



Handbook for St. John XXIII Catholic School Athletic Programs

Revised 10/2024

**The policies of the league and/or the Archdiocese of Cincinnati Charter on Youth Athletics may supersede the policies and procedures laid out in this handbook.*

*** Changes in policies and procedures will be made on an ongoing basis as deemed necessary by the principal and/or Athletic Board of St. John XXIII Catholic School.*

1. Mission Statement

The St. John XXIII Athletic Program is designed to provide the youth of St. John XXIII Catholic School, Holy Family Parish, and students from neighboring parishes, the opportunity to experience athletic competition under conditions that promote good fellowship, sportsmanship, and Christian values while developing and honing athletic skills.

1.1.1. Catholic Youth Athletics furthers the mission of the Catholic Church by providing sports experiences for youth that are firmly rooted in the Catholic faith tradition, based on the goals of Catholic youth ministry, and aligned with the evangelizing mission of the Catholic Church.

2. Organization

2.1. St. John XXIII Catholic School Athletic Board

The St. John XXIII Catholic School Athletic Program is managed by the St. John XXIII Catholic School Athletic Board and reports to the principal of St. John XXIII Catholic School. The Board is composed of an Athletic Director, parents of St. John XXIII Catholic School students, and/or members of Holy Family Parish.

2.1.1. All members of the Board must complete the required SafeParish training program and background check..

2.1.2. A member of the St. John XXIII Catholic School Athletic Board will be considered a member in good standing so long as they do not miss more than 2 meetings in any calendar year not including emergency meetings. The Board will have the option to vote and dismiss the member who has missed more than 2 nonemergency meetings in a calendar year by a 2/3 majority vote.

2.1.3. The board composition will consist of a minimum of 5 voting members which includes a designated Athletic Director. Terms will start June 1 of each year and expire May 31 of the following year. If a member wishes not to continue on the board that member must submit to the board in writing that they no longer wish to continue on the board.

2.1.4. A spiritual liaison will be appointed by the pastor or the St. John XXIII Catholic School Athletic Board with emphasis on promoting ministry spirit within athletics.

2.2. Board Responsibilities

2.2.1. Provide leadership, supervision and administrative support to developing appropriate policies, guidelines and standards for the management and conduct of the Program.

2.2.2. Provide knowledgeable coaches who understand the fundamentals of the sport and promote loyalty and Christian values in the participants.

2.2.3. Provide financial management, stability and resources to maintain the financial independence of the Program from the parish and school.

2.2.4. Provide guidelines for encouraging a high degree of sportsmanship on the part of players, coaches, parents and administrators.

2.2.5. Recommend and support the development of new programs/activities within the Program.

2.2.6. Act as mediation in disputes and conflicts arising within the Program, both externally and internally.

2.3. **Board Meetings**

The Board meets bi-monthly, to discuss and manage the financial business of the Program, troubleshoot issues surrounding the Program and prepare and organize the activities of the Program. Parents wishing to attend and speak at a board meeting must fill out and submit the appropriate paperwork at least 24 hours prior to the meeting.

2.3.1 A majority of active voting members must be present at the scheduled bi-monthly meetings to vote on any proposal except for amendments to the bylaws. To amend the bylaws, two-thirds of the Board members' votes are needed to make a change.

2.3.2 If deemed acceptable by the Athletic Director, an electronic vote by email may be permitted if a member is unable to make a scheduled bi-monthly meeting. The Board must be in agreement by majority to allow this practice.

2.3.3 If deemed acceptable by the Athletic Director, emergency meetings may be permitted to discuss issues that may not be able to wait until the next scheduled board meeting.

3. Financial Management

The board is responsible for monitoring and maintaining the financial health of the Program.

3.1. Financials

The Board will monitor the monthly financials and will determine an appropriate budget for capital expenditures. The financials will be made available to any parish member upon request from the Board.

3.2. Fees

Fees will be assessed per player for each sports program. Fee schedules are subject to change from the estimates provided due to changes in expenses or third party charges. Fees are based on the total cost of participation in the Program for each team. This includes consideration of league entry fees, officiating fees, equipment and uniform requirements, applicable tournament entry fees and gym/facility rentals/upkeep. Late fees may be added to any sport fee if registered after a certain date determined by the board. There will be no refunds issued after registration closes unless: 1. There are not enough registrations to form a team, or 2. Medical evidence is presented showing that the player has sustained an injury that will keep him/her from participating in the sport at any point in the season.

3.3. Financial Aid

The goal of the Program is to encourage and support each individual who wishes to participate in a sport. Participants who may not be able to pay the fee and/or associated expenses for an intended sport should contact the Principal of St. John XXIII Catholic School to discuss a payment plan.

3.4. Fundraising

Fundraising activities must receive prior approval from the Board. All proceeds from fundraising activities shall be pooled in the general funds unless otherwise approved by the Board.

Individual fundraising activities for the benefit of a single sport must be approved by the board prior to the activity.

3.5. Donations/Gifts

All donations/ practice facility usage, etc., must be received through the Board. Donations to a particular sport are welcome but must be received through the board with a written statement detailing the specific nature of the donation.

3.6. Expenses

Any purchases outside of the normal operating expenses of the St, John XXIII Catholic School Athletic Board must be met with prior approval from the Board. The Board will only reimburse individuals for expenses previously approved by the Board. Receipts for purchases must be submitted to the Board treasurer for reimbursement in a timely manner. The AD may spend or approve an expenditure of up to \$500.00 on emergency equipment expenses without prior approval of the board.

4. Program Objectives

The Program is designed to develop athletic skills and foster sportsmanship and Christian values while providing a competitive learning environment tailored to the social and psychological development of the participants. To this end, the Program is divided into three age-based programs.

4.1 Program Scheduling –

4.1.1 *Sundays and Holy Days*: There will be no scheduling of athletic activities (including games, practices, tournaments and other meetings) at parishes, schools or at Facilities, on or off-site, on Sundays and Holy Days before 1:00 pm (e.g., 1:00 pm kickoff, tipoff, starting whistle, etc.). Also, no scheduling of athletics activities on-site at Catholic parishes that adversely affect the parish's worship (for instance due to noise or parking problems) during Saturday and Sunday afternoon and evening liturgies.

4.1.2 *Triduum*: No scheduling of athletics activities (including games, practices, tournaments, and other meetings) on Holy Thursday, Good Friday, Holy Saturday or Easter Sunday.

4.1.1 Religious education and sacramental preparation: Athletics activities (including games, practices, tournaments, and other meetings) are not to be scheduled when the children involved normally would be attending religious education, sacramental preparation programs and the like. If conflicts occur, programs of religious education, sacramental preparation and the like take precedence. Coaches are expected to support the faith formation of their players, and in no case are children to be penalized (for example, being required to sit out all or part of a game) by coaches or

athletic leaders for missing a practice or game due to participation in such programs.

4.2 Developmental Program – Placement Depends on League Rules

The Development Program will focus on developing the fundamental skills needed to compete within each sport for each participant regardless of current talent or skill level. To accomplish this, the following apply:

- 4.2.1 All players eligible to participate will be placed onto a team (i.e. no cuts will be made).
- 4.2.2 In sports where multiple teams for a particular age group are necessary based on the number of participants, teams will be divided evenly to provide each team with equal talent level based on the player's abilities. Coaches for those teams will determine and agree between themselves on how to divide the players to form these teams. The Board reserves the right to approve the team rosters.
- 4.2.3 All participants shall be given adequate and sufficient playing time in the contests so that the playing experience is meaningful to the development of the player's skills. Players should not be made to sit out until the final minutes of each game, but should be entered periodically throughout the game. Players should also be entered into each game in a manner to give each player the opportunity to play with all other team participants as possible.
- 4.2.4 Teams in the Development Program shall participate in the Greater Cincinnati Catholic Youth Sports (GCCYS), Dayton Catholic Youth Organization (CYO) league or similar programs.

4.3 Competitive Program – Placement Depends on League Rules

The Competitive Program is designed to improve the level of play for participants and prepare participants for entry into high school sports programs. Teams in the Competitive Program will be determined as follows:

- 4.3.1 The program may also consist of teams entered into the appropriate division of the GCCYS/CYO (or alternative) program, depending on the number of participants.
- 4.3.2 For sports where the number of participants allows for the formation of more than one team in an age group, an "A" and "B" team will be formed. The "A": team will be composed of players possessing skills that are more likely to contribute to the success of that team. "B" team players will be those players that may need additional development and instruction. While we will attempt to

provide placement for all students wishing to play without having to make cuts, this is not guaranteed. If a participant chooses to quit after team placements have been announced, that participant may not register/try out/play that sport at St. John XXIII Catholic School in the future.

4.3.3 Teams will be selected by an evaluation panel of individuals possessing sufficient knowledge and experience in that sport. No individual who is a relative of a participant will be allowed to be on the evaluation panel. No coaches for the particular grade level will be on the panel. Panel members will be appointed by the Board.

4.3.4 When the number of players wishing to participate is not adequate to field multiple teams, all players shall be accepted on the “A” team. While it is encouraged at all levels that all players receive adequate, meaningful playing time, participants should understand that the goal of the competitive team is success on the playing field and any playing time is not guaranteed.

4.4 General Considerations for all Programs

4.4.1 Dependent upon the number of participants and available league openings, any of the defined programs may be modified to accommodate placement into a league. The above program definitions are a goal for the Program that may not be achievable every season. League rules will supersede St. John XXIII Catholic School Athletics program rules.

4.4.2 If a player chooses to participate in a feeder program, the expectation is that the St. John XXIII program (practices and games) will take priority over the feeder program.

5. Rules of Conduct

All players, coaches and spectators are reminded that their participation in a sporting event is a form of representation of St. John XXIII Catholic School and Holy Family Parish. Certain behaviors from players, coaches and spectators will not be tolerated and could result in expulsion from the program. In particular, participants in practices or sporting events shall refrain from the following behaviors;

5.1. Inappropriate language and actions, including any combination of interaction between players, coaches, referees or audience members.

5.2. Acts of violence, verbal threats of violence or body gestures inferring violence.

5.3. Verbal abuse such as insults

5.4. Use of tobacco and alcohol

5.5. Refusal to congratulate the opposing team after each contest.

Violation of any of the above may result in suspension or expulsion from the athletic program. The Board will determine the appropriate action. The St. John XXIII Catholic School principal will be consulted.

The Board does not have any authority over the actions of officials during the action of the game. If an official chooses to dismiss a player, coach or spectator from a game due to perceived negative behavior, that player, coach or spectator must abide by the decision. The Board, at the request of the league or the player, coach or spectator, may investigate the matter and determine whether further action is appropriate.

6. Tournament and Select Team Provisions

6.1. Athletic Program Support for League Play

Participation of St. John XXIII Catholic School Athletics sponsored teams in additional leagues or tournaments not associated with the Board approved league or tournaments will not be supported by the Board. Funding for these teams must be provided by private means, i.e. parents or sponsors. The Board must approve use of St. John XXIII equipment, uniforms and facilities for participation in other leagues or tournaments not associated with the Board approved league or tournaments.

6.2 Out-Of-League Tournament play

During a sports season, the Athletic Board will pay, or will assist to defray the cost associated for each team to play in one (1) out-of-league tournament provided the entire rostered team is invited to said tournament. This tournament would be played in addition to the end of season tournament held by the Board approved league. Any out-of-league tournament must take place at a facility that is part of the Archdiocese of Cincinnati. The Athletic Board's payment for each team to participate must not exceed \$150.00; this includes any additional administrative or referee fees required by the out-of-league tournament in order to participate. Any additional fees in excess of \$150.00 must be provided by private means; i.e. parents or sponsors. Additionally, any participation in more than one (1) out-of-league tournament must be funded by private means. The Athletic Board will not assist in the search for out-of-league tournaments. Additionally, it is not mandatory for teams to participate in out-of-league tournaments; any participation would be the voluntary decision made by the team/coach on a case by case basis.

In order to receive funding, each team must submit for Athletic Board approval of participation in any out-of-league tournaments.

6.3 Select Teams

The Board will not support, financially or administratively, Select Teams outside the scope of the defined Competitive or Development Program. Funding for these teams must be provided by private means, i.e. parents or sponsors. The Board must approve use of St. John XXIII Catholic School Athletic equipment, uniforms and facilities for

participation in other leagues or tournaments not associated with the Board approved league or tournaments.

7. Participant Eligibility and Responsibilities

7.1. The following rules for eligibility shall apply for St. John XXIII Catholic School Athletic teams.

7.1.1. Any Catholic or non-Catholic youth attending St. John XXIII Catholic School is eligible to participate in the St. John XXIII Catholic School Athletic Program.

7.1.2. Any student whose family is a registered member of Holy Family Parish, is registered for PREP classes through Holy Family Parish, and is regularly attending PREP classes (no more than three missed classes) is eligible to participate in the St. John XXIII Catholic School Athletic Program. For students playing a Fall sport, they must have been registered for and regularly attending PREP the previous school year as well as the current school year.

7.1.3 Members of neighboring parishes/Catholic schools within the archdiocese of Cincinnati with no team placement available at their current parish/school are also invited to participate in St. John XXIII Catholic School Athletics provided there are openings available and based upon board approval. These students must follow the same guidelines laid out for Holy Family Parish members in 7.1.2.

7.1.4 If players are still needed to complete a team after the above means have been exhausted, teams may be combined or with board approval, the Athletic Director may talk to another program about allowing outside players to complete a team.

7.1.5 Participation is subject to the rules and regulations of the individual league and The Archdiocese of Cincinnati Charter on Catholic Youth Athletics.

7.1.6 All players must register and pay through online registration set up by the board along with submitting any other applicable league registration documents to the Board (or league) prior to the date set by the board. Players will not participate in a contest until all documents, including documents required by the league, have been received.

7.1.7 Participation is subject to the approval of the St. John XXIII Catholic School principal, the pastor, and the Board.

7.1.8 All players attending St. John XXIII Catholic School must maintain academic eligibility as defined in the Parent/Student Handbook from St. John XXIII Catholic School.

7.1.9 All players who attend a school other than St. John XXIII Catholic School must obtain a letter of good standing from an administrator at their current school.

7.1.10 Disciplinary action incurred by a player for infractions outside of athletic events shall be enforced. Suspension from school will result in that player missing any practices or games while serving the suspension as well as any additional time of suspension from athletics/extracurriculars stipulated by administration.

7.2. Participants are responsible for the following:

7.2.1 Participants are responsible for the care of the uniforms. Uniforms must be returned to the coach at the season end. Uniforms not returned to the coach on the specified date will be considered lost or stolen and must be replaced by the participant at a cost determined by the Board.

7.2.2. Uniforms and equipment distributed to players may only be used for league activities. Uniforms are not to be worn to practice or outside of athletic competitions as casual wear, unless previously approved by the Athletic Board.

7.2.3. Participants are responsible for any damage caused by them at games or practices to the facilities being used.

7.2.4. Jewelry, including body piercing, may not be worn during games or practices.

7.2.5. Participants are required to attend scheduled practices. Unexcused absences from scheduled practices may result in loss of playing time in scheduled games.

7.2.6. Participants must be in good health. A yearly physical is recommended at all levels. Any medical condition should be brought to the attention of the coach prior to the beginning of the season.

8. Coaching

All coaching positions in grades K-6 are volunteer positions. Outside coaches for 7th and 8th grade teams will be considered with compensation of \$1000.00/head coach and \$750.00 for assistant coaches. Coaches must be approved by the Board prior to the first practice. Any person wishing to coach should submit their name to the Board prior to the season. The following rules apply to coaches.

8.1 Coaches must be knowledgeable of current league rules and regulations and abide by these. Attendance at pre-season coaching meetings sponsored by the Board or league is mandatory

- 8.2 All coaches must complete and maintain the required SafeParish training program and background check as approved by the Archdiocese of Cincinnati . Coaches must also complete NFHS concussion training or any other board approved program for the safety of the players. Coaches are responsible for the care of the equipment and facilities provided to them by the board. Coaches must return the equipment at the end of the season to the Athletic Director and report problems with facilities or equipment immediately to the Board.
- 8.3 Coaches are required to make themselves available to answer questions and concerns.
- 8.4 Coaches are responsible for ensuring the safety of players during practice times. Coaches must remain at practice until all players have been picked up.
- 8.5 Coaches and teams will be provided adequate practice times for their teams and are responsible for notifying all players of practice times. Practices should be scheduled one week in advance.
- 8.6 Coaches are responsible for notifying all players of game times and playing venues.
- 8.7 Coaches should provide pre-season information regarding coaching philosophy, practice times, game times and playing formats.

9. Dispute Resolution

The Board will mediate disputes between players/parents and coaches, as necessary. It is preferable that the resolution between two parties be worked out between those two parties, however, if this is not possible, complaints should be made, preferably in writing, to the Board. The Board will investigate both sides of the dispute and take action as deemed necessary and appropriate.

The Board will handle all disputes arising between a team and the league/tournament officials. The Board will provide representation for the team for the purposes of communication and attendance at meetings specific to the dispute. The Board will work with each side to remediate the problem to the satisfaction of both parties, however, in terms of authority; league/tournament rules take precedence.

10. Facility Use Provisions

The facilities are for use by many St. John XXIII Catholic School entities. The principal and AD will review any requests made to use the indoor gymnasium and outside athletic fields. For organizations outside of St. John XXIII Catholic School or Holy Family Parish, a fee to use the facilities may be assessed to cover any operating costs associated with the facility use.

11. Transportation

11.1.1 Transportation Laws and Policies

(a) Laws:

(i) In an automobile, all passengers must wear seat belts, with no more than one passenger per seat belt.

(ii) Schools must transport by bus (by mandate of the Ohio Department of Education and the Ohio Revised Code).

(b) Policies:

(i) If it becomes necessary for any priest, deacon, auxiliary services personnel, personnel furnished by a third-party contractor, employee or volunteer to provide transportation for children, the following guidelines must be strictly observed:

A. Priests, deacons, auxiliary services personnel, personnel furnished by a third party contractor, employees or volunteers must never transport one child alone. There are expected to be at least two adults in every vehicle that transports children. In exceptional situations, it may be permitted for one adult to transport children in a vehicle, provided a caravan of vehicles goes directly from point A to point B, with no stops in between;

B. When traveling in a caravan there must be a minimum of one adult in every vehicle. If a vehicle is traveling alone, there must be at least two adults in the vehicle;

C. Children must be directly transported to their destination, or make only previously planned stops (e.g. stopping for food or gas on a long trip). If an emergency stop must be made, all reasonable efforts must be made to ensure that two adults are present (e.g. calling another car in the caravan to pull over as well);

D. Children must never be transported without written permission from the child's parent or guardian;

E. Clerics, auxiliary services personnel, personnel furnished by a third party contractor, employees or any volunteers must avoid unnecessary physical contact with children while in the vehicle.

(ii) 15-passenger vans have been prohibited since May 2005 as per the recommendation of the General Secretary of the United States Conference of Catholic Bishops (USCCB).

