



Athletic Department Handbook

St. John Catholic School
Athletic Department
106 Military Street
Georgetown, KY 40324
502-863-2607

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Overview

St. John School believes that student participation in athletics is an effective tool in preparing young people for the future. Therefore, it is our desire to provide an athletic program that promotes growth physically, mentally, socially, emotionally, spiritually and morally. This is in accordance with the mission of St. John School: “Saint John is a growing, active Catholic School in Georgetown, Kentucky that exists for the purpose of providing a complete education for the children of the parish, other Catholics, and non-Catholics. All denominations are welcome. The ‘complete’ education includes strong Christian values based on Catholic doctrine; all academic skills; and self-discipline. Additionally, as part of the Saint John mission, we are fully committed to assist our students build a foundation for continued spiritual, intellectual, and social growth.”

All St. John Catholic School children ages Kindergarten through Eighth grade are eligible to participate in the athletic programs provided by St. John School Athletic Department. The age requirements will vary according to the sport or program.

The purpose of this Handbook is to establish consistency and appropriate documentation protecting our volunteer and athlete relationships. Any questions regarding policies and procedures pertaining to the Athletic Department, it’s staff, volunteers or guidelines, should be directed to the Pastor/Principal for review.

The Athletic Department Handbook will be posted on the school website. Changes will occur as necessary. Individual hardcopies of the Handbook will not be distributed. This approach will help sustain the integrity and currency of the document for all employees/volunteers and parents.



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Statement of Philosophy

1. Athletics are to be an activity that glorifies God in every aspect of the program.
2. Saint John School believes that a dynamic program of student activities is vital to the educational development of the students.
3. Athletics enable the student athlete to develop virtuous character, a sense of self-esteem, a spirit of cooperation, and personal discipline/accountability.
4. Athletics will provide opportunity for spiritual instruction and growth.
5. Teamwork, school pride, sportsmanship, and Christ-like behavior will be emphasized on all athletic teams. Each program is to strive for increased proficiency and excellence.
6. Winning in any type of competition is an enjoyable and rewarding accomplishment. Yet, winning will not be considered paramount at the expense of the school's other stated goals and purposes.

Athletic Funding

Each athletic activity must have a budget approved by the Pastor/Principal/Finance Council. Any additional funds will have to be raised by the activity's coaches, students and parents.

Budget

Each coach is to provide a budget for the annual parish/school budget. This budget is due at the request of the Athletic Director. The budget is to consist of the needs for the team and include the following:

- Practice Facility Fees
- League Fees
- Tournament Fees
- Competition Fees
- Training Fees
- Equipment Needs
- End of the Year Awards Ceremony
 - o Participation awards
 - o Facility Rental Fees
 - o Food and Miscellaneous Items
- Uniform Needs
 - o (Uniforms consist of a sanctioned top ((i.e.: polo shirt, reversible jersey) and sanctioned bottom (i.e.: dress pants, gym shorts), appropriate socks (matching as a team in color or height) and hats as appropriate for competing). Shoes, sweatshirts, warm-ups, gloves and other accessories are not necessary for the players to represent the St. John School with a



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respectable uniform appearance and may be purchased on a team-to-team basis by the parents.

Equipment and Uniform Needs

In an effort to maintain a competitive price for major equipment and uniform purchases, three (3) detailed quotes from three (3) different vendors must be presented with the budget to ensure the costs are logical and reasonable. The Pastor/Principal will make the final decision regarding which vendor will be used.

Fees

Each participant of a team will pay a registration fee. The fee schedule is based upon the sport:

- Cross Country \$75
- Cheerleading \$75
- Basketball \$125
- Soccer \$120 per season

Along with these fees the cost to run the athletic department will hold several fund raisers. Anything left over will be covered by the school general budget.

Forms

In an effort to maintain proper records and ensure all monies are credited and distributed from the proper accounts two new forms will be used to enter money and remove money from the athletic funding accounts. These forms can be found on the website under the Athletic Department link.

[Check request for payment for Reimbursement](#)

This form should be used whenever a request for payment is made by a vendor or other person requiring reimbursement for an incurred fee on behalf of a team. This will require the approval of the Booster Club President, the coach of the team affected by the charge and the Pastor/Principal. Whenever possible a vendor must send an invoice, which must accompany this form prior to a payment being disbursed. Likewise an official receipt and approval from the respective coach, Booster Club President and Pastor/Principal must accompany this form to reimburse for a prepaid expense. Verbal approvals may be used to start the process of a purchase, but no funds will be reimbursed without proper written authority.

[Athletic Department Funding Submission](#)

This form is to accompany any quantity of money being turned into the church accountant. This will ensure that all funds are properly accounted for with each team and



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each fee, donation, fund raising proceed will be calculated properly. By creating a more detailed accountability of the funding and spending of the athletic department, the Booster Club will be able to better plan for fund raising as will the coaches have a better idea of their budgets for the coming year.

Website Maintenance Fees

Each sport will contribute evenly in the annual fees to maintain the website. Volunteers will be used whenever possible to create/develop and edit the pages.

If information requires a hired vendor for development or maintenance three (3) detailed estimates will be required from three (3) different vendors and the Pastor/Principal will make the final choice.

Website

The athletic department website will be it's own site accessible from the home page of the St. John School website menus. It will be developed and maintained by a parent volunteer to keep costs low. All content will be approved by the Principal or Communications Director prior to publishing.

It shall consist of a page for each sport/team. The format of the pages will be consistent throughout the site. This will ensure a uniform look and help create a user-friendly flow allowing people to access information easier.

The homepage will have a link for the following:

- All forms used by the athletic department and the players and parents for easy access.
- A page for the booster club will be provided as well to help support the players and promote the fundraisers.
 - Volunteer information can be uploaded
 - A calendar of events
- A page for each sport

Within the sport page will be individual pages for each team. The team parent assistant will provide information and pictures to be updated as necessary to the volunteer in charge of the website. Each team page will display the following information:

- Schedule
 - Practice and games
 - Snacks if applicable
- Contact information regarding the Coaching Staff
- Team Picture with a title for team
- Candid pictures through out the season



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- A paragraph from the Coach with a policy and expectation description along with a brief bio and credentials.

A master calendar for each month highlighting any sports related events will be accessible from the home page as well.



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Coaches Handbook

Overview

The leadership of the coaches should reflect the proper character, based on example and attitudes, which we wish to develop in our athletic programs. Winning will always be stressed, but never at the expense of lowering any moral, legal, academic, or spiritual standard established by the school. Any person wishing to participate in an athletic program as a Coach, Assistant Coach, or Team Parent Assistant must be accountable to the [Code of Pastoral Conduct](#) which is located on the Diocesan website. Please read and sign this document returning the signature page to the Athletic Director prior to the initial meeting of, or first team practice.

Any person involved with direct contact with the students of St. John School must attend a Virtus training course and present the Certificate of Completion to the school office to have on file.

While the athletic department acknowledges that coaching is a volunteer position and one that is imperative to the success of every team, it is not a position to be taken lightly. The coach and assistant coaches are representatives of the school; their behavior, attitude and approach to teaching the sport should reflect the mission and goals of St. John School at all times.

Coaches Conduct

The Coaching Staff is expected to exemplify to his/her team and to the public a Christian character. Any disciplinary actions taken by an official against a St. John School coach (i.e. technical fouls, unsportsman-like conduct call, etc.) will result in an informal inquiry and discussion of the event with the athletic director. Repeated violations will result in formal meetings with the Athletic Director and Pastor or Principal.

Guidelines

All Coaches, Assistant Coaches and Team Parent Assistants (herein referred to as Coaching Staff) will adhere to the following guidelines:

1. The Coaching Staff is the leadership of the team and a role model for the players. The Coaching Staff's behavior in practice and during competition should reflect Christian virtues.
2. The Coaching Staff should remember that they are teachers and that teaching is most effectively done in a positive manner. Belittling, demoralizing and name calling, as a result of a bad play, will not be tolerated.



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3. All Coaching Staff is expected to treat referees, officials, opposing coaches and players as well as each other with respect.
4. All Coaching Staff will communicate early and effectively with players and parents whenever behavioral/personal problems are identified. (See Discipline Section)
5. All Coaching Staff will have their teams play with in the rules of the contest.
6. All Coaching Staff will have a meeting with parents at the beginning of the season. The Coaching Staff will express their expectations and plans for the seasons.
7. All Head Coaches are responsible for providing an itemized budget to the Athletic Director by the date requested.
8. All Head Coaches are expected to attend any meetings required by the Athletic Director and/or Pastor or Principal, or provide representation that can appropriately answer any questions or provide any required information regarding the status of the team, the intentions of the coaching staff and all aspects of the season.
9. All Coaching Staff will begin each team gathering with a prayer. We pray to remind us that while we are competing against others, we are still children of God and will treat everyone involved with respect and dignity, win or lose.

Supplemental Rules and Regulations by Coaches

Supplemental rule/regulations unique to a given sport or a coach's philosophy may be implemented upon the approval of the Athletic Director. These rules must be in writing and submitted to participants prior to the start of the season and will be listed on the website for review.



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Parent/Guardian/Spectator Expectations

Guidelines

Parents/Guardians

1. Parents/Guardians should encourage athletes to keep their priorities in order: first God, then family, academics and last athletics.
2. When the students are in the care of the coach, the parents will respect the coach's authority.
3. By allowing your child to play on a team, the team is counting on that child to attend all practices and competitions to the best of their ability. Without practice a team can never achieve a better skill level, therefore, it's the Parents'/Guardians' responsibility to ensure the child's attendance.
4. Parents/Guardians will bring questions and concerns they have about their athletes to the Coach. Open communication between the Parents and the Coach is essential.
5. Parents/Guardians will treat opposing coaches, referees, officials and players with respect at all times.
6. Parents/Guardians will exhort our players and team in a positive manner.

Spectators

1. Spectators should treat the referees, opposing coaches, players and officials in a respectful Christ-like manner.
2. Spectators will remember that their actions are a witness to our community. They will remember that they represent not only our school.
3. Spectators will exhort our players and teams in a positive manner. The athletic programs of Saint John School are designed to provide a meaningful educational and spiritual experience for all who participate.



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Athlete Handbook

All athletes participating in the athletic programs of St. John School must strive to maintain social, intellectual, and above all, spiritual attitudes and characteristics which will be glorifying to the school, and above all, God.

All athletes participating in the St. John School athletic programs will be expected to support all phases of the program and maintain a high degree of school spirit. It is expected that they will exemplify Christ to the fullest degree.

Athletic Code of Conduct

Participation in athletics at Saint John School is a privilege. All those who participate should strive to conduct themselves as good citizens and representatives of our Lord. Those who choose to participate and achieve a goal must make some sacrifices and establish some priorities.

Objectives of Athletic Participation

1. To become the best they can be with the abilities God has given to them.
2. To improve playing knowledge and skill.
3. To improve physical development and habits.
4. To make lasting friendships with team members.
5. To become acquainted with members of the opposing teams and other communities.
6. To demonstrate good sportsmanship and fair play.
7. To develop self-discipline.
8. To improve understanding of teamwork and cooperation with peers and adults.
9. To improve confidence and poise
10. To enjoy activities and have fun as a team member.
11. To remember God does not want us to fail but to achieve our best success possible.
12. To praise God in both failure and success as we can learn valuable lessons in each scenario if we allow ourselves to be open to God's intentions.

With these things in mind, the following guidelines have been established for those students who elect to participate in the athletic program at Saint John School.



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Guidelines

1. Athletes will remember their priorities are first to God then to their parents, then to their academics and finally to each other.
2. Athletes will remember their actions are a witness to our community. They will remember that they not only represent our school, but they represent our Lord.
3. Athletes will treat opposing players, referees, coaches, officials and the property of any facility used with respect at all times.
4. Athletes will always play according to the rules. The pursuit of victory or the heat of competition does not justify bending the rules or “dirty play”.
5. Athletes will push themselves to excel to the best of their ability to glorify God and achieve success for their school, their team and themselves.
6. Athletes should accept constructive criticism from their Coaches in order to improve their play as an individual and a team.
7. Athletes should feel free to approach a Coach to discuss any problems or concerns confidentially.
8. Athletes should relate to teammates in a positive, caring manner. Fighting, unkind words and disrespect will not be tolerated.

Eligibility for Interscholastic Participation

Overview

Athletes are to exemplify Christian standards and school policies through their lifestyles. All students are to see their athletic involvement as a way to honor the Lord with their talents. Failure to abide by the above reference guidelines will constitute ineligibility in the same way as ineligibility arising from the lack of academic achievement.

Grade Requirements:

Teachers will be notified of a student's registration to play on an athletic team when the rosters are created. All students must maintain a grade point average no worse than a “C”. Any student athlete who receives two (2) “D’s” or one (1) “F” on an interim or report card will not be permitted to participate for a duration of two (2) weeks including ten (10) school days, after which time he/she will be re-evaluated in the appropriate class or classes. During this period, he/she will not be allowed to attend any practices or games, as after school time should instead be used to improve that students academic grades. An “Incomplete” in a class will also remove a student athlete for a duration of two (2) weeks including ten (10) school days or until the “Incomplete” is deemed complete by the appropriate parties. (Principal, Pastor & Teacher) **Classes that are not graded with letter grades do not affect eligibility.**



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The ineligible child is responsible for obtaining a release form from the office and getting it completed by the teacher and the principal. Coaches will not allow a student to begin participating again unless the release form has been obtained and properly signed. If a child is ineligible, he/she may try-out for a sport, but may not participate on a team until he/she has become eligible through the eligibility process.

School Discipline

1. Teacher reported discipline problems results in discipline of the athlete's participation at the coach's discretion. Violation of any teacher's disciplinary code or repeated comments concerning discipline and/or lack of academic efforts results in a one (1) game suspension, a second offense results in a two (2) game suspension, three violations results in dismissal from the team.
2. Any student athlete will be suspended from games and practices while on school suspension. This will also result in a one (1) game suspension. The consequences for the second school suspension will result in a two (2) day game suspension and the third suspension in dismissal from the team. Each day suspended results in a one (1) game suspension.
3. All game suspensions will be served at the next game following the violation.

Team Discipline

1. Athletes that do not respect the guidelines set forth in this handbook, show disrespect for teammates, coaches, other teams or facilities will be reprimanded as follows:
 - a. First Offense: The Coach will give a verbal warning and correction.
 - b. Second Offense: Upon a second violation the child will be removed from the current situation, (practice, scrimmage, or competition) asked to sit on the side until the team time is completed. At that point, the Coach will discuss the situation with the Parent and notify them of the second offense.
 - c. Third Offense: The third violation of the guidelines listed in this handbook will result in an immediate suspension from all team activity for a period designated by the Coaching Staff. During the suspension, the child will attend any official competition out of uniform. A conference will be necessary to discuss the behavior of the child with Parents, Pastor/Principal and Coaches to resolve the situation.
 - d. Fourth Offense: If a fourth offense occurs, the actions of the third offense will take effect until a conference at which point, the Pastor/Principal has the prerogative to remove the child from the team for the remainder of the season.



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2. A student requiring disciplinary action will start each activity with a clean record, however, if a pattern is discovered, (two offenses per activity or the same offense occurring at each activity) the Athletic Director, Pastor/Principal and Coaches will review eligibility.

Attendance on Days of Competition

1. A student must be in school for the entire day to participate in an athletic practice or competition. If the game or practice is on a Saturday, the student had to be in school the full day on the preceding school day. The exception would be an appointment with a doctor. When the student returns to school, the student must bring a written validation from the doctor regarding the appointment and have it signed by the Principal.
2. Athletes who miss school following injuries or illness classified as serious should secure written doctor and parental excuses before participating in a practice or competition.
3. A student who is late to school the day of competition due to a non-illness related reason such as a funeral or other family issue will need to consult with the principal prior to receiving approval to participate that day.



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Physical Concerns for the Athlete

Physician's Certificate and Parent's Consent

Each student who is competing for a place on an athletic team must present a physician's certificate to the effect that he/she is physically fit to participate in the designated sport. The well being and safety of all participants is a priority in all sports program offered at St. John. If at any time during a season a student is injured and requires the attention of medical personnel, a note from the attending physician will be required for that student to resume participation in the program they are participating in.

In the interest of all the participants of a physical sport such as basketball or soccer, any child requiring a cast or brace on a limb will not be permitted to participate in the sport until the cast or brace is removed. This will keep the safety of all the players at the top priority.

NOTE: The forms for the above are provided by the KHSAA through the school office, school website or the Athletic Director. The physical exam is considered valid for one year from the examination date and will be honored through the end of the school year if expires during the month of May.

Insurance Coverage for Athletic Activities

While practicing or participating in any athletic activity, sports, sports contest or exhibition where St. John School is being represented, all participants must be insured for health coverage. St. John School does not provide health coverage for it's athletes and therefore it is the responsibility of the parents or guardians to ensure that the proper insurance is maintained.

Potential Dangers in Athletic Participation

1. The benefits of athletic involvement exceed the potential hazards. However, Parents/Guardians and student athletes should be aware of the work toward minimizing potential dangers.
2. Athletic activities by their nature create the possibility of serious injury, including permanent paralysis and even death. Parents and student athletes assume the risk of serious injury with participation in sports activities even when protective equipment is provided.
3. These risks can be significantly reduced by the athlete:
 - a. Knowing his/her limitation
 - b. Following progressive learning
 - c. Properly using sports equipment
 - d. Properly wearing protective equipment



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- e. Always following the directions of and/or consulting with the Coach.

Drug, Alcoholic Beverages, Controlled Substances

Any athlete who is observed by public authorities or school staff using alcoholic beverages, drugs, or tobacco of any kind will be expelled from the athletic programs at St. John School for the remainder of the school year. Upon a review with the Pastor/Principal, Athletic Director, Coaches and Parents, the child's eligibility for the following year will be determined.



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Miscellaneous Issues

Obscene Language or Gestures

Any athlete using vulgar or abusive language or vulgar gestures during an athletic contest or practice will be removed from competition and will be excluded from participating in the next athletic event. A second violation results in two (2) game suspension. A third violation results in dismissal from the team. Further violations will result in ineligibility to participate in any athletic team for the remainder of the school year.

School Equipment

1. Students are responsible for all equipment issued to them. Athletic uniforms are supplied for the sole purpose of athletic participation. This equipment is not to be used for any other purpose.
2. When the season is over, all equipment is to be returned to the school.
3. The student is responsible for the dollar replacement cost of any lost or damaged school-issued equipment or uniforms.

Traveling To and From Athletic Related Events

Parents are responsible for transporting players to and from any athletic related event, practices, competitions and fund raising events. Coaches shall not transport children.

Evaluation Process

1. Each team will have an evaluation process at the end of the season seeking the input of Athletes, Parents, and Coaches.
2. Each Coach will have an evaluation process at the end of the season seeking input from the Athletes and Parents.
3. The athletic program as a whole will be evaluated at the end of the school year.
4. These evaluations will be used to assist the Pastor/Principal and Athletic Director in providing any improvements and meeting the changing needs of the teams.
5. Based on the data received in the evaluations the Pastor/Principal will determine who will be returning and what changes will be made. The Head Coaches will receive a letter prior to July 1 to indicate if they will be returning.

Grievance Policy

While God created everyone in his likeness opinions and preference are likely to clash at times. Any grievance of a Parent or child should follow the proper channels for resolution.



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If a child has a conflict with another child, the Head Coach needs to be notified. Likewise, if a Parent hears of a situation between children the Head Coach is to be the first person notified. If the situation has not been resolved within a reasonable amount of time (one (1) to two (2) weeks depending on the frequency of the team gathering) the Athletic Director should be notified of the situation. Should the Athletic Director not be able to find resolution for the affected parties, the Pastor should be notified and a conference between the parties involved in the conflict as well as the Head Coach and Athletic Director should be called.

Likewise, if the issue involves a parent and a coach the first person to be notified should be the Athletic Director and then the Pastor/Principal.

Communication Methods

The Coaching Staff is entirely volunteer and to run a team of any type is a huge time requirement for anyone. Since most of the volunteers coaching our students are employed as well, it is recommended that each team have one Team Parent Assistant to be the liaison between the Parents and Coaches to help filter the following administrative issues:

- Competition
 - Meeting spaces and times
- Uniform and equipment
 - Disbursement and problems
- Practice time and place changes
- Roster information
- Fund Raising Liaison for Booster Club

How the Team Parent Assistant chooses to communicate with the Parents, via email, texting, phone calls is up to the team to decide.

Canceled Practices

There are several sports that require appropriate weather for practices and competitions. Cross Country, Soccer and Golf are the current concerns, however, there are occasions where Basketball may be canceled as well due to a Coach's conflict. If this should occur after the students are in school for the day, the office will announce the change as soon as possible to notify the students and the Team Parent Assistant will be notified by the office for information disbursement to the other Parents.