weeks will be considered lost and the player will be charged \$30 for a replacement. Failure to pay the fee and/or turn in the uniform may result in the student's inability to play a CYO sport in future seasons.

Conflict Resolution

When serious conflicts arise between coaches and student-athletes and/or parents, the athletic director should be notified. The athletic director and coach should discuss the matter with the student-athlete and/or parents, and work toward a solution. In the event of an impasse, the matter will be referred to the pastor for final resolution.

Spectator Behavior at Games

Spectators are expected to behave in a manner consistent with Catholic values and be good role models for children at all games and practices. Disagreements with coaches, referees or other parents must be handled in an appropriate manner. Name-calling and loud, angry voices are not acceptable and reflect poorly on our parish. Spectators who know they become "heated" in the moment of the excitement of the game should remove themselves rather than cause embarrassment to themselves, their athlete, and the parish. A 24-hour "cooling off" period is recommended before a conversation with the coach takes place. Decisions regarding the playing time of student-athletes should be respected.

Parent/Guardian Responsibilities

All parents/guardians are expected to take responsibility for transportation to and from athletic games and tournaments. Parents who violate any policy are subject to suspension from games.

Parents/Guardians are expected to assist the coach and players in setting up the playing space (gym, field, court, etc.) before each practice/game with player equipment, player seating, bleachers, etc., and put all items away after each practice/game. Parents/Guardians are also expected to assist the team by keeping the score book at all games and running the scoreboard during home games.

Parents/Guardians are expected to pay all fees associated with the student's participation in a timely manner and return all uniforms and other equipment by the specified due dates.

If a team would like to offer concessions, parent/guardians are expected to run the concession stand. Only games that have parent volunteers to run the concession stand will have concessions. A sign up sheet will be emailed to all parents at the start of the season.

Fees

Athletes are required to pay a fee for the sport in which he/she participates. Fees help to cover the cost of uniforms, tournaments, and other athletic costs. Payment is to be made before the first practice. If the athletic fee is a hardship, the parent/guardian should contact the athletic director. Fees per sport will be provided by the athletic director when registration begins. All fees must be paid prior to participating in practices and/or games. Any fees not paid by the due date will be assessed a \$20 late fee. Contact ad@stmichaelsgrfld.org for more information.

No door fees are charged to attend games at St. Michael.

Sportsmanship

To promote a Christian atmosphere at the games and to encourage good sportsmanship, the following two guidelines were adopted:

- 1) A prayer will be said at the beginning of each contest. It will be the responsibility of the athletic director or designee to bring the teams and coaches together for prayer if a priest is not available.
- 2) All of our students and spectators will always conduct themselves in a sportsmanlike fashion. Any student or spectator who is ejected from a game because of poor sportsmanship will be suspended from the following game as well.

Coaching

All our coaches are volunteers. They are not paid in any way. Therefore, please treat them with respect. They are giving up their free time to work with your child. If you have any concerns about a coach, please choose a time and place that is appropriate to discuss any issues. Game times and times when students are present are not appropriate times to discuss issues. Coaches will work hard to keep players and parents aware of practice and game dates/times.

All coaches and volunteers, paid or unpaid, must participate in Safe Parish training and sign a code of conduct to comply with archdiocesan guidelines.

Important CYO Links

Student Registration for CYO: http://cyo.orgsonline.com/Athletics_ParticipantRegistration.aspx

Athlete Physical Form: <http://cyo.orgsonline.com/Docs/WebsitePhysical.pdf>

St. Michael Registration, Waivers and Payment: <https://form.jotform.com/242624374983162>

HEADS^xUP

CONCUSSION^{IN} SPORTS

A FACT SHEET FOR **ATHLETES**

What is a concussion?

A concussion is a brain injury that:

- Is caused by a bump, blow, or jolt to the head or body.
- Can change the way your brain normally works.
- Can occur during practices or games in any sport or recreational activity.
- Can happen even if you haven't been knocked out.
- Can be serious even if you've just been "dinged" or "had your bell rung."

All concussions are serious. A concussion can affect your ability to do schoolwork and other activities (such as playing video games, working on a computer, studying, or exercising). **Most people with a concussion get better, but it is important to give your brain time to heal.**

What are the symptoms of a concussion?

You can't see a concussion, but you might notice **one or more** of the symptoms listed below or that you "don't feel right" soon after, a few days after, or even weeks after the injury.

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Bothered by light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Difficulty paying attention
- Memory problems
- Confusion

What should I do if I think I have a concussion?

- **Tell your coaches and your parents.** Never ignore a bump or blow to the head even if you feel fine. Also, tell your coach right away if you think you have a concussion or if one of your teammates might have a concussion.
- **Get a medical check-up.** A doctor or other health care professional can tell if you have a concussion and when it is OK to return to play.
- **Give yourself time to get better.** If you have a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have another concussion. Repeat concussions can increase the time it takes for you to recover and may cause more damage to your brain. It is important to rest and not return to play until you get the OK from your health care professional that you are symptom-free.

How can I prevent a concussion?

Every sport is different, but there are steps you can take to protect yourself.

- Use the proper sports equipment, including personal protective equipment. In order for equipment to protect you, it must be:
 - The right equipment for the game, position, or activity
 - Worn correctly and the correct size and fit
 - Used every time you play or practice
- Follow your coach's rules for safety and the rules of the sport.
- Practice good sportsmanship at all times.

If you think you have a concussion:

Don't hide it. Report it. Take time to recover.

It's better to miss one game than the whole season.

For more information and to order additional materials *free-of-charge*, visit: www.cdc.gov/Concussion.

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
CENTERS FOR DISEASE CONTROL AND PREVENTION



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HEADS^xUP CONCUSSION IN SPORTS

A FACT SHEET FOR PARENTS

What is a concussion?

A concussion is a brain injury. Concussions are caused by a bump, blow, or jolt to the head or body. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious.

What are the signs and symptoms?

You can’t see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days after the injury. If your teen reports **one or more** symptoms of concussion listed below, or if you notice the symptoms yourself, keep your teen out of play and seek medical attention right away.

Signs Observed by Parents or Guardians	Symptoms Reported by Athlete
• Appears dazed or stunned • Is confused about assignment or position • Forgets an instruction • Is unsure of game, score, or opponent • Moves clumsily • Answers questions slowly • Loses consciousness (<i>even briefly</i>) • Shows mood, behavior, or personality changes • Can’t recall events <i>prior</i> to hit or fall • Can’t recall events <i>after</i> hit or fall	• Headache or “pressure” in head • Nausea or vomiting • Balance problems or dizziness • Double or blurry vision • Sensitivity to light or noise • Feeling sluggish, hazy, foggy, or groggy • Concentration or memory problems • Confusion • Just not “feeling right” or is “feeling down”

How can you help your child prevent a concussion?

Every sport is different, but there are steps your children can take to protect themselves from concussion and other injuries.

- Make sure they wear the right protective equipment for their activity. It should fit properly, be well maintained, and be worn consistently and correctly.

- Ensure that they follow their coaches’ rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.

What should you do if you think your child has a concussion?

- 1. Keep your child out of play.** If your child has a concussion, her/his brain needs time to heal. Don’t let your child return to play the day of the injury and until a health care professional, experienced in evaluating for concussion, says your child is symptom-free and it’s OK to return to play. A repeat concussion that occurs before the brain recovers from the first—usually within a short period of time (hours, days, or weeks)—can slow recovery or increase the likelihood of having long-term problems. In rare cases, repeat concussions can result in edema (brain swelling), permanent brain damage, and even death.
- 2. Seek medical attention right away.** A health care professional experienced in evaluating for concussion will be able to decide how serious the concussion is and when it is safe for your child to return to sports.
- 3. Teach your child that it’s not smart to play with a concussion.** Rest is key after a concussion. Sometimes athletes wrongly believe that it shows strength and courage to play injured. Discourage others from pressuring injured athletes to play. Don’t let your child convince you that s/he’s “just fine.”
- 4. Tell all of your child’s coaches about ANY concussion.** Coaches should know if your child has ever had a concussion. Your child may need to limit activities while s/he is recovering from a concussion. Things such as studying, working on a computer, playing video games or exercising may cause concussion symptoms to reappear or get worse. Talk to your health care professional, as well as your child’s coaches and teachers. If needed they can help adjust your child’s school activities during her/his recovery.

If you think your child has a concussion:

Don’t assess it yourself. Take him/her out of play. Seek the advice of a health care professional.

It’s better to miss one game than the whole season.

For more information and to order additional materials *free-of-charge*, visit: www.cdc.gov/Concussion.

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
CENTERS FOR DISEASE CONTROL AND PREVENTION



Code of Conduct for Students/Participants

Catholic Youth Organization Mission Statement

The Catholic Youth Organization, a ministry of the Archdiocese of Indianapolis, exists to deepen relationships with Jesus Christ and one another, to celebrate the God-given gifts of everyone, and to enhance the faith formation and personal development of youth by providing athletic, camping and enrichment opportunities.

CYO Athletic Program Student Athlete Code of Conduct

The purpose of the CYO Student Athlete Code of Conduct is to ensure that student athletes understand the high expectations that have been set for them in how they conduct themselves during CYO sponsored events. This Code applies to all CYO sports and related activities and includes, but is not limited to assessments, practices, games, and other related events/activities where a student athlete is representing the Catholic Youth Organization.

Student Athlete Code of Conduct

As a CYO student athlete, I understand and agree to abide by the following expectations:

1. I pledge to be positive about my CYO sports experience and accept responsibility for my participation by following this Code of Conduct.
2. I understand that it is a privilege to represent CYO and my parish. Proper behavior is required in practice, athletic contests, and other related activities.
3. I will encourage good sportsmanship from fellow players, coaches, officials, and parents at every game and practice by demonstrating good sportsmanship myself.
4. I will maintain control of my emotions and will make no derogatory comments or gestures or use foul language.
5. I will treat my coaches, other players, officials, and fans with respect regardless of differences or abilities.
6. I will not intentionally cause physical, mental, or emotional harm to another player at any time.
7. I will not threaten any coach, player, official, or spectator.
8. I will respect the game officials and accept their decisions. I understand it is not acceptable, or my place as a player, to criticize or dispute their decisions.
9. I will be respectful of other schools' staff members and facilities.
10. I understand that participating in sports is a privilege and an opportunity to learn and have fun.
11. I will stand and face the flag with a respectful demeanor during the playing of the National Anthem. Failure to do so will result in a one game suspension.

Code of Conduct Violations

The CYO will be responsible for reviewing, at its earliest convenience, all potential violations that come to its attention as well as handling any disciplinary action deemed necessary based on facts and circumstances. Disciplinary actions taken by CYO may include, but are not limited to verbal warning, written warning, immediate ejection, single-game suspension, multiple-game suspension, and/or permanent ban. As needed, the Pastor and Athletic Director will be consulted as well as included in any formal communications that occur between a student athlete and the CYO Office.

In-Game Procedure

Code of Conduct violations can vary and therefore will be handled on a case-by-case basis. However, the following factors will be important considerations in how violations will be handled:

1. It is the coach's responsibility to ensure players and fans conduct themselves appropriately and assist game officials in maintaining control. All players, parents, and attendees are required to follow a coach's, Gym/Field Manager, or AD's request to always conduct themselves in an appropriate manner, especially after a warning has been issued by an official.
2. Common sense will be used when considering what is inappropriate behavior and in determining any disciplinary action deemed necessary.
3. Disciplinary action for unsportsmanlike behavior could range from a verbal warning to suspension from one or more future CYO activities.
4. Any player who is deemed to have threatened and/or physically or verbally abused a coach, player, official, and/or spectator will be suspended immediately for a period of at least one game.
5. If a player is in violation of the Code of Conduct during a game, a game official will issue a warning to the player. This is an official's initial effort to let the player know that he/she is not displaying appropriate behavior.
6. At the discretion of the official, a player may receive an unsportsmanlike penalty prior to a warning if their behavior is deemed highly inappropriate.
7. If the player continues to display inappropriate behavior following the warning, the official will administer the appropriate unsportsmanlike penalty for that sport.
8. A second unsportsmanlike penalty administered by an official on a player will result in that player being ejected from the game.
9. Any player who engages in a fight before, during, or after a CYO game will be suspended for the remainder of that game and will be suspended for the next game as well.
10. The Parish Athletic Director will be contacted, and disciplinary action will be taken.

In accordance with our Mission Statement, it is the primary goal of CYO to help every young person we serve get to Heaven! Accordingly, student athletes are expected to behave in a manner that is pleasing to Christ.

Each student athlete will be required to sign this Code of Conduct agreement before he/she is permitted to participate in a CYO game. The parish AD will keep a signed hard copy of this contract on file.

Code of Conduct for Parents/Spectators

Catholic Youth Organization Mission Statement

The Catholic Youth Organization, a ministry of the Archdiocese of Indianapolis, exists to deepen relationships with Jesus Christ and one another, to celebrate the God-given gifts of everyone, and to enhance the faith formation and personal development of youth by providing athletic, camping and enrichment opportunities.

CYO Athletic Program Parent or Attendee Code of Conduct

The purpose of the Parent or Attendee Code of Conduct is to develop parental/adult support as positive role models for our student athletes as well as represent the Archdiocese appropriately. The CYO athletic program intends to promote the physical, moral, mental, social, emotional, and faith formation of all student athletes. Parents and attendees are an integral part of this process. We expect every parent and attendee to follow this code and abide by the CYO Mission Statement.

As a CYO parent or attendee, I will:

1. Provide positive support and encouragement to our student athletes and their team, the opposing team, and all coaches.
2. Set the right example and promote good sportsmanship through my own behavior and attitude at all athletic practices and contests, home and away.
3. Display control and respect the authority of and decisions made by officials.
4. Make no derogatory comments or gestures and refrain from using foul language toward players, coaches, officials, or spectators.
5. Refrain from criticizing student athletes and their coach or team or any other spectators at the event, as well as game officials.
6. Refrain from interfering with the coach and respect the coach's authority and responsibilities during practices, games, and team-related activities.
7. Not threaten, either verbally or physically, any coach, player, official, or spectator.
8. Remember that coaches and parents set the example for the behavior of our children.
9. Assist in providing for student safety and welfare.
10. Be responsible for the conduct of other family members who attend the game.
11. Take responsibility for my actions and not attempt to circumvent rules or guidelines of CYO.

Code of Conduct Violations

The CYO will be responsible for reviewing, at its earliest convenience, all potential violations that come to our attention as well as handling any disciplinary action deemed necessary based on facts and circumstances. Disciplinary actions taken by CYO may include, but are not limited to: verbal warning, written warning, immediate ejection, single-game suspension, multiple-game suspension, and/or permanent ban. As needed, the Pastor and Athletic Director will be consulted as well as included in any formal communications that occur between a parent/attendee and the CYO Office.

In-Game Procedure

Code of Conduct violations can vary and therefore will be handled on a case-by-case basis. However, the following factors will be important considerations in how violations will be handled:

1. It is the Coach's, Gym/Field Manager's, and AD's responsibility to ensure players and fans conduct themselves appropriately and assist game officials in maintaining control. All parents and attendees are required to follow an official's request to always conduct themselves in an appropriate manner, especially after a warning has been issued by a referee.
2. Common sense will be used when considering what is inappropriate behavior and in determining any disciplinary action deemed necessary.
3. Disciplinary action for unsportsmanlike behavior could range from a verbal warning to suspension from one or more future CYO activities.
4. Any parent or attendee who is deemed to have threatened and/or physically or verbally abused a coach, player, official, and/or spectator will be suspended immediately for a period of at least one game.
5. If a parent or attendee is in violation of the Code of Conduct during a game, a game official will issue a warning to the coach, and the game will be paused. This is an official's initial effort to let the coach know that a parent or attendee is not displaying appropriate behavior. It is the coach's responsibility to tell the Gym/Field Manager or AD that a warning has been issued to a parent or attendee. It is then the responsibility of the Gym/Field Manager or AD to let the parent or attendee know that they have received a warning.
6. At the discretion of the official, a parent or attendee may receive an unsportsmanlike penalty prior to a warning if their behavior is deemed highly inappropriate.
7. If the parent or attendee continues to display inappropriate behavior following the warning, the official will administer the appropriate unsportsmanlike penalty for that sport to the team.
8. This unsportsmanlike penalty administered by an official will result in the parent or attendee being ejected from the game, and he/she will be required to leave the premises. This will also lead to the parent or attendee being suspended from the next game as well.

9. This unsportsmanlike penalty will be charged to the team. However, if the coach is deemed to be instigating poor conduct by the fans, the coach can also receive an unsportsmanlike penalty.
10. The Parish Athletic Director will be contacted, and disciplinary action will be taken.
11. It is the parent's responsibility to make sure that other family members who attend the game follow the attendee code of conduct as well.

In accordance with our Mission Statement, it is the primary goal of CYO to help every young person we serve get to Heaven! As your child's first teacher, we rely on you and other adults present at all CYO events to model appropriate behavior to assist in this quest.

At least one parent/guardian per participant is required to sign this Code of Conduct agreement before his/her child will be permitted to participate in a CYO game.

AFTER READING THE ATHLETIC HANDBOOK AND CODE OF CONDUCT REQUIRMENTS, BOTH THE PARENT/GUARDIAN AND ATHLETE MUST COMPLETE ACKNOWLEDGEMENT FORM BY [CLICKING HERE](#).