

SPORTS HANDBOOK



Mary of Nazareth
Roman Catholic Elementary School
14131 Seneca Road
Darnestown, MD 20874

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1 Sports Committee Mission Statement and Goals

1.1 HSA Sports Committee Mission Statement

The mission of the Mary of Nazareth (MoN) HSA Sports Committee is to provide quality sports programs which include the development of individual players and teams that safely demonstrate, in practice and in play, the honor, respect and dedication that is central to the Catholic faith and to adhere to the philosophy of the CYO that states: Sports, under Catholic auspices do not primarily aim towards good sportsmanship, although this is an integral concern. CYO tries to fit athletics into the entire framework of total Youth Ministry and Christian spiritual formation. Producing championship teams and keeping young people occupied are not our foremost objectives.

The overarching principles of operation of the Sports Committee are:

1. Above all else, Mary of Nazareth School and its seven supporting parishes are a Catholic community. All actions taken by the Sports Committee, Sports Commissioners, and coaches must be consistent with preserving the unity of this community in all matters.
2. All children should have an opportunity to play sports at Mary of Nazareth.
3. The most skilled children, both in the school and in the parishes, should have access to the highest level of competition supported by the Mary of Nazareth Sports Program.

Sometimes these principles might appear to be in conflict in practice – the guiding principle will always be supporting the unity of the Catholic community.

1.2 HSA Sports Committee Goals

- 1) Treat everyone fairly, consistently, professionally, competently, and with respect.
- 2) Strive to provide an opportunity for all eligible children to participate in MoN sports regardless of athletic ability and talent.
- 3) Accommodate various levels of athletic ability and motivation by evaluating the skills of eligible children and matching their skills to the appropriate level of challenge and competitiveness.
- 4) Strive to provide eligible children an opportunity to experience how to:
 - Cooperate with others and build team skills
 - Overcome obstacles
 - Strive for excellence
 - Follow rules
 - Celebrate the thrill of victory
 - Graciously accept defeat.

- 5) Create an environment that instills values in our children promoting fairness and honesty in all circumstances, compassion and respect for opponents, and the ability to handle challenging sports situations with honor and dignity.
- 6) Recruit and field the highest quality volunteer coaches available. Mary of Nazareth Sports Committee officers, commissioners and coaches must lead by example, showing prospective parent coaches the value in building community through coaching sports.
- 7) Serve as stewards of the MoN sports facilities.

2 Sports Committee Organization

The Sports Committee reports directly to the Athletic Director and the HSA Executive Board.

2.1 Membership

Any MoN parent who is a member of the Home and School Association (HSA) is a member of the Sports Committee. (See Section 2.4 Voting, for eligibility for a voting member)

2.2 Positions

The Mary of Nazareth Athletic Director: appointed by the Mary of Nazareth Principal and Board of Directors

The Sports Committee has elected positions consisting of:

- Chairperson
- Vice Chairperson
- Secretary
- Treasurer
- Sport-specific Commissioners and Co-Commissioners.

Candidates for committee positions are recommended to the HSA President by the Chairperson of the Sports Committee based on elections held by the Sports Committee. The Athletic Director and the HSA President reviews and approves the recommendations.

2.3 Elections

Elections are held once a year and will be scheduled to coincide with HSA elections held during the school year, so that elected positions for the coming year can be announced at the final HSA meeting. Coordinators for specific functions, such as communications, may also be established at the discretion of the Chairperson without elections

2.4 Terms

- Executive Board positions are for a two year term.
- Individual Sport Commissioners and Co-Commissioners are for a one year term.

2.5 Executive Board

An Executive Board is formed to establish a Sports Committee position on Section 6 Protests and Sports Issues. The Executive Board consists of the Chairperson, Vice Chairperson, Secretary, and Treasurer. See Section 4 Responsibilities of Sports Participants for a description each position

2.6 Voting

All HSA members are welcome to attend and participate in the Sports Committee meetings. In order to vote during the bi-annual elections of the Executive Board, attendees must be:

- A member of the Executive Board,
- A Sports Commissioner,
- Coached a MoN sponsored team during the previous 12 months,
- Attended at least 3 meetings in the previous 12 months.

For purposes of voting on any action, a quorum shall be defined as requiring at least five (5) attendees in total, at least two (2) of which must be members of the Executive Board and Athletic Director as specified above. When a quorum is present, a simple majority will be required to carry any action to the next level to the Athletic Director and HSA Executive Board for final approval. The Sports Committee Secretary shall record the attendance of each meeting for the purpose of determining voting eligibility. In instances where voting is required, the Secretary shall validate the eligibility of attendees by referring to an attendance log to determine how many meetings attendees have participated in during the past 12 months.

If a vote is taken with regards to policy change or procedural change, the vote will be taken to the HSA Board for final approval before a general vote is taken at an HSA General Meeting (September, November, March, and May) with a quorum of 10% of membership in attendance. If a quorum is not

present, the item will be tabled until the next HSA General Meeting on the calendar where a majority vote of those present will be taken. Voting guidelines for eligible voters will follow the HSA By-Laws.

2.7 Meeting Locations

All Sports Committee meetings pertaining to sports activities must take place on school grounds.

3 Code of Conduct

The essential elements of character-building ethics in sports are embodied in the concept of sportsmanship and six core principles: Trustworthiness, Respect, Responsibility, Fairness, Caring and Good Citizenship. The highest potential of sports is achieved when competition reflects these “Six Pillars of Character”

- Behave with dignity, courtesy and respect toward opponents and officials, and set an example of good sportsmanship by insisting that every student shake hands with the opponents and the referee at the end of the game. Refrain from publicly criticizing any officials during a game, cursing, or the use of demeaning language at any time.
- Develop Catholic values, character and leadership in all players.
- Require high standards of sportsmanship, conduct and behavior. Standards can never be compromised in order to win.
- Endeavor to establish the best of relationships with the other team, regardless of the degree of rivalry.

3.1 Students

- Demonstrate to spectators through his/her own behavior that he/she values self-restraint, fair play, and sportsmanlike conduct
- Show respect for rules, coaches, the team, officials and opponents.

3.2 Parents

- Adhere to the code of conduct on the MoN website. The form will be distributed to the community through either the First School Mailing of the school year or a digital version when available.
- Coaches must seek to achieve the best interest of all children in their care; refrain from interference during a practice or game. Any disagreements should be discussed off the field away from the players.

3.3 Coaches

- Adhere to the code of conduct as written on the MoN website.
- Encourage responsible conduct of spectators that follow and support his/her team.
- Teach children to develop a positive attitude and respect towards God, the coach, teammates and opponents.
- Set a good example for our children in all actions, including demonstrating good sportsmanship at all times.

3.4 Code of Conduct Violations

Violations of the code of conduct will be handled by the coaches, Sports Commissioner, and/or the Sports Committee. Possible penalties are, but not limited to: removal of player from the game, practice or the team; suspension from playing in or attending games.

4 Responsibilities of Sports Participants

4.1 Coach Responsibilities

- Follow the code of conduct see Section 3 Code of Conduct
- Attend training required by the Archdiocese entitled “Protecting God’s Children”, and participating in Archdiocese fingerprinting and background check program.
- Lead teams in prayer before games.
- Understand and observe all league rules.
- Protect the physical health, well-being and safety of all players.
 - Coaches are required to bring a first aid kit supplied by Mary of Nazareth to all games and practices.
 - Coaches are also encouraged to bring ice or a suitable cold pack to all games and practices to help treat mild injuries and swelling.
- Inform parents of their responsibilities as listed within this handbook.
- Coaches are responsible for maintaining proper treatment of practice and game facilities by players and parents.
- Reports to the respective sports commissioner.

4.2 Parent Responsibilities

- Follow the code of conduct see Section 3 Code of Conduct

- Present and responsible for the child before, during and after the game or practice. In cases where a responsible adult has been designated, notify the coach of the name of that individual.
- Responsible for knowing the Sports Handbook ... Code of Conduct... Facility use...
- Player registration/waiver form and associated fees prior to the first practice. The Commissioner may deny players from participating if outstanding fees are not paid.
- Inform the coach in advance of the absence of their child from a practice and/or game.
- Disclose relevant medical conditions or allergies to the coach that may result in an emergency situation.
- Ensure that their child arrives on time for practices and games and is picked up on time.
- Ensure that the coach can reach the parent or individual responsible for their child during practices and games.
- Demonstrate community outreach by volunteering to assist the coach and sports program as may be needed, e.g., picking up trash and emptying trash cans into the school dumpster when full, guarding school property, acting when an unsafe situation is observed, etc.
- Ensure that uniforms are returned to the coach at the end of each season unless directed otherwise.
- If assessments are required to participate in a sport, it is the responsibility of the parent and student to make certain that the student participates in the assessment.

4.3 Player Responsibilities

- Follow the code of conduct (see Section 3 - Code of Conduct)
- Acknowledge that his/her talents come from God, to see Christ in one another, and to continue to practice his/her religion throughout the year.
- Ensure that academic work comes before participation in any sports program.
- Strive for continuous improvement and ultimate success in whatever sport they choose to participate.
- Demonstrate respect toward coaches, teammates, officials, parents, and opponents at all times.
- Remember that he/she represents his/her parish, school, and family, and that his/her behavior should always reflect positively on those institutions and on him/her.

4.4 Athletic Director and Commissioner Responsibilities

- Athletic Director and Commissioner will publicize invitations to register, invitations to skill assessments, and invitations for coaches following at least those processes and channels contained in the **Notices** policy in Chapter 5 below.
- Athletic Director and Commissioner will conduct and document skill assessments when required.

- Commissioner: Prior to skills assessments, present the assessment process to the Sports Committee for review. Provide parents a summary of the approved assessment process and the league, or leagues, which students may be expected to play in prior to the assessment.
- Overseeing the team formulation process for all teams, and making their best effort to accommodate all Mary of Nazareth students on a school team, or suitable league team. All team rosters will be held until given final approval by the Athletic Director.
- Prior to distribution of team rosters, notify parents of children that were unable to be placed on a Mary of Nazareth team, and provide this notice as early as possible so that the child will have sufficient time to seek other options.
- Monitoring player registration fees. The Athletic Director and the Commissioner may deny players the right to participate if outstanding fees are not paid.
- Ordering uniforms, trophies/awards (per Sports Committee policy), first aid kits, and other equipment for each sport, and distributing it to each coach. Commissioners should strive to distribute uniforms to coaches, and ultimately all players, at least one week before the first game. The timing of purchases should be planned accordingly.
- Prepare, submit, seek approval, and comply with an annual budget.
- Soliciting coaching volunteers; identifying and selecting coaches.
- The Athletic Director will verify that coaches have taken the required "Protecting God's Children" training, based on information made available by Mary of Nazareth and those coaches have been fingerprinted and received an acceptable background investigation through the Archdiocese.
- Submit a list of coaches, and their compliance status relative to youth protection training, fingerprinting, and background checks, to the school office prior to the second week of a season.
- Coordinating the use of fields, courts, and other facilities needed for a sport where required.
- The Athletic Director will ensure that MoN facilities are properly set up according to league rules for games.
- Arranging coaching and player skills clinics.
- To the extent possible, include details in player registration forms that describe how fees will be used, e.g., percentages used for uniforms, gym/field fees, equipment, trophies, league fees, etc.
- The Athletic Director will verify player eligibility.
- The Athletic Director, in cases deemed appropriate, and using the advisement of the Sports Committee Chairperson, is responsible for the removal and replacement of coaches.

4.4.1 The Athletic Director will have the authority to:

- Use his/her discretion to make final decisions regarding team formation
- Operate a protest process and handle issues related to Mary of Nazareth Sports
- Address instances where the guidelines of the handbook are not followed
- In cases deemed appropriate, and with the approval of a majority of the Sports Committee Executive Board is responsible for the removal and replacement of Sports Commissioners

4.5 Sports Committee Responsibilities

- Recruit parents for key Sports Committee positions.
- Organize and manage the following sports programs.
 - Soccer
 - Baseball
 - Basketball
 - Cheerleading
 - Track
 - T-ball
 - Other approved sports is dependent on the interest of players and availability of coaches and commissioners
- Communicate recommendations to the Athletic Director regarding coach selection and team formulation issues raised by commissioners.
- Prepare and submit a proposed overall annual Sports Committee budget to the HSA for approval.
- Review and approve a budget for each sport.
- Report monthly to the Athletic Director and HSA President.
- Manage the maintenance of MoN sports facilities and provide for the storage of equipment.
- Acquire adequate fields, gym time, and facilities for each sport, consistent with the size and demand of the student population.
- Establish sports policies for MoN.
- Meet monthly.
- Hold annual elections of certain Sports Committee positions, including commissioners of each sport, and submit the names to the HSA President for appointment. Advertise the date and location of the election in the school newsletter and web site at least two weeks in advance so that parents who are interested and eligible to participate in the election may do so.

4.6 Sports Committee Chairperson Responsibilities

As the Sports Committee Chairperson, it is his/her primary duty to provide oversight of all Mary of Nazareth Sports, ensuring the Mission to provide quality sports programs that demonstrate the honor, respect and dedication central to the Catholic faith, is executed. Equally important is to promote all Sports Committee Goals as stated in Section 1, "Sports Committee Mission Statement and Goals". Specific duties include:

- Presides over monthly meetings, ensuring that all relevant issues are addressed, and where appropriate, a plan or approach is established for resolving them.
- Prepares meeting agendas.

- Convenes the Executive Board to address issues requiring resolution outside of full committee meetings, such as parental complaints or protests.
- Reports to the Athletic Director
- Ensures that the Athletic Director is apprised of Sports Committee matters, important developments, the financial health of the committee, requests for scholarships, etc., and seeks their input and guidance where appropriate.
- With the assistance of the Treasurer, ensures that an annual budget is established, balanced, and published.
- Approves all expenses of the sports committee prior to payment.
- Ensures that school policies are followed, and that there is impartiality on all Sports Committee matters.
- Ensures the policies and procedures governing the Sports Committee and included in this Handbook are followed.
- In cases deemed appropriate, and with the approval of a majority of the Sports Committee Executive board, is responsible for the removal and replacement of Sports Commissioners.

4.7 Sports Committee Vice-Chairperson Responsibilities

- Performs the same functions as the Chairperson when the Chairperson is not available, or on issues where the Chairperson must recuse him/herself because of a conflict of interest, i.e., on matters involving their own child.
- Provides a level of management redundancy on Sports Committee matters to ensure that the workload is shared.

4.8 Sports Committee Secretary Responsibilities

- Reserves meeting locations and announces meetings.
- Records minutes.
- Distributes meeting agendas.
- Records and maintains an archive of meeting attendees to help determine voting eligibility.

4.9 Sports Committee Treasurer Responsibilities

- Prepares an annual budget for the Sports Committee.
- Records all Sports Committee financial transactions, and provides monthly reports to the Sports Committee.
- Interfaces with the HSA on Sports Committee budget matters.

5 Team Formulation Policy

5.1 Adherence to Catholic Youth Organization (CYO) and Other League Policies

When participating in a CYO program, all CYO rules and policies must be followed. The CYO has published guidelines on conducting student assessments and team formulations. Our team formulation policy is modeled after the CYO's guidelines.

If the Sports Committee/Commissioner elects to enter teams into a league other than the CYO, the rules of that league must be followed. Mary of Nazareth also operates several non-CYO sports programs, most notably track, and K-2 soccer, basketball, and T-ball. CYO policies do not govern these programs.

5.2 League Selection

The Sports Committee prefers MoN teams play in CYO when league play is available at the appropriate level. Teams will be placed in leagues that are considered by the Sport's Commissioner to best match the skills, capabilities, and number of available students. In some cases multiple teams of the same grade may be placed in different leagues to accommodate the mix of students for that particular season. In those instances when the sports commissioner(s) wish to register a MoN team in a league other than CYO or not in a league in which MoN teams have traditionally played (i.e. the Gaithersburg Recreational league for 2nd grade basketball), the principal will be consulted and approval by the sports committee must be obtained.

5.3 Definition of a Mary of Nazareth Team

Mary of Nazareth teams are coordinated and approved through the Athletic Director. All activities relating to a MoN team are governed by the Athletic Director and the Sports Committee for example announcements, registrations, coaches, team formulation, uniforms, facilities, trophies, and equipment). This includes Mary of Nazareth teams that participate in the CYO and other local leagues. A "Mary of Nazareth Team" is:

- Formed to participate in one of the programs and leagues selected by the Mary of Nazareth Athletic Director and Sports Committee.
- Formed according to the policies of the league and the Mary of Nazareth Athletic Director and Sports Committee.
- Open to any players eligible under the "Player Eligibility" policies in this handbook, and composed of such eligible players, chosen in accordance with the policies in this handbook.
- Financially supported by the budget of the Mary of Nazareth Sports Committee in conjunction with player fees.

- Eligible for coverage and publicity in school yearbook, school paper, web site, etc.
- Its coaches and other adult leaders comply with the Archdiocesan Child Protection Policy and any applicable additional child protection related policies of the league involved.
- Any parent can enroll their student in any league for any sport at any time. There are numerous sports opportunities in Montgomery County. Such teams are not "Mary of Nazareth Teams", as defined herein, and **may not** wear Mary of Nazareth uniforms or use the "Mary of Nazareth" names. **They are not eligible for financial support, use of school fields, equipment or facilities.**
- During the season in which a sport is offered by Mary of Nazareth, coaches and parents are discouraged from establishing teams outside of Mary of Nazareth (i.e., independent of the MoN Sports Committee) wherein select groups of Mary of Nazareth children are recruited away from the Mary of Nazareth team to play for the outside team. This activity has a disruptive effect on Mary of Nazareth team formulation and may result in draining talented players away from school teams. This does not suggest that talented players should not try out for externally operated "select" teams but that Mary of Nazareth coaches should not engage in "cherry picking" talented players to establish their own outside teams to the detriment of an existing Mary of Nazareth team.

5.4 Player Eligibility

All Mary of Nazareth students are eligible to play sports. Children that are registered and attend any one of the seven feeder parishes are also eligible to participate in Mary of Nazareth sports programs. Non-Mary of Nazareth children must obtain a signed form from their parish confirming that they are registered and active parishioners, and provide the form to the Commissioner of the sport they desire to play. The form will be made available at the Mary of Nazareth web site <http://www.maryofnazareth.org>. All children will be treated the same and fairly when teams are formulated, i.e., preference is not given to Mary of Nazareth students over parish children when trying out for a team.

Invitations to register and participate in skill assessments for every Mary of Nazareth team will be open to all eligible students, and will be published to the relevant student populations with frequency and in a manner that is at least compliant with the "Notices" policy in Chapter 5, and sufficiently notifies the children of the seven feeder parishes.

Any student who misses school due to illness may not participate in any sports activity that day.

At the discretion of the Principal or school administration, serious academic or discipline infractions will result in a child not being eligible to participate in a practice or play in a game. If a child is suspended from school they may not participate in sports activities during the period that they are suspended.

All Mary of Nazareth students are eligible to play sports for Mary of Nazareth athletic teams. CYO Sports eligibility is based on the students' age as of December 31st of that calendar year. However, this does not mean a child is forced to play at a lower level than their classmates if they qualify for the younger grouping.

The levels of play are defined as:

Cadet: **U8** (typically 2nd Grade)

Rookie: **U10** (typically 3rd and 4th Grades)

Junior Varsity (JV): **U12** (typically 5th and 6th Grades)

Varsity: **U14** (typically 7th and 8th Grades)

All players must meet the age/grade requirements for the league in which they are playing. Students may "play up" **one level** provided:

- The child meets the appropriate skill level
- The league in which the team is playing permits players to play up. In the case of CYO, "playing up" means playing at the JV level when a child is in the 4th or 3rd grade, or playing at the Varsity level when a child is in the 5th or 6th grade.
- There is space available. Player cuts of children playing "at level" will not be made in order to make room for a player that wishes to "play up".

Any student athlete whose conduct is not in accordance with those responsibilities outlined under "Player Responsibilities" may be removed from a practice or a game.

Students that have not paid registration fees for sports held in prior seasons are not eligible until all balances have been paid.

5.5 Coach Selection

Commissioners will issue a call for coaches annually. No coaching positions are guaranteed, and coach selections will be based on the best candidate each year. No prior coaching experience is required to be a Mary of Nazareth coach. However, prior volunteer experience at MoN, prior coaching experience, prior playing experience, coaching certifications, technical expertise, and availability will be taken into consideration by the Commissioner annually when selecting head coaches. Additionally, Commissioners will consider the candidates willingness to sustain and promote the HSA Sports Committee Goals

detailed in Chapter I. In cases where the Commissioner is unable to resolve a coaching situation or a particular coach has a problem with the Commissioner's decision, e.g., in the event that more than one person applies to be head coach of a specific team, the issue can be taken to the Sports Committee for vote at a regularly-scheduled, open Sports Committee meeting.

All coaches must take training provided by the Archdiocese entitled *"Protecting God's Children"*. They must also be fingerprinted by the Archdiocese, and undergo a background check.

Coaches are encouraged, to take a basic first aid class and attend coaching clinics that enhance sport-specific coaching skills.

5.6 Player Assessments

The purpose of the assessment is to provide a fair method for making decisions related to team size limitations, and team formulation and composition. Assessments are not conducted for children playing in K-2 sports programs. All other children must participate in a skills assessment administered by the Commissioner that evaluates:

- Athletic ability, e.g., speed.
- Physical conditioning, e.g., endurance.
- Sport-specific skills, e.g., ability to dribble or pass.
- Game-situation decision making skills, e.g., player performance in a scrimmage.

Students can assess at more than one level knowing that they may or may not be put on the higher level team. Students will assess at the appropriate age/grade level first. Even though a student may assess at two levels, they will not be able to play at two levels. The Commissioner(s) and the Athletic Director will decide, based on the assessments, which level the child belongs in if the child was assessed at two levels. If a child only assesses at one level, they will be placed on a team at that level.

The assessment must use an objective method of scoring each student so that their skills can be compared to other students for the purpose of team formulation. The Athletic Director and Commissioner of each sport will determine the number of assessments to be held at each level. In all cases a makeup assessment, limited to players unavailable for main assessment(s), will be offered. Parents, coaches, and Commissioners are not permitted to assess their own children. The Commissioner and coaches must document the assessment. Players are permitted to attend multiple assessments, when they are offered by a particular sport, and the best resulting scores will be used

No rosters will be distributed until every level has completed the assessment process and the rosters have all been approved by the Athletic Director.

Upon written request to the Commissioner, the net result or score of the assessment for a specific child will be provided to the child's parent, as well as the cut off score and the average score of all other children assessed.

5.7 Distribution of Players among Teams

Children playing in K-2 sports programs are distributed evenly among all teams, ensuring that a balanced number of boys and girls are on each team, and a comparable amount of children from each grade are on each team. Player distributions for all other Mary of Nazareth teams are based on assessments, and are subject to review by a third party appointed by the Sports Committee. The following applies:

5.7.1 Cadet (U8) and Rookie (U10) Teams

Players are expected to attend assessments for Rookie teams. Cadets are not required to be assessed. No cuts are made at this level and all children who register by the announced deadline will be placed on a team. Players registering after the announced registration deadline cannot be guaranteed a place on a roster. Player talent will be evenly distributed by the Commissioner, in consultation with coaches, among all teams based on a skills assessment when formulating more than one Cadet Team or Rookie team. Car pool and sibling issues can be accommodated, as part of the team formulation process at this level provided the net result of each team is an even distribution of talent. Special requests must be made by the respective parents in writing to the applicable sports commissioner prior to announcements of player distributions.

5.7.2 JV (U12) and Varsity (U14) Teams

Players are required to "try out" for all teams at this level. Following the tryouts player talent will be split by the Athletic Director and Commissioner(s), after consultation with coaches, into an "A" (most competitive) team and a "B" (next most competitive) team based on a skills assessment, position availability, and coach availability when formulating more than one JV team or Varsity team; Both "A" and "B" teams are considered competitive teams, and will be placed in the appropriate CYO district. If enough players exist additional teams may be formed provided a coach is available. **Carpooling and sibling issues will not be considered a criterion for team formulation at this level.**

5.8 Team Sizes

Teams that are too large are not fair to the children because they do not afford adequate playing time, and students are not able to receive as much attention and individual instruction in practices that they would otherwise. It is also not fair to the coaches when they are asked to maintain the attention span of large groups of children and still provide quality instruction to all that are involved. Lastly, in the case of

soccer the limited number of fields available for practice requires that JV and Varsity teams practice on fields that are smaller than game fields. With large team sizes the practice space therefore becomes very crowded and the quality of the practices is degraded. As stated earlier in this handbook, it is a goal to provide an opportunity for all students to participate in a Mary of Nazareth sport if they so choose. Recommended minimum and maximum team size limits have been established by the Sports Committee and should be adhered to. Deviations from these team size limits may only be made with the approval of the Athletic Director. Coaches are not permitted to remove children or to accept additional children on their team without first obtaining Athletic Director's approval. Team size limitations are as follows:

Soccer Team Size Limitations			
Age Group	Game Play	Minimum Size (Recommended)	Maximum Size (Recommended)
K-1	4 v 4	8	12
CYO Cadet	Per League rules based on age of players	Per league guidelines/rules	Per league guidelines/rules
CYO Rookie	8 v 8	10	14
CYO JV	8 v 8	10	14
CYO Varsity	11 v 11	12	14

Basketball Team Size Limitations			
Age Group	Game Play	Minimum Size (Recommended)	Maximum Size (Recommended)
K-1	4 v 4	8	12
CYO Cadet	4 v 4	8	12
CYO Rookie	5 v 5	8	12
CYO JV & Varsity	5 v 5	8	12

Baseball and Softball Team Size Limitations			
Age Group	Game Play	Minimum Size (Recommended)	Maximum Size (Recommended)

K-1	Coach's Discretion	Coach's Discretion	Coach's Discretion
CYO Cadet	Coach's Discretion	Coach's Discretion	Coach's Discretion
CYO Rookie	9 Fielders	13	15
CYO JV & Varsity	9 Fielders	13	15

5.9 Sports Fees

The MoN Sports Committee is a non-profit committee. The fees charged per player for participation in a MoN sponsored team sport is established based on what the total costs are estimated to be for the individual sports program. Such costs include team registration fees, uniform costs, field use / gym use rental fees, equipment & supplies and other costs as they arise. In addition, unrecovered costs from prior years and anticipated future costs may be considered when determining the fee. The fees are not determined based on each individual team but designed to spread these costs across the entire sports program in as even a manner as possible.

5.10 Registration and Player Withdrawals

Commissioners must conduct a registration process for each sport that collects relevant medical information about players and releases the school of liability. This form can be found on the MoN website. The registration process must also inform parents of any fee-submittal and player withdrawal deadlines. Children that have not submitted their registration fee by the deadline may, at the discretion of the commissioner, be excluded from the team formulation process.

Registration fees are due when submitting the appropriate sports registration form. If registering online (if available) and paying by cash/check, the fees are due by the announced registration deadline. Any player registration forms and/or fee payments received after the announce registration deadline will be assessed a \$10 late fee.

Historically, there have been instances where registered players withdraw from a sport shortly before a season is about to begin and after it is too late to apply to other leagues or identify replacement players. Entire teams have folded as a result, leaving a significant number of players without a team to play on for that season. Registration refunds for player withdrawals more than one week after the announcement of the teams will not be provided unless there is a legitimate reason, such as an injury, moving, etc., and at the discretion of the commissioner. Deciding to play on a different team or simply deciding not to play is not considered a legitimate reason to receive a refund.

5.11 Notices

The Sports Committee operates using a fully open, public, and transparent process. The Sports Committee will publish its meeting schedule on the school web site and in the school newspaper, which is also posted on the MoN website. It will make meeting dates available to the School Calendar Planning Committee for inclusion in the school calendar. Minutes of all Sports Committee meetings will be published on the school web site. Notices of Sports Committee elections will be published in the school newspaper and on the school web site two weeks in advance so that parents who are interested and eligible to participate in the election may plan accordingly. Announcements of skill assessments and registration for all Mary of Nazareth teams will be published on the web site, and in the newsletter, and via targeted email through the home parent coordinators. Feedback on assessments and student body queries (e.g., to determine interest in forming a team) will be performed in a timely manner so that parents have sufficient time to seek alternatives if a sport will not be offered or if their child does not make a competitive team.

5.12 Independent Oversight

The team formulation process is subject to independent oversight and audit by a third party that is appointed by the Executive Board. If an issue or dispute with the team formulation process is raised the Executive Board shall strive to identify a third party that will present an independent and unbiased view. The primary responsibility of the third party is to provide the Executive Board with a written approval and opinion that assesses if:

- Assessment scores were actually used and fairly applied.
- Team sizes are consistent with the policies of this handbook.
- Talent was distributed consistent with the policies of this handbook

It is impossible for this handbook to address all issues and circumstances related to team formulation. When this is found to be the case the Sports Committee will apply common sense to resolve issues, and where a consensus can't be reached by those reviewing the issue, a vote shall be taken to arrive at a decision. Every attempt will be made to adhere to the spirit and intent of the 2nd HSA Sports Committee Goal (listed previously in Chapter I, pg. 3) to "Strive to provide an opportunity for all eligible children to participate regardless of athletic ability and talent."

6 Protests/Appeals and Sports Issues

Protests regarding sports matter may be submitted to the Athletic Director for review by the Athletic Director and the Executive Board. Any protest must be submitted, in writing, to the Secretary of the Sports Committee within 2 weeks of team announcements.

Appeals can be made to the Athletic Director for special exemptions.

6.1 Protest Process

Issues should be first addressed according to the league rules governing that sport, and coaches should attempt to resolve conflicts before approaching the sport's Commissioner. If the conflict cannot be resolved through coach and parent discussion, it should be brought to the attention of the relevant sport's commissioner. The Commissioner will determine whether the conflict can be resolved through his mediation or if it needs to be referred to the Athletic Director for review. Protests should be presented to the Secretary in writing, who will then distribute the protest to the Athletic Director and the Executive Board.

The Athletic Director will hold a hearing with the parties involved, the Sports Committee Executive Board and the HSA President. The Executive Board will make a recommendation to the Athletic Director, who will then make a final determination.

7 Sports Committee Guidelines

7.1 Parish Involvement

The HSA Sports Committee opens all its programs to children from the seven sponsoring parishes and encourages their participation on Mary of Nazareth teams. However, non-Mary of Nazareth students must obtain a letter from their parish confirming that they are registered and active parishioners to be eligible to participate. Parent representatives from any of the parishes are welcome to observe the Sports Committee meetings. It is essential to the success of the inter-parish/school sports program that all registrants in Mary of Nazareth sports programs, including parish registrants that are not students, be treated equally. All teams sponsored by the HSA Sports Committee will be called a "Mary of Nazareth" team.

7.2 Uniforms

The HSA Sports Committee will provide uniforms for all teams playing in the inter-parish and CYO leagues. Except for K-2 sports programs, all uniforms provided by the Sports Committee must be collected by each coach, and returned to the commissioner at the end of each season. Players may keep any socks that have been provided.

As an alternative, teams will be allowed to have special personalized uniforms paid for by a sponsor that the team may keep. All uniforms must conform to league requirements regarding sponsorship and school name recognition and on uniforms.

Except for K-2 sports programs, all uniforms provided by the Sports Committee must be collected by each coach, and returned to the commissioner at the end of each season. Uniform deposit is required at registration. The deposit is held in the main office of Mary of Nazareth School until the uniforms are collected within 30 days of completion of that season.

7.3 Awards

Trophies will be provided for all K-2 programs. Sport-specific pins will be provided for all players in our 2nd grade through 8th grade programs. Mary of Nazareth teams may select all-stars, “most valuable players (MVPs)” and “most improved players (MIPs)” only if the league requires such selections and as long as the selection process follows league rules.

Uniforms cannot be purchased by the coaches for personal use with Sports Committee monies unless they are matching uniforms/T-shirts of that particular team.

7.4 General Student Safety

The safety of our children is a priority, and any parent or coach observing an unsafe situation should seek to correct it. Mary of Nazareth otherwise endorses the CYO approach to safety, which defers to the safety rules published by the National Federation of State High School Associations (NFHS). For example, NFHS publishes safety rules regarding the use of non-metal cleats, shin guards, helmets, mouth guards, etc., and students playing in Mary of Nazareth sports must follow these rules.

7.5 Financial Assistance

The cost of playing sports can add up quickly, particularly when multiple children from the same family play in a sport at the same time. Financial burdens associated with registration fees should not be a reason for a student to avoid playing a sport at Mary of Nazareth. Parents may make a confidential application for financial assistance through the school principal, who will evaluate the circumstances on a case-by-case basis. Applications for financial assistance can be found online under the Sports Committee section of the MoN website or in the school office.

8 Facilities Use Policy

8.1 Field Use Requirements

- Only scheduled MoN teams and groups holding field use contracts are permitted to use school facilities.

- For the health and safety of our children, pets are not permitted on the school grounds.
- Observe the access road speed limit of 15 mph at all times, drive cautiously, and park only in designated spaces.
- Visit the school grounds only for scheduled team practices and games, and exit the school grounds afterwards.
- Children must be supervised at all times. No child should ever be permitted to climb on a soccer net, goal or baseball backstop.
- Players must remain on the field during games and practices. For the safety of your children do not permit team players or their siblings to wander the school grounds.
- A porta-potty has been provided near the playing field for your convenience. An adult must monitor any child changing clothes in the KFC bathroom.
- Bicycles, roller skates, roller blades, or skateboards are not allowed on school grounds, in the parking lots or on the access roads. Cleats are not permitted to be worn in the KFC.
- Do not litter on the school grounds. Pick up your trash and remove it from the property. Each coach is responsible for the team's trash. Trash cans have been provided for your convenience during games.
- Glass beverage containers and alcohol are not allowed on school property.
- Report lost or found items to your coach.
- Individuals or teams not complying with these guidelines will be asked to leave the field and possibly forfeit the game.

8.2 Field Safety

8.2.1 Field Conditions

It is the responsibility of the Athletic Director to determine if the field is suitable for play for practices and games that are not officiated. It is up to the official and/or league to determine if field conditions are acceptable for games.

8.2.2 Lightning

If thunder is heard or lightning is seen, it is the responsibility of the coach to cease practice or play until it is determined to be safe. (Players must remain off of fields for at least 30 minutes after the last time thunder is heard or lightning is seen.)

8.2.3 Equipment Safety

Soccer goals should be properly anchored. Baseball backstops and bases should be installed properly.

8.2.4 Soccer Goal Anchoring

Soccer goal frames that fall over and hit a child can result in severe injury or even death. It is the responsibility of the coach to ensure that goals are properly staked.

It is recommended that all coaches be familiar with the first aid kit provided by the Sports Committee. It is also recommended that all coaches take a basic first aid course, such as the type offered by the Red Cross.

8.3 Field Closure Due to Poor Conditions

When conditions, and the Athletic Director dictate, the field is considered closed and should not be occupied by anyone. If there is mud, standing water or soft turf conditions after a significant rain, the field should not be occupied. Also, if Montgomery County closes its parks due to weather conditions or recent rainfall, the MoN field is also closed. The Montgomery County field closure number is 301-765-8787.

8.4 Field Rental

Fields will be rented on a limited basis as a convenience to parents of children attending Mary of Nazareth. The rental may be for a "one time use", such as for a game, or for an entire season of practices or schedule of games. Fees will help subsidize the fertilization and maintenance of the fields, and lifecycle replacement of equipment such as nets and corner flags. Field rental to the CYO and outside organizations will be considered by the Athletic Director. School sponsored sports, such as fall soccer and spring T-Ball, do not require a field rental fee, but available field time is managed by the Sports Committee to avoid scheduling conflicts. The Mary of Nazareth Field Rental Agreement must be executed by an authorized individual of the group renting a MoN field as well as the Athletic Director.

8.4.1 Available Seasons

The fields will only be available for rental in the spring from March through May, and in the fall from September through November, based upon availability and use for school-sponsored sports. In case of conflicts the lower field will be offered for use. Season rentals can consist of up to 10 week rentals. The field is not normally available for rental from June through August because weed killer and insecticides are applied during this time, and foot traffic during dry summer months is limited to avoid damage to the turf.

8.5 Field Access Limitations

8.5.1 Practices

Rental for practices provides a single team, consisting of not more than 18 players total access to the entire field. Rentals will be limited to 2 hours per day, on 2 separate days each week.

To limit foot traffic and damage to the field, multiple teams may not rent the field for practice during the same times.

The objective is to support two practices per team each week. The desired rental times and days must be identified at the time of the rental agreement, so that access by others teams and school-sponsored sports may be coordinated.

Teams that have rented the top field for the season for practices may host no more than one scrimmage per month as part of their normally scheduled practice time. A liability release form must be completed for every participant playing in the scrimmage.

8.5.2 Games

Rental for games provides 2 teams consisting of not more than 36 players total access to the entire field, or if smaller size fields are used for younger children, not more than 4 teams consisting of 48 players total.

8.5.3 Camps

Not more than 50 people are permitted on the field at any time.

8.5.4 Rescheduling

Rescheduled practice, game, and other event times must be in coordination with the Sports Committee to avoid conflicts.

8.6 School Liability

A liability release must be completed for each child that uses the field. Liability forms are available from the Sports Committee.

8.7 Field Use Contracts

A Field Use Contract, signed by the Athletic Director, must be obtained prior to the use of the field under a rental agreement.

8.8 Application of Lines

If a renter wishes to apply lines to the field, the layout and color of the lines must be approved by the Sports Committee prior to application. The ability of MoN to line the field is provided based on the availability of a parent volunteer and may not always be possible.

8.9 Installation of Soccer Nets

If nets are already installed the fee to install and use them doesn't apply. If multiple teams rent the field for a season, the installation and removal cost of the nets will be divided equally among all teams. The ability of MoN to install nets is provided based on the availability of a parent volunteer, and may not always be possible.

8.10 Field Rental Fee Schedule

The fee schedule for field rental is set by the Sports Committee annually, and posted on the Mary of Nazareth web site.

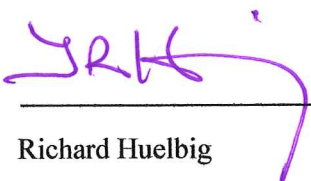
8.11 Gym and Track Use Policy

As Mary of Nazareth does not currently own its own gym or track, the Sports Committee secures outside gyms and tracks for use by our teams when necessary. It is the responsibility of the coaches to ensure that all rules and regulations of the rented gyms are followed. All property must be respected. Destruction, litter, or engaging in any activity that would reflect poorly on Mary of Nazareth is not permitted.

9 Signatures and Approvals

Effective Date

This handbook is effective upon receipt of all signatures.

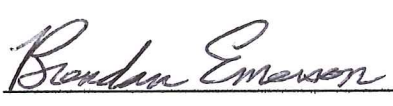
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Richard Huelbig

Date

Athletic Director,

Mary of Nazareth School

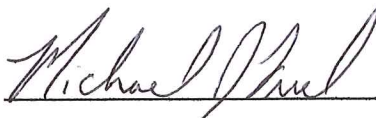
 3/19/14

Brendan Emerson

Date

Sports Committee Chairperson,

Mary of Nazareth Sports Committee

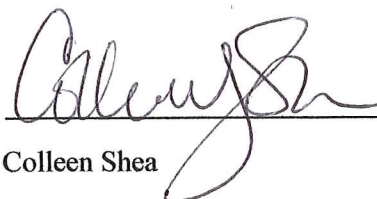
 3/19/14

Michael Friel

Date

Principal

Mary of Nazareth School

 3/19/2014

Colleen Shea

Date

HSA President

Mary of Nazareth Home and School
Association