



ST. ELIZABETH ANN SETON CATHOLIC SCHOOL  
**ATHLETICS HANDBOOK**

**2026–2027**

*Glorifying God in All We Do*

---



## **SEAS ATHLETICS MISSION STATEMENT**

---

The mission of the St. Elizabeth Ann Seton Catholic School's Athletic Program is to give every child an opportunity to experience athletics in a Christian atmosphere that builds self-esteem and athletic skills while working as part of a team.

## **CATHOLIC GRADE SCHOOL ATHLETIC ASSOCIATION MISSION STATEMENT**

---

The Catholic Grade School Athletic Association exists to organize and promote the development of respectful, faith-filled athletics through participation in interscholastic sports.

## **NONDISCRIMINATORY POLICY**

---

St. Elizabeth Ann Seton admits and does not discriminate on the basis of sex, race, color, national and ethnic origin in the administration of our educational and admissions policies, scholarship programs, athletic and other school-administered programs, or access to all rights, privileges, programs and activities generally accorded or made available to students at our school. Our school reserves the rights and protections granted to it by applicable laws and constitutional provisions to act in furtherance of its religious identity and objectives.

Students are expected to treat each member of our school community with respect, including showing respect for their cultural, ethnic, and religious heritage. Any student who degrades, harasses, or insults another with ethnic, sexual, or religious slurs, intimidation, gestures, language, or comments will face appropriate consequences.



## PURPOSE

---

St. Elizabeth Ann Seton Athletic Program exists for the following purposes:

- To develop a sense of belonging while developing teamwork skills,
- To build self-confidence and self-worth,
- To develop tolerance, respect, and good sportsmanship,
- To develop athletic abilities,
- To provide physical exercise,
- To positively channel the competitive spirit, and
- To glorify God in all we do.

## OFFERINGS

---

St. Elizabeth Ann Seton Catholic School participates in the Catholic Grade School Athletic Association (CGSAA). The following sports are offered and governed by this handbook and CGSAA rules:

- Soccer: Girls'/Boys' grades K–8, co-ed
- Basketball: Girls'/Boys' grades 2–8
- Volleyball: Girls'/Boys' grades 4–8
- Track (offered as part of the school P.E. program; not governed by the Athletic Committee)
- Other: CCYO sports for Middle School

## REGISTRATION

---

The parent/guardian of any student wishing to participate must provide the following:

- A current completed and signed Permission to Participate/Signature of Acceptance form
- Concussion and Sudden Cardiac Arrest Symptoms Acknowledgment Agreement
- Agreement to abide by the Athletic Handbook, CGSAA rules, and SEAS Code of Conduct
- Fulfillment of the concession stand requirement
- Payment of athletic fees

Fees are billed through FACTS and must be paid by their due date. Deadlines will be communicated via school email and the principal newsletter. Scholarships are available — notify the school office at registration. A digital copy of the Athletic Handbook is provided during the enrollment process. Students are responsible for reading



and agreeing to the Code of Conduct and Athletic Handbook and abiding by the policies contained in them as well as those in the Parent/Student Handbook.

## **ATHLETIC FEES**

---

Fees are assessed just prior to the start of practices. No refunds will be issued. Families wishing to unenroll must notify the school in writing before final rosters are submitted to the CGSAA. Included in the athletic fee is the team league entry fee for the Catholic Grade School Athletic Association (CGSAA), equipment and supplies, reimbursements for non-parent coaches, and tournament fees.

### **2026–2027 Fee Schedule**

- Elementary Basketball (2nd–5th grade): \$115 per child
- Middle School Basketball: \$140 per child
- Elementary Volleyball (4<sup>th</sup> & 5<sup>th</sup>): \$115 per child
- Middle School Volleyball: \$140 per child
- Soccer: \$85 per child

### **Concession Stand Obligation**

Each family with a student participating in volleyball and/or basketball must sign up for a one-hour concession stand shift per student athlete. Failure to fulfill this obligation will result in a \$75 fee billed through FACTS at the conclusion of the season. Sign-up for concessions will be at the beginning of each season and workers are expected to be in the St. Elizabeth's gym at their committed times. If you cannot make your shift, you must notify the Concessions Coordinator at least 24 hours in advance. Middle School SEAS students may work the concession stand for volunteer hours if a parent is also present. Other children are not permitted in the concession stand without pre-approval from the Concessions Coordinator.

## **UNIFORMS**

---

Uniforms provided to students participating in St. Elizabeth's athletics are the property of the school and are made available to players during the appropriate sports season. Uniforms must be returned to the Uniform Coordinator within one week of the season's end. Non-returned or damaged uniforms will result in a replacement fee billed through FACTS at the discretion of the Athletics Committee. Parents are responsible for proper care and laundering throughout the season.

## **ACADEMIC & BEHAVIOR ELIGIBILITY**

---

Academics and student behavior take priority over athletic participation. The following eligibility standards apply to all student athletes:



- If a student is not in good academic or behavioral standing, they may only participate at the discretion of administration.
- Grade and behavior concerns are the responsibility of the student and parent. Because coaches are volunteers, the school is not at liberty to share grade or behavior information with them.

## **DISCIPLINE & SUSPENSION POLICY**

---

The following rules apply to all players, coaches, parents, and spectators affiliated with SEAS athletics:

- Players, coaches, and spectators are never to approach officials during or after a game with complaints. All concerns must be directed to the CGSAA or Head of Officials through the school's CGSAA representative.
- Any complaints filed by referees about approach by a player, coach, or spectator will be investigated by the CGSAA Basketball Commissioner and Executive Committee and may result in a suspension.
- Any player ejected from a game for fighting will be suspended for a minimum of 2 games.
- Any coach ejected from a game will face a minimum 1-game suspension per CGSAA rules. A coach ejected a second time during the same season will be suspended until the next CGSAA Executive Committee meeting. A coach ejected for fighting will also be suspended until the next Executive Committee meeting, at which time they may present their case.
- Players who receive a technical foul must meet with the principal before playing in the following weekend's games.
- Any parent or spectator who receives a technical foul or is asked to leave a game must contact the school principal before attending another SEAS game. A meeting will be set to address the behavior.
- All technical fouls issued to a coach, student athlete, or parent/spectator must be reported to the Athletic Director by the coach as soon as possible.

---

## EXPECTATIONS OF STUDENT ATHLETES

---

All student athletes at SEAS are expected to:

- Behave in a Christian manner at all times.
- Attend and participate in practice — attendance can affect playing time.
- Respect everyone: teammates, coaches, opponents, officials, spectators, volunteers, and facility workers.
- Understand that participation is a privilege, not a right, and that each athlete represents the school.
- Respect facilities and equipment and clean up after themselves.
- Practice good sportsmanship, including shaking hands after every game, remaining with the team until released by the coach, and refraining from abusive language or physical harm.
- Follow their coach's guidelines. Violations will result in warnings and escalating consequences, including parental notification, suspension, or dismissal from the team.
- Understand and abide by all CGSAA rules.

See Discipline & Suspension Policy for rules regarding technical fouls, ejections, and suspensions. All student athletes must sign and abide by the Code of Conduct Policy found on the SEAS Athletic website.

---

## EXPECTATIONS OF COACHES

---

- Complete required Safe Environment training provided by the Archdiocese of OKC. All coaches must complete this annually before working with students.
- Complete required concussion and first aid training annually. Complete sudden cardiac training per SB 239 prior to coaching.
- Complete Play Like a Champion Training (PLACT) provided by the Archdiocese of OKC. New coaches must complete it during their first season; returning coaches must complete it prior to coaching again.
- Use appropriate knowledge and equipment to perform coaching duties.
- Contact the Sport Coordinator regarding any questionable issues for further direction.
- Set a Christian example — no booing, cursing, or derogatory comments toward players, opponents, officials, or anyone else.
- Encourage starting and/or ending practices and games with a prayer.
- Supervise student athletes responsibly. Be positive, build self-worth, and stress skill improvement.
- Ensure student athletes are never left unattended from drop-off through parent pick-up.
- If a substitute coach is needed, notify the Sport Coordinator and ensure the substitute has Safe Environment clearance.
- Arrive before student athletes' scheduled arrival and remain until all students have been picked up.
- Maintain zero tolerance for verbal or physical abuse of players, parents, or others.

- Ensure a first aid kit is present at all practices, games, and team functions. First aid kits are located behind the concession stand and in the scoreboard closet near midcourt. If needed, a blood-borne pathogen video is available at school for training purposes.
- Receive team equipment before the start of the season and return it in good condition at the end of the season.
- Communicate practice times, schedules, and any changes to student athletes and parents.
- Forward all CGSAA-related issues to the SEAS Sport Coordinator.
- Refrain from using tobacco or alcohol at practices, games, or team-related functions.
- Keep a record of player absences.
- Submit practice time requests to the sport coordinator and relay any changes or cancellations.
- Follow gym use rules: students stay in the gym unless accompanied by a parent or coach; return equipment to its proper location; do not share entry codes; no private lessons without school approval.

See Discipline & Suspension Policy for technical foul and suspension rules. All coaches must sign and abide by the Code of Conduct Policy found on the SEAS Athletic website.

## **PRE-SEASON COACHES' PARENT MEETING**

---

*Coaches are required to hold a pre-season parent meeting before the first practice or game of each CGSAA sport. At this meeting, coaches will:*

- Introduce themselves and any assistant coaches
- Review team expectations, the Athletic Handbook, and CGSAA rules
- Remind parents of concussion and Sudden Cardiac Arrest warning signs
- Address parent questions or concerns before the season begins
- Identify a team manager, if possible

## **Coaches' Code of Ethics Pledge**

- I will place the emotional, spiritual, and physical well-being of my players ahead of my personal desire to win.
- I will treat each player with respect as an individual, honoring differences in maturity and development.
- I will provide a safe playing environment for my players.
- I will review and practice the first aid principles necessary to treat player injuries.
- I will organize practices centered on building the skills of all student athletes in my care.
- I will demonstrate respect, fair play, and good sportsmanship to all players, parents, and officials.
- I will know the rules of each sport I coach and teach those rules to my players.
- I will remember that I am a youth coach, and that the game is for the development of the children.

## CONCUSSION AND SUDDEN CARDIAC ARREST PROTOCOL

---

### Concussion — Recognition and Return-to-Play

All coaches must complete concussion training annually. Parents must sign the Concussion Acknowledgment Agreement at registration. The following return-to-play protocol is mandatory:

- Step 1 — Remove from play immediately if a concussion is suspected. When in doubt, sit them out.
- Step 2 — Notify the parent or guardian immediately and document the incident in writing or via email.
- Step 3 — The student may not return to practice or games until cleared in writing by a licensed healthcare provider.
- Step 4 — Submit the medical clearance form to the Sport Coordinator before the student returns to any team activity.

**Important:** *No student athlete may return to play the same day a concussion is suspected, regardless of apparent recovery.*

### Sudden Cardiac Arrest

Head coaches **must** complete sudden cardiac training per Senate Bill 239, the “Chase Morris Sudden Cardiac Arrest Prevention Act,” prior to coaching. Training links will be sent via email by the Sport Coordinator.

## EXPECTATIONS OF PARENTS AND SPECTATORS

---

Parents and spectators are expected to:

- Conduct themselves in a Christian manner — no abusive language, sideline coaching, or disagreement with officials’ calls. Booing and personal put-downs have no place in Catholic school athletics.
- Avoid situations that could negatively represent the program, including arguing with coaches, officials, other parents, or spectators.
- Read and comply with this Athletic Handbook. Direct questions or suggestions to the Athletic Director.
- Keep health information and allergies current in the student management system. Inform coaches of any health concerns before the first practice.
- Notify the coach promptly if a student athlete cannot attend a practice or game.
- Keep ill students home. A student who is sick, running a fever, or absent from school may not participate in practice or games that day.

- Ensure timely drop-off and pick-up. Parents are responsible for the conduct of any family member at practice.
- Be positive and encouraging toward their student athlete and the coaching staff.
- Wait 24 hours after a game before approaching a coach to discuss concerns, and do so privately and respectfully.
- Attend the pre-season coaches' parent meeting and uniform checkout.
- Volunteer during the season (concessions, admissions, scorekeeping, communications, etc.).
- Understand and abide by all CGSAA rules.

See Discipline & Suspension Policy for rules regarding technical fouls, ejections, and suspensions. All parents must sign and abide by the Code of Conduct Policy found on the SEAS Athletic website.

## EXPECTATIONS OF SPORT COORDINATORS

---

- Appointed to oversee each sport program and serve as a member of the Athletic Committee.
- Verify Safe Environment approval for all prospective coaches, assistants, and volunteers.
- Ensure all coaches have completed required Play Like a Champion Training.
- Manage gym scheduling through the school office.
- Intervene in grievance situations only if the issue is not resolved between coach and grievant.
- Relay information to coaches as needed.
- Handle approved tournament registration.
- Submit team division suggestions and prospective coach names to the Athletic Committee.
- Assist in coach development and informational meetings.
- Oversee team placement. In grades K–6th, the Team Selection Process guidelines will be followed. 7th and 8th grade splits may differ with Athletic Committee approval.
- Require 2 teams when 14 or more players sign up for basketball, or 16 or more players sign up for volleyball, at one grade level.

## TEAM SELECTION PROCESS

---

### Purpose

This procedure governs team selection when two teams will be fielded for CGSAA competition. The Athletic Committee, with the Principal's approval, will decide on the method when special circumstances exist or consensus cannot be reached.

### Selection Process

Listed below is the process to be used by coaches when selecting teams. One selection process must be agreed upon by both coaches. If there is one coach for both teams, a member of the Athletic Committee must be involved in the selection process. The end result of this process is to have fielded two teams that are even in athletic talent and overall team skills in grades K–6th. 7th and 8th grade coaches may consider different team splits with the consultation and approval of the Athletic Committee. Once the team roster is determined, students may only play on their designated team. *Parent requests will not be considered and should not be provided.*

### **Step 1 — Evaluation Practice**

An evaluation practice is scheduled by the coaches, attended by all coaches and competing players. The purpose is to evaluate players using an agreed-upon agenda of drills and scrimmages. This practice is held when two teams compete.

### **Step 2 — Team Selection by Consensus**

Coaches meet to divide players into two balanced teams, considering athletic ability, attitude, and special circumstances. The goal is two equally competitive teams — not just the best individuals. If consensus is reached, selection is complete.

### **Step 3 — Team Selection by Draft**

If consensus fails, coaches conduct a draft. Each coach ranks players by ability beforehand. A coin toss determines first pick; the losing coach receives the next two picks; coaches then alternate. All ranking data is strictly confidential. Exceptions apply for coaches' children, position-specific needs (e.g., point guard, setter), and year-to-year team mixing in grades K–6th. Coaches are encouraged to mix the teams from year to year so they do not have the exact same players they had the previous year. The idea is to avoid A/B team perceptions with the children and the parents in grades K–6th.

### **Step 4 — Third Party Selection**

If the Athletic Committee determines it necessary, or if coaches cannot agree, the Sport Coordinator and/or Athletic Director will engage a third party to make the determination.

## **PLAYING TIME**

---

Coaches shall abide by the CGSAA rules regarding playing time. The minimum amount of time is set by the CGSAA depending on the sport and the age of the player. Once minimum playing time has been achieved, playing time should be based on the amount of work and practice time a student puts in, in addition to the CGSAA rules. It is important to know that players who do not listen to the coach, follow directions, hustle, and/or display negative attitudes may not receive as much playing time as others who adhere to these guidelines. Beginning in the sixth grade for basketball and 7th grade for volleyball, the CGSAA has no minimum required playing time set; however, St. Elizabeth's encourages coaches to provide players with adequate playing time.



## CGSAA ELIGIBILITY

---

St. Elizabeth Ann Seton Catholic School participates in the Catholic Grade School Athletic Association (CGSAA) and follows its participation and eligibility rules. These can be found on the CGSAA website: [www.cgsaa.org](http://www.cgsaa.org).

Only SEAS-enrolled students may participate on school CGSAA teams. In rare cases where enrollment in a grade is insufficient to field a team, the school's CGSAA representative will bring the names of available players to the CGSAA meeting for discussion and assignment by the Sport Commissioner. Note: per CGSAA rules, parents and coaches may not directly petition other schools or players to join a team. Non-school-sponsored teams formed from SEAS students may not use the St. Elizabeth Ann Seton name.

In addition to grade-based eligibility, the CGSAA also enforces age-based cutoffs. For example, any student who has reached their 15th birthday before September 1 of the current school year is ineligible for any league, and similar age limits apply at each grade level below as outlined on the CGSAA website ([www.cgsaa.org](http://www.cgsaa.org)). Per CGSAA rules, if the school and grade in which a student is enrolled enters a team, the student can only play on that team. *SEAS will provide no exceptions to this policy.*

## GUIDELINES FOR PRACTICES

---

Only student athletes should attend practice to allow coaches to focus fully on their players. Closed practices are possible at the discretion of the coach and Athletic Committee.

Practices and contests may not be scheduled on Holy Days, during Holy Week, or at regular Mass times, to allow the community to actively participate in their faith.

Gym time is limited. Coaches must start and end on time. No practice may continue past 10:00 p.m. on a night before a school day. All assisting adults must be Safe Environment approved.

Practice times are allotted by the Sport Coordinator based on gym availability, number of teams, and grade level. Older grades receive first choice of times.

## TOURNAMENTS AND TRACK MEETS

---

Coaches must obtain Athletic Director approval at least two weeks before entering any non-authorized tournament or track meet. Unauthorized tournaments are permitted only when: every rostered player is included; only SEAS students participate; and all expenses are covered by coaches, parents, or players.

If two SEAS teams from the same grade meet in tournament play, they play as bracketed with normal rosters. For a trophy game, teams should be scrambled into an exhibition — re-scrambled at halftime. In Middle School, teams may combine for a tournament and are expected to compete to win.

## SEXUAL HARASSMENT, INTIMIDATION & BULLYING POLICY

---



The SEAS Athletic Committee enforces the school’s Sexual Harassment, Intimidation & Bullying Policy within the athletic program. Please refer to the Parent/Student Handbook for guidance. Known or suspected violations should be reported promptly to the Principal, Athletic Director, and coach.

## **POLICY REGARDING THE ABUSE OF MINORS**

---

All coaches and volunteers must have read and signed the Archdiocese of Oklahoma City’s policy regarding the abuse of minors and be Safe and Sacred (formerly Safe Environment) approved before working with children.

---

## GRIEVANCE PROCEDURE

---

A grievance may include any perceived unfair treatment of a player by a coach, referee, or scorekeeper. Grievances must be filed within the season or within one month of its conclusion. Important: If an issue may need to escalate to the CGSAA, note that CGSAA rules require grievances or protests to be submitted in writing to the sports commissioner within 48 hours of the incident. Families should be aware this external deadline runs independently of our internal process.

- ✓ Set up a time to discuss the issue with the coach — at least 24 hours after the incident and outside of practice or games.
- ✓ If unresolved, contact the Sport Coordinator. They may request a written statement for the Athletic Director and/or Principal.

Written grievances must include: nature of the problem; team and coach; date discussed with coach; incident date(s); witness names; desired outcome; and grievant signature.

**Response Timeline:** *The Athletic Director will acknowledge receipt within 3 business days and provide a written response within 10 business days.*

The Principal will be advised of all grievance matters. Failure to comply with these provisions may result in revocation of participation.

---

## SOCIAL MEDIA POLICY

---

The following standards apply to all players, coaches, parents, and spectators affiliated with SEAS athletics:

- Photos or videos of minors may not be posted publicly — including on social media — without the written consent of the minor’s parent or guardian.
- No negative, disparaging, or derogatory posts about opponents, officials, coaches, or teammates are permitted.
- Coaches may not communicate directly with student athletes via personal social media accounts. All team communications should go through GroupMe.
- Violations may result in suspension or dismissal from the athletic program, at the discretion of the Athletic Director and Principal.

---

## PHOTO AND VIDEO POLICY

---

Photography and video recording at SEAS athletic events are governed by the following:

- Recording is permitted for personal, non-commercial use by parents of participating players only.
- Footage or images of minors may not be shared publicly without written parental consent.



- No filming is permitted in locker rooms, restrooms, or any private area under any circumstances.
- Drone or aerial recording requires advance approval from the Athletic Director.
- Violations will be treated as serious misconduct and referred to school administration.

## **WEATHER AND EMERGENCY POLICY**

---

### **Severe Weather**

The safety of student athletes is the first priority:

- All outdoor activity will be suspended immediately upon lightning being observed or thunder heard.
- A minimum 30-minute wait is required after the last lightning or thunder before resuming.
- The Head Coach or Athletic Director has authority to suspend or cancel any event due to weather. This decision is final.
- Teams must seek shelter in a fully enclosed structure. Dugouts, bleachers, and open-sided structures are not acceptable.

### **Medical Emergencies**

- Call 911 immediately.
- Notify the Sport Coordinator and school administration as soon as possible.
- Do not move an injured player unless they are in immediate danger.
- First aid kits are located behind the concession stand and in the scoreboard closet near midcourt.



## 2026–2027 SEAS ATHLETIC COMMITTEE

---

The Athletic Committee is overseen by the principal and consists of the assistant principal, P.E. instructor, and appointed school parents and/or parishioners. The committee advises and coordinates SEAS athletic programs. Written grievances should be submitted to the school.

- Athletic Director: John Vollbrecht
- Assistant Athletic Director & Soccer Coordinator: Dale Sheller
- School Administrator: Taylor Lothes
- Treasurer: Patrick Harvey
- Volleyball Coordinator: Quinn Deibel
- Basketball Coordinator: Derek Washington
- Gym Coordinator: TBD
- Uniform Coordinator: Melissa Vollbrecht
- P.E. Teacher: Daniel Spurr
- Sponsorship Coordinator: Natalia Tavangar
- Concessions Coordinator: Andrea Scoggins