Owensboro Catholic High School



ATHLETIC HANDBOOK
FOR
ATHLETES
PARENTS
COACHES
2017-18

Revised 7/10/17

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ADDENDUM

- **Roster Form**
- **Fundraising Form**
- **Diocesan Activity Form C**
- **Student Code of Conduct – Form D-3**
- **Adult Code of Conduct –Form D-4**
- **Letter from Jim Mattingly, Superintendent**
- **Good Sports Brochure**

I. MISSION STATEMENT

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

II. PHILOSOPHY

We at Owensboro Catholic High School believe that each person is sacred and individual and both called and destined by God for continued growth of all his or her faculties, abilities, and awareness, both spiritual and material.

We believe, therefore, that it is the primary responsibility of the school to create a truly Catholic environment in which each student is afforded the opportunity to become aware of his or her own worth and be inspired to seek fulfillment in all levels of his or her existence.

III. ATHLETIC ADVISORY BOARD & TITLE IX

The OCS Athletic Advisory Board acts in an advisory capacity to the principals of the school system in all athletic matters. The Board also acts as a subcommittee of the OCS School Board. The OCS Athletic Advisory Board also acts as the Title IX committee for the high school.

IV. HANDBOOK

The rules and policies contained herein are not intended to hinder an athlete in any way, but rather to make him/her more responsible to self and school. Everyone must have guidelines within which to work. We have included the major policies of OCHS and the KHSAA, however no handbook can cover all situations. The school reserves the right to amend this handbook with just cause.

It is the athlete's responsibility to see if a coach requires any rules or regulations in addition to the ones contained in this handbook.

V. PARTICIPATING IN HIGH SCHOOL ATHLETICS IS A PRIVILEGE.

Any conduct that results in dishonor to the athlete, the team, or the school will be addressed. Acts of unacceptable conduct include but are not limited to, violations of the law, disrespect, un-sportsmanlike conduct, or severe violations of school rules. The school reserves the right to suspend an athlete from competition.

OCHS ATHLETE' CREED

An OCHS Athlete is one who believes:

- that an athlete must abide by the rules of the school and team
- that because of the athlete's influence on younger students, the athlete should be a roll model of positive behavior both on and off the field or floor
- that athletic contests should produce goodwill between schools, and it is the duty of each player to promote this feeling.
- that the proper question for the athlete is "How can I help the school and team?" instead of "How can the school and team help me?"
- that it is an honor and privilege to play on a high school team.
- that an athlete does not in any way abuse his/her body with drugs or alcohol.

VI. REQUIRED FORMS

The head coach shall see that each player has completed and turned in the following forms before being allowed to tryout, practice, or play.

a. KHSAA Physical Form GE 04: If you collect the form you MUST make sure all parts are filled out and signed by the parents/guardians, the athlete, and the provider of the physical. Also check the date of the physical. There are 5 parts: Athlete Information, Medical History, Physical Examination, Consent Information, player eligibility, and acknowledgement of risk form.

b. Diocesan Activity Form A (Emergency and Medical Information) will be filled out at registration and kept on file in the Athletic Office. When you submit your roster of athletes the athletic secretary print off the information from Form A that you should have at all times.

After filling out the appropriate information on the following two forms, you will make copies distribute to parents and/or athletes for them to sign. Collect the signed portion and keep for your records.

c. Diocesan Activity Form C (Activity Information Form) (Parent signature)

d. Diocesan Activity Form D-3 (Code of Conduct Form) (Student and Parent signature)

***Forms C & D must be turned in to the Athletic Office before first game.

e. Coaches should have a copy of Form A and KHSAA physical in their possession at all competitions and practices. Make sure JV and freshmen coaches have copies for their trips.

f. Original Roster due to Athletic Office on first day of practice. Notify Athletic Secretary as you add or drop students. Coaches must submit to the Athletic Office by the first day of regular season play a separate, accurate Roster Form for each team (Freshman, JV, and Varsity). Obtain form from Athletic Secretary or on the OCHS "T" drive or the KHSAA web site.

VII. ELIGIBILITY

Prior to any PRACTICE OR PLAY (including tryouts) by a student athlete, that athlete must be eligible at that time. KHSAA rules concerning transfer, age, academics and enrollment affect eligibility. The Athletic Office will keep a list of students ineligible for the year on file for reference.

In addition to the required forms the following rules affect an athlete's eligibility:

a. **Weekly grade check:** Grades of athletes are checked Friday of each week. An athlete must be passing at least six subjects (including Religion) to be eligible. Athletes ineligible may not practice or play starting the following Monday and lasting through Sunday. The Athletic Office will notify the athlete and the coach.

b**.** **Grade Level**: To be eligible for athletic competition in the state of Kentucky, a student must be at his/her proper grade level. The following chart shows the number of credits a student must earn to be at grade level. Students not at grade level on the first day of the school year are ineligible for the entire year.

Credits to Graduate	Credits needed for grade10	Credits needed for grade 11	Credits needed for grade 12
26	5.5	12.0	18.5

c. **Transfer Students**: Students transferring to OCHS after the beginning of their 9th grade year are ineligible and may not tryout or practice until declared eligible by the KHSAA and the principal notifies the coach and athlete.

d. **Attendance at School**: Students who are not in school at least 2 periods will not be permitted to participate in extracurricular activities after school. Only the principal has the authority to waive this rule.

VIII. SUPERVISION OF STUDENTS

Student athletes may not practice or meet without a coach or other staff member supervising. This includes all sports and extracurricular activities, including the use of the weight room.

A coach is to remain after practices or games until all students are picked up.

a. **Hazing/Initiations**

Hazing, initiations, or harassment that degrades or humiliates another is not permitted and all incidents should be reported to the Athletic Director. Coaches should make this known to players, should establish a tone of respect for all members of the team, and should monitor locker rooms, rooming on trips, and any other situations that may provide this opportunity especially involving younger members.

b. Overnight trips (NEW POLICY FOR 2013-14)

All overnight trips must be approved by the administration. Email a list of all overnight trips to the Athletic Director and the Principal requesting approval **before** signing contracts. Include in the request a travel, rooming and supervision plan that includes names of all adults who will be supervising students including any parents or non-coach staff and certify that all have been Safe Environment trained. If should also include a detailed itinerary with non-sport activity times listed and the names of the supervisors of the students during those times. It should also include curfew times and who is responsible for bed checks.

IX. PRACTICE DRESS

Appropriate dress for students at practice and games is:
Males are to have shirts on before, during, and after a practice or game.
Females are to have no midriff shirts and please no sports bras only.

X. KHSAA & RECRUITING

KHSAA rules state that only the principal may talk to a student or parent of a student from another high school about transferring to OCHS. If approached the coach is to cut off all discussion on the subject immediately and tell the parent or student that he or she is to contact the principal of OCHS.

XI. BUDGETS

It has always been Owensboro Catholic High School's policy to include in their athletic budgets the basic equipment needed to function as an athletic team. Anything beyond the basic equipment would need to come from an athletic team's own fundraising endeavors, and must be pre-approved by the school's athletic director. The athletic director should have a list of the proposed expenditures from a sport's extra-curricular fund.

Each head coach is responsible for working with the Athletic Director in preparing a budget for his/her sport for the next school year following the guidelines below. The athletic director will give you periodic reports on your budgets to assist you.

Absolutely no equipment or supplies are to be purchased without advanced approval of the athletic director. Purchases are not to be made unless a purchase order has been issued for it and signed by the athletic director. The athletic director should have a list of the needed equipment for each sport.

a. Owensboro Catholic High School Accounting Policies

Owensboro Catholic High School, as a member of the Owensboro Catholic Schools, is bound by policies adopted by the Owensboro Catholic Schools Education Council. Because of this and for secure and responsible control, certain financial procedures must be followed involving fundraisers or any exchange of money throughout the school.

According to School Board policy #3600, "All cash received by the organization should be receipted and go through the school site." This means that ALL money raised for any fundraiser or project in the school is to be deposited by the school.

Money should never be taken out of proceeds to pay anyone helping out or to go purchase any needed items. This may take some planning ahead on the part of those people involved in chicken cooks, play productions, or any such event.

Purchase orders are to be obtained BEFORE any purchases are made for the school. At the time a purchase order is obtained, the person will be informed whether the school has a charge account with that vendor or exactly how to take care of the billing process. Please keep in mind that some store charge cards are in high demand (Wal-Mart, Staples, Kroger, VISA, etc.) and need to be returned within **2 days** of purchase.

OCS Scrip may be used. However, problems arise with having a few dollars or even cents left on a card. If this option is selected, all receipts for purchases using Scrip must be submitted for record purposes.

Purchases made on-line MUST have a receipt printed and turned in following the submittal of the order.

Reimbursement to an individual for purchases made is not an option. The school has tax-exempt status that an individual does not have, so besides saving the school organization a little money, reimbursing individuals does not look good to auditors.

Parents play an important role in the fundraising efforts of the school. There are many who are very knowledgeable about where to find the best price for the products they need and they feel they are helping the school out in that respect. **However, the parents are under the control and supervision of the sponsor of such organization.** They should be looking to the sponsor for guidance in the correct procedures to follow. Most parents, who work in any other type of business or any other school district, know that there are strict rules for making purchases anywhere. Our school is not the exception.

b. Fundraisers

All fundraisers must first get approval from the Athletic Director and then from OCS central office. Fundraiser requests must be submitted by July 15 or January 15. Use appropriate forms.

Any time a sponsor is dealing with money in any way, see the Athletic Secretary to discuss the specific activity and find out the correct way to handle all income and expenses related to that activity. In this way, everything will be done according to policy and correct financial procedures.

XII. EQUIPMENT & INVENTORY

Coaches are responsible for collecting all equipment and uniforms. Equipment and uniforms paid for through the budget, extra-curricular, or fundraising are the property of the school and athletes may not be allowed to keep uniforms, or other equipment unless they personally paid for them. Coaches may petition the Athletic Director for special exemptions to this rule, in instances where uniforms are damaged, or in sports where it is not feasible to re-use uniforms.

Each head coach must take inventory of all equipment for his sport at the end of the season. A copy of that inventory is to be on file with the athletic director and a copy is to be retained by the head coach.

Coaches report Athletes not returning school issued Equipment

Athletes are responsible for all equipment issued to them and are to pay for damage equipment and equipment lost due to negligence. Coaches are responsible for distributing and collecting all school equipment. There will be no awards given until the athlete has accounted for his/her equipment. Seniors will not receive their caps and gowns until all equipment is turned in. Coaches are to turn these names in to the AD or Main Office.

XIII. TRANSPORTATION

Policy

Students are to ride the school's transportation to any game in which it is provided. And they are to return on school transportation unless the student is released to the parent or legal guardian. Coaches are to record by sign out sheet when students are released to his/her parents or legal guardian. Parents may request exceptions to this policy by contacting the principal. The student may not be released to a designee of the parent unless the principal or his designee has notified the coach to do so.

Parents transporting athletes other than their own son or daughter in a private vehicle is the least preferred method of transportation and should be used only when all other means of transportation is unavailable. If permission is granted to use parent drivers, permission must be obtained from the Athletic Director, and the required Volunteer Driver Permission form must be obtained at least **two weeks** in advance to allow the Diocese to approve.

When a private vehicle is used to transport students, the driver's insurance is primary.

Coaches or school representatives should never direct students to drive other students to practices or games. It is acceptable for parents to arrange for their child's transportation to practice or games but the school is to never have a part in that arrangement. This includes in-town games.

A coach should stay with students until all have been picked up.

Transportation Requests

Busses and mini busses are to be used for team transportation whenever possible. Transportation requests should be made for the season when your schedule is set or two weeks in advance. The athletic director will assist the coach in scheduling the buses and drivers. If buses are not available, the coach and athletic director should work out other means of transportation.

Coaches are responsible for the behavior of their teams on the bus and cooperating with the driver to maintain a safe environment. There is a checklist in each bus/mini bus kit that each driver must fill out before driving. The driver and coach are to make sure that the vehicles are returned clean and filled with fuel. Painting or taping or otherwise hanging signs on the school vehicle is prohibited. The vehicles will be checked each morning. If a vehicle is found to be inordinately dirty, the budget of the coach who last used the vehicle will be charged $25.00 for cleanup.

Travel & Per Diem Policy

1. For those sports that KHSAA reimburses room and meal expenses for post season play, the athletic department will pay those expenses from the contingency fund for the number of people allowed by KHSAA and deposit the KHSAA reimbursement back into the contingency fund. If a team takes more people than are allowed using the KHSAA standards those expenses will be paid for by the sport's extracurricular account.
2. For those sports that KHSAA does not reimburse for room and meal expenses for post season play, the athletic department will pay those expenses from its general account at the same rate KHSAA uses (2015-16 $13 per person). Meals are $5 per meal for team party. If a team's expenses are more than allowed using KHSAA standards, the difference will be paid for by the sport's extracurricular account.

3. For All A tournament play that requires rooms and meals and the All A reimburses for room and meals, any expenses over the reimbursement amount will be paid by the team's extracurricular account.
4. For All A tournament play that requires rooms and meals and the All A does not reimburse, the entire expense will be paid by the team's extracurricular account.
5. For regular season trips leaving before 4:00 PM on a school day food is provided at approximately $4.00 per player.
6. OCHS provides similar travel opportunities for tournaments, out-of-region, and out-of-state events for like teams.
7. OCHS provides similar travel opportunities for regular season games for like teams.
8. All overnight trips must be approved prior to being scheduled.

XIV. GAME CONTRACTS

All game contracts are on file in the athletic office. Each coach should check to make sure we have a signed contract for each game. Baseball/softball have no contracts due to rainouts.

XV. SCHEDULING

Each coach is responsible for working with the athletic director in scheduling. Scheduling should be completed as soon as possible in order for us to schedule the use of fields and other non-school facilities. Any change in scheduling must be approved by the Athletic Director. All overnight trips must be approved by the Principal.

XVI. DAYS ATHLETIC ACTIVITY PROHIBITED

OCS board policy prohibits athletic activity on the following dates:
Mother's Day
Triduum: Holy Thursday, Good Friday, Holy Saturday
Easter Sunday
Christmas Eve
Christmas Day

Exam Nights: OCHS policy is that contests may not be scheduled on any night before exams without permission.

Sunday: No student activities may be scheduled on Sundays before Noon and after 4 PM. Requests for exemptions to this rule must be made to the principal. Teams traveling on Sunday are to attend Mass.

Travel: OCHS teams traveling or staying home during Holy Week must abide by the following.
1. May not play or practice on: Holy Thursday, Good Friday, Holy Saturday, and Easter
2. If players are out of town with the team (whether in FL or traveling), they must attend services with the team on: Good Friday, Holy Saturday, Easter, or any Sunday

Note: if a player is staying with his/her parents, it is not the responsibility of the coach but of the parents to take him/her to services.

XVII. REPORTING OF GAMES

The coach is responsible for reporting the results of all home games to the KHSAA and the media. The KHSAA Scoreboard number is 1-800-453-6882.

XVIII. MORNING ANNOUNCEMENT CONGRATULATIONS

The coach is responsible for preparing congratulations or acknowledgments that he/she wants announced at regular morning announcements.

XIX. RECORDS

Each coach is asked to accumulate and compile team and individual records in his/her sport. Copies of those records should be kept on file in the athletic office (turned in to the Athletic Director at the end-of-year review meeting), and the coach should also keep a copy.

XX. STUDENT AWARDS

Lettering and Awards

Each head coach sets the criterion for lettering and other awards and should communicate that to the athletes at the beginning of the season. In addition, the athlete should be in good discipline standing with the school and complete the season in the given sport. Once an award is accepted, it is up to the athlete to see that is properly respected and cared for. Letters and bars are provided by the Athletic Department. The Athletic Department also provides $2.00 per team member for awards presented at the end of the season. Anything above this must come from the sport's extracurricular account.

Liz Lukschu Award (Outstanding Senior Female Athlete)

Fr. Robert Conner Award (Outstanding Senior Male Athlete)

Awards are given at the end of the year for the outstanding Male and Female senior athletes. Recipients should be outstanding athletes who have significant athletic accomplishments at the district, regional, and or state level as well as the following attributes:
Good Christian, good character, good citizen; a leader, a participant in worthwhile school activities, a person with compassion and concern for his/her fellow students; one who is unselfish and conducts self not for personal acclaim, but because it is right. Person should be a good influence in school and community.

Head coaches will be asked to nominate and vote for worthy athletes.

XXI. REQUIREMENTS FOR COACHING (see KHSAA Bylaw 25 for details)

All persons designated as coaches (paid or unpaid) must meet the following:

Must be 21 years old and a high school graduate
Certified CPR including AED training
Diocese of Owensboro Safe Environment Program every five years
Diocese of Owensboro Code of Conduct
Criminal background check completed on MYB form every five years
KHSAA Sports Safety Course every two years
KHSAA Sports Specific Rules Clinic yearly
KY Coaches Education Program (good for lifetime) within one year of date hired.
Physical and TB test for paid coaches
Meet with and be approved by the Principal and Athletic Director.

Level 1

Certified teacher-employee of OCS -employed minimum of three periods or equivalent.

Level 2 Not an employee of OCS but meets one of the following

a. Graduated from high school and hold provisional or standard teaching certificate or,
b. Earned 64 college credit hours on official transcript or,
c. Graduated from high school and be approved by local school board as substitute teacher or,
d. Graduated from high school and complete KHSAA prescribed electives:
    1. KY Coaches Education Program within one year of date hired

www.nfhslearn.com – Fundamentals of Coaching
Engaging Effectively with Parents
Teaching and Modeling Behavior
Teaching Sports Skills or a sport's specific course
Concussions in Sports

NOTE: Persons not a Level 1 or Level 2 coach cannot supervise athletic activity unless under the direct supervision of a Level 1 or Level 2 coach.

Head Coaches

Must meet with the Athletic Director at the end of season for an evaluation meeting

XXII. REQUIREMENTS TO DRIVE AN OCHS VEHICLE

Bus drivers must have a CDL with passenger endorsement along with training provided by OCHS and a **current CDL physical**.
Mini-bus drivers must have training provided by OCHS and a **current CDL physical**.
OCHS insurance checks the driving record of all drivers.

XXIII. FACILITIES USE

The choice of team practice schedule, times, and locations must be in compliance with KHSAA gender equity requirements. Coaches are obligated to work together on practice times and locations to assure that gender equity is maintained.

All facilities are to be locked at all times. Students may not use the facilities without supervision. Coaches and others who need to use them should have keys. Keys should never be given to students or parents without permission of the principal. Only faculty/staff members are to open any facility.

Groups or individuals may not use the facility without the permission of the Athletic Director or Principal and the supervision of a staff member.

There is to be no setup or takedown of chairs, tables, or equipment without someone appointed by the maintenance supervisor to oversee the process. Only maintenance is to remove chairs.

When leaving, lock the facility.

Small and Large Gym Policy

The small and large gyms are scheduled through the athletic office.
The gyms are not to be used for either baseball or softball practice.

Weight Room Policy

The weight room is available to all teams who wish to use it. You may sign up for use of the weight room on the calendar in the athletic office. The following guidelines will be used.

1. Prime Time: Three pm to 4 pm Monday through Friday is considered "Prime Time" for weight room use. Mondays, Wednesdays, and every other Friday will be reserved for exclusive use of the weight room by male athletic teams. Tuesdays, Thursdays, and every other Friday will be reserved for the exclusive use of the weight room by female athletic teams.

2. Teams will sign up in the following order: teams currently in season, teams whose seasons are coming up, and teams out of season. Teams in season should schedule for their entire season.

3. All other times including morning times are available to all teams using the above order.

XXIV. OCHS ATHLETIC ADVISORY BOARD POLICIES

Transfer Students

Students transferring to OCHS during the school year are ineligible for interscholastic athletes until all school requirements have been met and the KHSAA has ruled the student eligible. The student is prohibited from any participation in athletics until the principal notifies the coach that the student is eligible. The student must also meet any requirements set by the coach for that sport. (Adopted June 22, 1983 Clarified July 2011)

Students Below Grade 9 in OCHS Athletic Programs

"Playing-up" means playing on a team at the high school level in a sport that is offered at your school at the same time.

Playing up by students below grade 9 is not allowed unless the high school coach requests specific permission of the high school and middle school principals and athletic directors. Reasons for allowing students to play up may include; low numbers at the high school level, the extraordinary athlete who is not challenged at the middle school level, or specific positional needs at the high school level. The principals, athletic directors, and coaches shall set the conditions under which students may play up. The parents of any student playing up shall be informed of the conditions and may then allow or not allow their son or daughter to play up.

If a student below grade 9 plays above his/her grade level, the student may not at any time during that sport's season return to playing at his/her actual grade level.

An exception to this rule for girls' basketball is allowed by the Midwest Kentucky Athletic Conference of which Owensboro Catholic Middle School is a member.

This policy applies to the following sports:
Cross Country, Basketball, Baseball, Girls Soccer, Volleyball, Track/Field
****

"Participating" is defined as playing on a team at the high school level in a sport that is not offered at your school at the same time.

Students below grade 9 may participate on a team at the high school level only with the agreement of and upon the conditions set by the principals, athletic directors, coaches, and parents.

Factors which all should consider when allowing students to "play up" or "participate" include the emotional, social, and physical maturity of the student along with his/her behavior and academic records.

Students below grade 9 who "play up" or "participate" on high school teams are governed by the academic policies of their respective schools but grades must be checked weekly as required by KHSAA. (Adopted Summer 2004; Revised Summer 2008; Revised July 2012)

Participation in more than one sport in the same season

An athlete may participate in only one sport per season unless he/she has received the approval of the coaches involved and the athletic director.

Out of Season and Summer Activity

Out of season and summer activity is allowed with the following provisions:

1. All KHSAA rules are followed
    a. If an outdoor activity, the KHSAA heat index procedure will be followed including the recording of the heat index on paper

2. Notify the parents in writing(email) that:
    a. Participation is voluntary
    b. KHSAA catastrophic insurance in not in force
    c. All participants must have a valid physical on file in the OC athletic office
3. Should not interfere with an athlete participating in an in season sport

Ten Practice Rule or Quitting of a Sport by an Athlete.

Any athlete who quits a sport after participating in 10 practice days is ineligible to practice for any other sport until his/her original sport season is completed.
Athletes wishing to drop a sport should see your immediate coach, then the head coach and turn in all equipment issued to you. An athlete must be granted permission from the Athletic Director to begin participating in another sport before the previous sport's season is completed. This rule does not apply to an athlete cut from a sport. If an athlete is dropped from a team for disciplinary reasons, he/she is ineligible until that original sport's season concludes. (Adopted September 7, 1983)

Staff Tobacco Use Prohibited

Use of tobacco by employees is prohibited on the campus at any time. It is also prohibited off campus when working with and in sight of students.

XXV. O.C.H.S. ALCOHOL and DRUG POLICY for ATHLETES, ACETTES, and CHEERLEADERS

The possession, use, or transfer of alcohol, a controlled substance, or look alike on school property or at OCHS functions is prohibited.
A first offense requires that the student and his parents/guardians appear before a Discipline/Attendance Board, which consists of six faculty members appointed by the Principal. The student may choose two additional staff members to serve on the Board.

The purpose of this board is to review the academic, attendance, and discipline record of the student, allow the student and his parents/guardians a chance to speak, and recommend to the Principal appropriate consequences. The student may be required to attend outside counseling as a condition of continued enrollment at OCHS.

For students involved in extra-curricular activities, the board is to establish consequences relating to the extra-curricular activity with a minimum suspension of 10% for performance based activities (Athletics, Cheerleaders, Acettes, Academic Team, Band, Flag Corps, Thespians, Emerald Productions, KYA, KUNA) and probation for 12 months.

A second violation during the 12-month probation will result in the student being suspended from the extracurricular activity for 12 months from the date of the second offense. A second offense will result in the original Discipline/Attendance Board being recalled to review the student's record and recommend appropriate consequences up to and including expulsion.

XXVI. INJURY

Athletes must report all athletic injuries to their coach. If the injury requires medical attention by a doctor or treatment center, the coach is to complete an injury report form and file it with the Athletic Office. Once a physician treats the athlete, the athlete must obtain the doctor's permission to return to activity and present this to the coach.

XXVII. ATHLETIC TRAINER

OCHS provides a certified athletic trainer through Orthopaedics & Sports Medicine Owensboro (OSMO). The trainer is available every day after school in the Trainer's Office located in the room east of the stage.

The use of the athletic trainer does not obligate parents and their athletes to use a particular doctor or medical provider. They are free to choose any medical provider for treatment.

XXVIII. INSURANCE

The athlete's own insurance is primary and all claims should be submitted to that plan first. OCHS carries a secondary insurance policy on all athletes. If the parent is not fully reimbursed by their primary carrier, a claim should be filed under the Athletic Plan. Responsibility for filing a claim and collecting is with the parents. Forms are available from the Athletic Office.

The Kentucky High School Athletic Association provides a catastrophic insurance policy subject to their rules and regulations. The KHSAA catastrophic insurance policy is not in force for out of season and summer activities. See www.khsaa.org for details.

XXIX. STAFF INJURY

If a staff member is injured during the performance of their duties, report the injury to Tracy Miller in the OC main office within 24 hours.

XXX. COMMUNICATIONS

Parent Communication with Staff

When you have concerns and questions please address them in a courteous and civil manner and do it at the right time and in the proper setting. Generally, on the field or court before or after a contest is not the proper place to communicate. Request a meeting with the coach. If the matter is not resolved, you may request a meeting with the Athletic Director. If still not satisfied, you may request a meeting with the Principal.

If an athlete encounters a problem, he/she should discuss the matter with the coach and resolve it there. If there is a need for a policy or rule interpretation, the athlete is free to come to the Athletic Director for clarification.

PLAYING TIME

The coaches will determine team lineups, positions and ultimately make all game decisions regarding playing time. As previously stated, the athletic department does not guarantee that all members of a team will receive playing time in game situations. Generally, athletes on a team may receive more playing time at the freshman and junior varsity level. The varsity level teams can be viewed as the most competitive level of a program and consequently not all athletes may get the chance to participate in games. All athletes, however, will be given fair and ample opportunity to demonstrate their abilities throughout the season.

NCAA ELIGIBILITY

Visit the NCAA website at www.ncaaclearinghouse.net for specific information on NCAA eligibility requirements.

The Profile of the Ideal Parent

- **Support your child and attend as many contests as possible.**
- **Avoid putting pressure on your offspring to start, score, or be the star of the team.**
- **Support the coach in public.**
- **Avoid speaking negatively about the coach in front of your child. It may create a major barrier in the child's hope for improvement in the sport.**
- **Understand the ultimate purpose of athletics. It exists as an integral part of the total education mission of the school, and participation in athletics is a privilege and not a right.**
- **Serve as good role models for the students, athletes, and other fans.**
- **Contribute as members of the booster club. This means volunteering to help with projects and committees.**
- **Appreciate the educational opportunity that your child is receiving in our athletic program. This includes the enormous time and effort provided by the coach.**
- **Attend the pre-season parents' meeting and read our Parent/Athlete Handbook.**
- **Serve as beacons of good sportsmanship.**
- **Show respect to everyone involved in high school athletics-the coach, athletes, fans, officials, and administrators.**
- **Follow the chain of command at Owensboro Catholic when you have a concern: Immediate coach, head coach, Athletic Director, Principal.**
- **Express concerns and questions in a courteous and civil manner and do it at the right time and in the proper setting.**
- **Abide by all the policies, regulations, and procedures for our athletic program.**
- **Understand that the goals of the team and athletic program and may not match the goals and dreams you have for your child.**
- **Avoid constant and chronic complaining.**

OCHS ROTATION FOR UNIFORM ALLOWANCE

2003-04

Baseball
Golf - Boys
Golf - Girls
Soccer - Girls
donation
Track/Field
Softball

2004-05

Basketball - Boys
Soccer - Boys
MS Cheerleaders

MS Soccer - Boys
MS Track

2005-06

Basketball - Girls
Football
Volleyball
MS Basketball - Girls

2006-07

Acettes
Cheerleaders
Cross Country

MS Basketball - Boys
MS Football

2007-08

Baseball
Golf - Boys
Golf - Girls
Soccer - Girls
Track/Field
Softball

2008-09

Basketball - Boys
Soccer - Boys
MS Cheerleaders

MS Soccer - Boys
MS Track

2009-10

Basketball - Girls
Football
Volleyball

MS Basketball - Girls

2010-11

Acettes-bought 9/10
Cheerleaders
Cross Country
MS Basketball - B & G
MS Football

2011-12

Baseball
Golf - Boys
Golf - Girls
Soccer - G-bought 10/11
Track/Field
Softball
MS Volleyball

2012-13

Basketball - Boys
Soccer - Boys
MS Cheerleaders
MS Soccer - Boys
MS Track

2013-14

Basketball - Girls
Football
Volleyball

2014-15

Acettes
Cheerleaders
Cross Country
MS Basketball - B & G
MS Football

2015-16

Baseball
Golf - Boys
Golf - Girls
Soccer - Girls
Track/Field
Softball
MS Volleyball
MS G Soccer

2016-17

Basketball - Boys
Soccer - Boys
MS Cheerleaders

MS Soccer - Boys
MS Track

2017-18

Basketball - Girls
Football
Volleyball

2018-19

Acettes
Cheerleaders
Cross Country
MS Basketball - B & G
MS Football

2019-20

Baseball
Golf - Boys
Golf - Girls

Soccer - Girls
Track/Field
Softball
MS Volleyball
MS G Soccer

2020-21

Basketball - Boys
Soccer - Boys
MS Cheerleaders
MS Soccer - Boys
MS Track

2021-22

Basketball - Girls
Football
Volleyball

Swim,Tennis, and Golf purchase items annually.

OCHS ATHLETIC OFFICE DUE DATES

Item	Season	Date Due
First list of players	Fall	July 16
	Winter	Oct. 16
	Spring	Feb. 16
Roster for all level teams	Before first game	
Sports Schedules to Athletic Office	Fall	June 1
	Winter	Oct. 1
	Spring	Feb. 15
Schedules to Printer	Fall	July 15
	Winter	Oct. 15
	Spring	Feb. 22
Schedules ready to give out	Fall	Aug.10 or 1st day of school
	Winter	Nov. 1
	Spring	March 15
Team Pictures taken	Fall	Aug. 1- or closest available date
	Winter	2nd Tuesday Nov. (Election Day)
	Spring	March 15 - or closest available date

PUT PICTURE DATES ON SCHOOL CALENDAR

Note to Coaches: Order uniforms early so they will be ready for pictures.
Senior Athletes picture for cover.
Give out pic order forms one week before picture day.

Kentucky High School Athletic Association

KHSAA TEAM ROSTER INFORMATION FORM

2016-17

SCHOOL	Owensboro Catholic High School	Sport :

(Please Type or Print)

Head Coach:		**Superintendent:**	**Jim Mattingly**
Work Phone:		**Principal:**	**Gates Settle**
Fax:		**Athletic Director:**	**David Blanford**
Home Phone:		**Enrollment (9-12):**	
Mascot Name:	**ACES**	**Colors:**	**Green/Gold/White**
Assistant Coaches Support Staff:			

TEAM ROSTER

(Please Put In Numerical Order) Type or Print

No.	Last Name	First Name	Ht.	Wt.	Pos.	Yr.

PLEASE USE THIS FORM TO SUBMIT INFORMATION

Owensboro Catholic Schools

FUNDRAISING REQUEST FORM
2016-2017

School Site/Organization: _____

Sponsor/Coach: _____

Sponsor/Coach E-mail: _____

Contact Numbers: Cell_____ Home/Work_____

List all Fundraisers to be held in 2016-17 Date

_____ _____

_____ _____

_____ _____

_____ _____

Please list how funds from each fundraiser will be utilized to serve your team/students?

_____

_____

_____

_____

Annual Budget for Organization: $_____

Net Profit Projected from each Fundraiser:

1. $_____ 2. $_____ 3. $_____ 4. $ _____

Submission Deadlines:
1st Semester – July 15 2nd Semester – January 15
Unique circumstances will be considered on a case by case basis

FORM C

DIOCESE OF OWENSBORO
ACTIVITY INFORMATION FORM

_____DATE_____

Dear Parent or Legal Guardian:
Your son or daughter is eligible to participate in a parish sponsored youth activity requiring transportation to a location away from the parish grounds. This activity will take place under the guidance and supervision of employees and/or volunteers from _____ parish youth group. A brief description of the activity follows:

DESTINATION_____

EDUCATIONAL OBJECTIVE_____

PLANNED ACTIVITIES_____

_____

DESIGNATED SUPERVISOR OF THE EVENT_____

DATE, TIME AND LOCATION OF DEPARTURE_____

ANTICIPATED TIME AND LOCATION OF RETURN_____

METHOD OF TRANSPORTATION_____

ACCOMMODATIONS (IF APPLICABLE)_____

TOTAL COST_____

✂----------

Please return this bottom portion to the designated Supervisor of the event.

NAME AND DATE OF ACTIVITY_____

NAME OF YOUTH_____

PARENT PHONE (WORK)_____PHONE (HOME)_____

➡In an emergency someone other than parent/guardian⬅

NAME_____

PHONE (WORK)_____PHONE (HOME)_____

FORM D-3

MIDDLE & HIGH SCHOOL YOUTH CODE OF CONDUCT

The Offices of Catholic Schools, Religious Education and Youth Ministry provide opportunities that allow young people from all over the Diocese of Owensboro to be educated, grow in their faith, have a fun time and form Christian friendships. All that we do stems from our belief in Jesus Christ and the following of his teachings. Therefore, we have certain expectations of the children, youth and adults who participate. To insure a safe and enjoyable time for everyone, the following guidelines are in effect.

- I will treat everyone with respect, courtesy, dignity, patience, loyalty and integrity. I will behave in a way that respects the rights of all If I am being hurt or if I become aware that one of my peers is being hurt verbally/physically, I will notify a supervising adult.
- I will be cooperative, and do those things that promote a good reputation for my school/parish and me.
- I will treat property with care. If I break something, I will tell my supervising adult.
- I will avoid posing any health risk to others (i.e., fevers or other contagious situations).
- I understand the use of pagers and cell phones is highly discouraged, unless a supervising adult grants permission.
- I will not possess/use/purchase tobacco, alcohol, illegal drugs, weapons, inappropriate videos, reading materials or other objects.
- I understand in extreme cases of misconduct my parents/legal guardian and legal authorities will be notified, regardless of the time. Parents/legal guardians will be financially and/or physically responsible for participant's transportation home from school/event. I understand I am subject to search and seizure guidelines, which are in place (Page 300:11).
- If I become aware of any violation of this Code of Conduct by a peer, it is my responsibility to notify my supervising adult as soon as possible.

YOUTH PARTICIPANT/STUDENT

I understand that any action inconsistent with this Code of Conduct may result in appropriate disciplinary action.

X_____ _____ X_____ _____

Signature of Participant/Student Date Signature of Parent/Legal Guardian Date

Revised 1/04

Supervisory Adult Code of Conduct

Form D-4 (p. 1 of 2)

The Catholic Diocese of Owensboro is committed to providing a safe environment for minors and vulnerable adults within all activities and ministries of the diocese. All the faithful cooperate in taking every reasonable action to ensure the safety of anyone under their care. The following policies are in effect whenever adults are acting as employees and/or volunteers of diocesan institutions ("Church representatives").

I WILL:

- **I will treat everyone with respect, courtesy, and consideration**, performing my work in a manner consistent with the mission of the Catholic Church and the Diocese of Owensboro.
- **I will remember that any minors or vulnerable adults are entrusted into my care; I am not their peer or buddy**. Recognizing that Church representatives must always be aware of their own vulnerability, as well as the vulnerability of any minor or vulnerable adult with whom they may be working, I will always use a team approach to activities.
- **I will avoid situations where I am alone with a minor or vulnerable adult.** I understand that at least two supervising adults should be present when there is only one minor or vulnerable adult, and at least two participants should be present when there is only one supervisory adult.
- **I will ensure that any one-on-one meetings with a minor or vulnerable adult are held in a public area or in a visible area** such as in an office with an interior window or an open door so that another person can be present outside the room as a witness.
- **I will use positive reinforcement** rather than criticism and condemnation when working with minors or vulnerable adults.
- **I will provide only accepted overnight accommodations for minors or vulnerable adults** (as noted in policy requirements).
- **I will maintain appropriate physical and emotional boundaries** with the individuals with whom I work. I understand that any touch must be age-appropriate and based on the need of the minor or vulnerable adult, not the supervisory adult.
- **I will always report any suspected abuse according to Kentucky law.** I understand that the failure to report suspected abuse to civil authorities is punishable by law.

I WILL NOT:

- **I will not maintain inappropriate relationships/friendships with a minor or vulnerable adult. I will not have exclusive relationships with a minor or vulnerable adult.** If I become aware of a minor/vulnerable adult desiring such a relationship, I will ask for assistance from the supervisor or pastor and exercise extra caution.
- **I will not use, possess, or be under the influence of, any alcoholic beverage or any illegal drugs** when working with minors or vulnerable adults. In addition **I will not inappropriately use any legal drug or mood-altering substance** in this setting.
- **I will not have a weapon in my possession** while acting as a Church representative. (Exception: Active law enforcement officers who are required by law to carry a weapon.—Those individuals must guarantee that weapon is secured at all times from access by any other person.)
- **I will not provide, or allow** any minor to use, any alcoholic beverage, tobacco, or illegal drugs. **Neither will I provide anything prohibited by law to anyone in my care**. Medications of any kind may be administered to minors only with written parental/guardian permission.
- **I will not have any sexually explicit or morally inappropriate materials** on Church property or in the presence of minors or vulnerable adults. Such materials include, but are not limited to: magazines, videos, films, recordings, computer software, computer games, or printed material. I will not engage with minors or vulnerable adults in **topics of conversation** or discussion, vocabulary or any other form of personal interaction or entertainment that could not reasonably be used in the presence of parents or a responsible adult. I will not engage in sexually oriented conversations with anyone except in the context of sharing the Church's teaching on human sexuality.
- **I will not accept expensive gifts** from minors or their parent/guardian without prior written approval from the pastor or administrator. **Neither will I give expensive gifts** to minors without prior written approval from the parent/guardian and the pastor or administrator. Small gifts or privileges are not to be given to minors without the presumed knowledge and permission of a parent/guardian.

I WILL (continued):

- **I will cooperate fully in any investigation of abuse.**
- **I will be available and visible** during the entire event(s), take part in enforcing the rules, and take control of any situation those in my care are unable to handle.
- **I promise to help enforce** the Codes of Conduct for Children and Youth (D 1-3) and Adult Participants (D-5) and to set a good example. I will notify the appropriate supervisor of violations of the codes when necessary.
- **I will treat property with care.** If someone from the group breaks something, I will tell the principal/ priest/ program director. Each school/parish will take full responsibility for any damage done by their members at a program site.
- **I will keep cell phones/pagers off or in silent/vibrate mode** to keep from disrupting or distracting from activities, especially liturgy and prayer.
- **I will behave in a way that respects the rights of all.** I will be cooperative, and do those things that promote a good reputation for the program, school, parish, and/or diocese.
- If I become aware of anyone violating this Supervisory Adult Code of Conduct, **I will take responsibility to report that violation** to the appropriate level of supervisor or to the diocesan Office of Safe Environment so the issue can be addressed and minors can be kept safe.

I WILL NOT (continued):

- **I will never speak to minors or vulnerable adults in a way that is or could be construed by an observer as derogatory, demeaning, or humiliating.**
- **I will never touch anyone in my care in a sexual or other inappropriate manner.**
- **I will not use physical discipline for the behavior management of minors or vulnerable adults.** No form of physical discipline is acceptable, including physical force as retaliation or correction for inappropriate behavior, except as may be needed to restrain them from inflicting harm on themselves or others.
- **I will avoid posing any health risk to others** (e.g. fevers or other contagious situations).
- **I will not, as a Church representative, provide shared or private overnight accommodations** for individual minors with the exception of blood relatives. This includes, but is not limited to, accommodations in any Church-owned facility, private residence, hotel room, or any other place where there is no other adult supervision present.

As a(n) employee/volunteer of the Church, I promise to strictly follow the rules in this Code of Conduct as a condition of my providing services to the minors and/or vulnerable adults of our diocese. I understand that any illegal behavior may involve legal authorities. I understand that any serious violation of this Code of Conduct may result in my termination of employment, removal as a volunteer, and/or dismissal from a program, and/or financial and physical responsibility for transportation home (in the case of an off-site event).

Name (Please Print)_____ Signature_____

Date _____

I hereby consent to the use of a photograph of me for the purpose of publication. _____Yes _____No

Revised August 2010

DIOCESE OF OWENSBORO
Catholic Pastoral Center

July 1, 2013

To the Coaches of High School Athletics at Owensboro Catholic, St. Mary, and Trinity High Schools:

Thank you for all you do for our student-athletes. Coaching athletics at the high school level is very difficult and time-consuming, and can often be a thankless job. The hours are long and the pay is low compared to the time and effort required. But the opportunities to shape students' lives are priceless.

The students at our three high schools are the beneficiaries of strong faith formation and effective coaching. However, there are occasionally reports of inappropriate language and/ or inappropriate actions by coaches and athletes, both at games and practices. The Diocese of Owensboro Adult Code of Conduct requires all diocesan employees to treat our young people with dignity and respect at all times, and coaches agree to follow that same Code of Conduct as part of their contracts. There must be a clear understanding at all of our schools that what is inappropriate in the classroom and in the home is likewise inappropriate on the field and in the gym. It is also important to note that all diocesan activities are governed by the office of the bishop, and Bishop William Francis Medley firmly supports the concept of athletics conducted according to Gospel values.

In the course of a season, inevitably there are times when athletes need to be reminded – in such a way that leaves no doubt - that the good of the team requires them to behave well and to perform to their greatest potential, and it's the coaches' job to make that happen. But coaches can make that happen without inappropriate behavior and/or language, and without humiliating the athlete. And when coaches do exhibit negative behavior, (a) the incident should be handled in such a way that it does not reoccur, and (b) the incident should become a teachable moment by way of an apology to the players.

However, it is not the purpose of this letter to focus on incidents and penalties. Those should be handled by the administration of each school. The purpose of this message is to emphasize that due to the nature of the exciting, demanding, and competitive activities that stay with students for the rest of their lives, coaches at Catholic high schools are given an opportunity that is absolutely unique – which is to build those memories on a strong foundation of Gospel values.

As Catholics we are called to evangelize. And coaches have golden opportunities to evangelize their athletes – either directly or by example - at every practice and every contest. But it doesn't stop there. Our athletes have the opportunity to evangelize their teammates *and their opponents.* By conducting themselves with class, by giving full effort at all times, by supporting their teammates and showing respect for coaches, opponents, and officials, and by refusing to be dragged down to a lower level of ethics if the opponents talk trash – our athletes can send a message to opponents and spectators that is very powerful and *will not be forgotten.*

600 Locust Street, Owensboro, KY 42301-2130 • (270) 683-1545 • FAX (270) 683-6883 • http://www.owensborodio.org

It is common knowledge that our communities hold our schools to a very high ethical standard. When the word "Catholic" is part of a school's name, it automatically sends out an expectation of exemplary behavior on and off the field. Of course negative behavior is noticed - and sometimes exaggerated – but the community notices the positive, too.

While perfection will never be achieved, our coaches must strive – every day – to meet that high ethical standard, for themselves and for the athletes under their supervision. By doing so, coaches can teach student-athletes life lessons that extend far beyond their high school years. And there is nothing more important that coaches can do for their student- athletes.

Yours in Catholic Education,

Jim Mattingly
Superintendent
Diocese of Owensboro Catholic Schools

I received and read this letter _____
Employee signature

Date _____

Levels of Participation In Athletics

- **Instructional**

A league in which all athletes should be taught and have the opportunity to learn the rules of a game and to learn and practice the skills of that game. In the instructional leagues, it is expected that all students receive quality playing time, according to their league rules. Instructional *generally* applies to K-4 athletics.

- **Transitional**

A league in which all athletes continue to learn more about the game, have the opportunity to improve their skills, and begin to participate at a more competitive level. Fifth and sixth grade leagues are considered transitional. Minimum playing time requirements may apply, depending on local league rules.

- **Competitive**

A level at which athletes are placed on teams according to skill levels for varsity and reserve. Athletes in this league should expect that stronger skilled athletes may get more playing time. Athletes should NOT expect more playing time based ONLY on skill level if effort, attitude, and sportsmanship are not also displayed on a consistent basis. Athletics for Grade 7 through high school are considered competitive.

The GOOD SPORTS Concept

It is our intention to state our expectations for behaviors and attitudes that should be displayed by all invested parties regarding appropriate Christian sportsmanship. We look forward to providing opportunities for appropriate athletic competition where students can learn athletic skills and life skills; where students, coaches, and parents/fans will appreciate the gifts and talents of others as well as the opportunities to compete, win or lose. Our Good Sports program allows each of us to model, practice, and learn *respect, gratitude, and responsibility* among many other core values, through Christian athletic competition.

We intend for our Good Sports program to complement the guidelines described in the **Diocese of Owensboro Handbook for Catholic Schools (policy #416.)**

School Name, Address, phone #

Diocese of Owensboro Catholic Schools

Good Sports

Mission Statement

The Mission of the Catholic Schools of the Diocese of Owensboro is to share in the Church's mission, to proclaim the message of Jesus Christ as lived out in the Catholic Church which creates a worshiping community of believers whose service is a witness of their Christian love.

Athletes' Expectations

Show respect

- Accept the call of the officials.
- Listen to the coach.
- Show courtesy to fellow athletes.
- Appreciate levels of abilities of all athletes.
- Care for equipment and space.
- Commit to participating in practice.
- Compete your best.
- Commit to school team.

Show gratitude and appreciation

- Show gratitude for each other's gifts and talents.
- Shake officials' hands.
- Thank coaches after practices and games.
- Thank parents for support, driving, helping.
- Congratulate other team and your own teammates.
- Show school spirit.

Show responsibility

- Show commitment to school team.
- Communicate with coach.
- Be on time.
- Take care of equipment.
- Make grades and behavior in and out of school a priority.
- Come prepared to cooperate and work hard.

Coaches' Expectations

Model and teach respect

- Appreciate levels of abilities of all team members.
- Show respect for other coaches.
- Teach leadership and teamwork.
- Emphasize helping others become better.
- Respect officials and their calls.
- Speak positively to and about your athletes and their school.
- Shake hands of officials and coaches, win or lose.
- Emphasize school spirit and community.

Model and teach gratitude and appreciation

- Begin and end practices and games with prayer.
- Appreciate efforts of all your athletes.
- Appreciate effort, investment, and support of parents and school.
- Appreciate the game and teach athletes to be grateful for their talents and opportunities.

Model and teach responsibility

- Follow through and hold students accountable for behavior.
- Be on time.
- Communicate with athletes and parents.
- Give all athletes opportunities to grow and improve.
- Be positive.
- Build self esteem in athletes.
- Be a positive Christian role model.
- Teach athletes to be gracious winners and losers.

Parents' & Fans' Expectations

Show respect

- Cheer for a team, not against a team.
- Celebrate talents and accomplishments of all athletes.
- Respect all athletes, coaches, officials, and other fans.
- Do not approach officials, your coach, other coaches or fans before, during, or after practice or competition with negativity.
- Speak in a positive way about your athlete, other athletes, coaches, officials, and your school.
- Keep all things in perspective.

Show gratitude and appreciation

- Appreciate the time and effort of volunteer coaches and officials.
- Appreciate efforts and talents of all the athletes.
- Be positive before, during, and after the game with your athlete and others.
- Appreciate the opportunities athletes have to participate.
- Be grateful for the support and investment of time, talent, and treasure of others and the school.
- Keep all things in perspective.

Show responsibility

- Communicate with and about athletes, coaches, and other parents/fans in a positive and appropriate way.
- Be on time.
- Encourage team over individuals.
- Do not leave siblings unsupervised.