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INTRODUCTION

The Catholic School Athletic Association (CSAA) is an organization formed under the direction of the Most Reverend John A. Floersh, with approval granted on July 1, 1951. This mission has been reaffirmed by the Most Reverend Thomas J. McDonough, “the” Most Reverend Thomas C. Kelly, and the Most Reverend Joseph E. Kurtz, for the promotion of athletic and recreational programs in the parishes of the Archdiocese of Louisville.

Since its establishment in 1951, the CSAA has organized and managed athletic leagues for the children of the Catholic School system in the Archdiocese of Louisville. The scope of the organization has evolved to include all Catholic grade school youth, regardless of school attendance, as long as they remain active members of their parish.

The purpose of the CSAA from its inception has been to provide opportunities for grade school students to play in well-organized and well supervised leagues. The CSAA strives to teach sportsmanship at all times, in all situations, and to teach the participants to play the games well. Teaching student athletes involved in CSAA programs to develop their God-given talents to the best of their ability while striving to become better people is of primary importance.

Participation in CSAA sports programs is a privilege and not a right. Behavior of players, coaches, parents, spectators, officials, and administrators must at all times keep with the teachings of Christ. The ethical obligation of all involved must be at all times above reproach. Any deviation from this objective could result in the CSAA limiting or taking away the privilege of being a part of the CSAA experience. **CSAA Authorities have the right and/or authority to make decisions or rulings regarding the necessary operation of the organization at all times.**

HISTORICAL SYNOPSIS

In 1919, the Xaverian Brothers organized a basketball league of six parochial grade schools. For the next six years these schools played on Saturday mornings at St. Xavier Gymnasium, beginning the first organized recreational activity in Louisville schools.

In 1928-29, under Father Felix N. Pitt, Secretary of the Catholic School Board, the Catholic Recreation Commission was formed. This Commission, composed mostly of laymen, sponsored an athletic program in basketball, track, baseball, and physical education during school hours. A part-time athletic director was retained, as well as a part-time recreation director. The program was sustained by the contributions of prominent laymen.

This commission expired in 1933. Until 1946, the basketball league survived under the leadership of various priests of the Archdiocese. Among these are: Fathers George A. Saffin, Herman and Jerome Lammers, Frederick Moore, Louis Bossung, and John Bancroft.

In 1946, Father John Bancroft drew up a constitution for what was to be known as the Catholic School Athletic Association. Father Bancroft served as chairman of the Association through 1948. By this time the Association was concerned with organizing baseball, football, basketball leagues and track meets for boys, and volleyball leagues for girls.

Father Martin Moore was elected to serve as chairman in 1949. In early 1951 Father Moore submitted the following proposal to the archbishop. It is suggested that the Catholic School Athletic Association, operating as a subsidiary of the Catholic School Board, be permitted to establish a permanent office, staffed by a full-time director and secretary, for the purpose of coordination of and giving permanence to the program.

It was suggested that the director be a layman, who would execute the plans of and be responsible to the priest members of the Association.

The expense for operating the office would be sustained by the increased promotion of the annual basketball tournament, the annual football program, and the Toy Bowl. The Archbishop responded wholeheartedly to the above proposal and gave his permission for the operation of the plan. On July 1, 1951, the office was established at Room 209 of the Catholic School Board suite in the Southern Trust Building, Fifth and Market Streets. Mr. Karl F. Schmitt, long associated with the program, was retained on a full-time basis as Executive Director.

In January 1983, the Catholic School Athletic Association hired Mr. James R. Frame as Associate Executive Director to Mr. Karl F. Schmitt. On July 1, 1983, Mr. James R. Frame took over as Executive Director with Mr. Karl F. Schmitt becoming Director Emeritus. On January 31, 1984, Mr. Karl F. Schmitt retired from the Catholic School Athletic Association after 32½ years of loyal and dedicated service. On November 1, 2011, Mr. Rick Arnold was hired as the successor to James R. Frame, who officially retired in June 2012 after 29 years of loyal and dedicated service to the organization.

On July 1, 1959, the CSAA moved its office to St. John School, 710 East Walnut Street. On August 5, 1978, the CSAA moved its office to St. Brigid School, 1516 Hepburn Avenue. Then on August 29, 1987, the CSAA moved its office to the Austin Building, 1939 Goldsmith Lane, Suite 214. On August 30th, 2012, the CSAA office moved to its current location at 1949 Goldsmith Lane, Unit 101.

Past Chairmen of the CSAA: Fr. John Bancroft, 1946-48; Fr. Martin Moore, 1949-53; Fr. John Lenahan, 1953-55; Fr. Martin Moore, 1956; Fr. James Harney, 1957-61; Fr. Matthew Brennan, 1961-62; Fr. Patrick Caster, 1962-70; Fr. Robert Reilly, 1970-80; Fr. Thomas Gentile, 1980-84; Fr. James W. Murphy, 1984-88; Fr. Robert Reilly, 1988-1992; Fr. James W. Murphy, 1992-96; Fr. Thomas Gentile, 1996-present.

CSAA Policy Board

Chairman - Fr. Tom Gentile
CSAA Executive Director - Mr. Rick Arnold

Mrs. Becky Box
Fr. John Deatrick
Fr. Anthony Chandler
Mr. Mike Tinker
Mrs. Beth Wychulis
Mrs. Mary Beth Uhls

Mr. Frank Radmacher
Mr. Gary Keibler
Mrs. Carol Nord
Mr. Garnett Phelps
Fr. Shayne Duvall
Vacant

Sport Directors

Baseball.....	Mr. Terry Herbstreith
Basketball.....	Mr. Fred "Buzzy" Heim
Basketball – Girls.....	Mrs. Beth Wychulis
Basketball – Intermediate.....	Mr. Don Kohler
Cross Country.....	Mr. Joe Beuchler
Field Hockey.....	Mrs. Robin Schmidt
Football.....	Mr. Thom Wachtel
Golf.....	Mr. Dave Baron
Soccer.....	Mr. John Lyons
Softball.....	Mr. Ricky Russ
Swimming.....	Mr. Ray "Bucky" Stoess
Tennis.....	Vacant
Track.....	Mr. Kyle Yochum
Volleyball – Boys.....	Mrs. Carolyn Patton
Volleyball – Girls.....	Mrs. Cheryl Strong

ORGANIZATION STRUCTURE

1. ARCHBISHOP OF LOUISVILLE:

The Catholic School Athletic Association (CSAA) operates at the discretion of the Archbishop of Louisville and the authority of the CSAA office is subject to his approval.

2. CHAIRMAN / POLICY BOARD / EXECUTIVE DIRECTOR:

(a) Chairman: A priest serving in the Archdiocese of Louisville who is appointed by the Roman Catholic Bishop of Louisville. His duties include supervision of the CSAA office and the coordination of the entire CSAA program.

(b) CSAA Policy Board: The CSAA Policy Board is the official ruling body of the CSAA. The Policy Board assists in the development of, and implementation of the policies and procedures of the CSAA. At the direction of the Chairman, the Policy Board also hears and settles appeals from individual parish members.

The Policy Board will be comprised of twelve (12) members. New Board members are appointed by the Chairman with consultation from the CSAA Executive Director for a term of six years. After the initial six year term, members are up for re-election by the entire Policy Board. Members must notify the Chairman if a change of status is necessary.

(c) CSAA Executive Director: Must be a lay employee hired by the Chairman with the approval of the CSAA Policy Board. The Executive Director and the CSAA staff are responsible for managing CSAA leagues, tournaments, and the day to day operation of CSAA business.

3. PASTORS and ATHLETIC DIRECTORS:

Pastors (presidents or principals at schools not affiliated with a parish) are ultimately responsible for the athletic program in each parish/school. The entire athletic program functions at the discretion of the pastor (president or principal). By agreeing to, and signing the Election to Participate Form, they agree to abide by the policies, procedures, rules and regulations of the CSAA at all times.

Outside sports are not governed by the CSAA and only the sports listed in this handbook are managed by the CSAA. Any outside sports need to be approved by the pastor (president or principal). Pastors may delegate this authority to someone at the parish level who becomes his direct agent or athletic director, or he may over-see the program personally.

4. SPORT DIRECTORS:

Sport Directors are appointed by the CSAA Executive Director and are subject to the approval of the Policy Board. Sport Directors serve to supervise individual sports and at the sole discretion of the Executive Director. Individual sport directors, along with the Chairman and Executive Director, are responsible for organizing and running their specific CSAA approved sport. Sport Directors can form an advisory board for their sport, subject to the approval of the Executive Director.

5. LEAGUE MANAGER:

The League Manager will be a designated CSAA employee who schedules and organizes CSAA leagues. They work with the host gym or field manager in regard to all logistics.

6. FIELD OR GYM MANAGERS:

Every gym or playing field that hosts an official CSAA sporting event shall be managed by a “Field or Gym Manager”. The Field or Gym Manager is appointed by the host parish/school and will be responsible for assisting the CSAA Office/League Manager with scheduling contests at the site. They are also responsible for maintaining their facilities and for ensuring proper operational procedures involving CSAA rules and regulations. The Field/Gym manager is the onsite CSAA representative and must be present or appoint a designee to resolve any issues. They must be at least 18 years or older and be a high school graduate.

7. PARISH ORGANIZATIONS:

Parish groups or individuals may be used at the parish level to assist the pastor in his many duties. These groups are required to carefully follow all CSAA rules, regulations, policies, procedures, and maintain the integrity and high standards outlined in this handbook. These groups or individuals include, but are not limited to: coaches, sport directors or coordinators; athletic directors, booster clubs, men’s or ladies clubs, sports councils, sports ministries programs, etc.

8. CSAA ADVISORY ORGANIZATIONS:

CSAA Advisory Organizations are groups or individuals approved to assist with organizing CSAA approved sports. Advisory organizations are required to follow all CSAA rules, regulations, policies, and procedures. These individuals must, at all times, maintain the highest standards of integrity, and commitment to the mission of the CSAA, and uphold the standards outlined in this handbook.

OFFICIAL CSAA FORMS

1. Election to Participate Form:

Parish/school participation in any official CSAA sport requires an Election to Participate Form to be filled out and on file with the CSAA Office. One form from each participating member per year covers all sports. Any and all other sports not listed on the form are not official CSAA sports.

This form requires the pastor (president/principal) to “elect to participate” in CSAA sports and to name himself or his designee as the Athletic Director for the parish/school. The athletic director also agrees to “accept the appointment” as AD and both the pastor (president/principal) and the AD agree to comply with, and require compliance to all CSAA rules, regulations, and policies within their parish/school athletics.

Pastors at each parish or presidents/principals at schools not affiliated with a parish must approve participation and abide by all CSAA Policies rules and regulations. Further, they must understand the CSAA is not managing or in any way organizing sports not included on the form.

2. Eligibility Certification Form:

Student-Athlete participation in CSAA sports at each parish/school requires an Eligibility Certification Form be completed each academic year and kept on file in the parish/school and the CSAA office. The pastor in each parish and the president or principal in each school (with no affiliated parish) is ultimately responsible for overseeing and approving these forms.

Students attending a Catholic school (approved by the Archbishop of Louisville) not affiliated with a parish may play sports for that school. Students attending a school attached to a parish may play sports for their parish school. Any public school, home school, or any other student whose immediate family, or legal guardian is an actual member in good standing with a parish, may play CSAA sports for that parish as long as they meet the requirements outlined on the Eligibility Certification Form.

This form is required to ensure all athletes participating in CSAA programs are approved by the proper parish/school authorities. This requirement is mandated to maintain the integrity of CSAA sports to make sure fair play is the top priority on the field and on the court and that 100% commitment to faith formation is the top priority of the entire CSAA as an organization.

3. Official CSAA Roster Forms:

For Cross Country, Swimming and Track, electronic entries replace the roster forms where applicable.

Official CSAA roster forms must be filled out for each sport and turned into the CSAA office by the required date. Names, uniform jersey numbers (where applicable), the grade of the student athlete, and the school they attend must be listed on the roster. Official rosters will be kept on file in the CSAA office. Coaches must also keep a copy with them at all contests so any questions can be resolved immediately.

Roster additions can be made any time during the regular season. New additions to the CSAA Roster Form can be made up to the last regular season game. These additions must be submitted to the CSAA office and confirmed by the coach to ensure the information is accurate on the CSAA Roster. These forms can be found on the CSAA web page at www.loucsaa.org

4. Coaches Code of Conduct Form:

This form must be filled out by every coach in every parish. See the "Coaches" section on page 20 and 21 of this handbook for detailed information.

5. Team Registration Form (Individual Registration):

CSAA Team Registration Forms and due date information is included in the informational e-mail sent to athletic directors prior to the start of CSAA registration for each sport season. Every sport has a registration deadline. Completed Team Registration Forms and electronic registration (when applicable) is mandatory for inclusion in all CSAA leagues and events. This information and form(s) can be found online at www.loucsaa.org.

Registration Forms turned in late may result in those teams not being included in CSAA leagues for that season. An additional late fee will be added to the entry fee should an opening for an additional team become available.

If a parish/school withdraws a team after the registration period due date, they will be responsible for the full franchise fee. Refer to the Franchise Fee section on page 22 of this handbook for more information.

6. Gym/Field Manager Form:

CSAA Gym/Field Manager Forms are e-mailed to the gym/field managers or the athletic directors (to be passed along to the correct authority) prior to scheduling facilities for CSAA leagues. These forms must be filled out completely and include all relevant information necessary for league management and facility scheduling. A letter detailing any specific CSAA regulations will accompany the form when necessary.

7. Post Season (gym/field) Tournament Form:

These forms are sent to gym/field managers by the CSAA League Manager during the regular season in preparation for scheduling CSAA tournaments. Return dates and other information will be included in a letter that accompanies the e-mailed form. Complete and accurate information regarding gym/field availability and date(s) availability is critical to the completion of scheduling CSAA tournaments.



1949 GOLDSMITH LANE, SUITE 101, LOUISVILLE, KY 40218
456-2722 /e-mail info@loucsaa.org

CSAA Election to Participate Form

The Parish/School of _____ elects to participate in one or more of the below listed Catholic School Athletic Association sponsored sports:

<u>Sport</u>	<u>Dates</u>
1) Volleyball (Girls)	July? - October
2) Football	July? - November
3) Cross Country	October (one time event)
4) Basketball (Boys and Girls)	October - February
5) Volleyball (Boys)	February - March
6) Swimming	March (one time event)
7) Softball	March - May
8) Soccer	March - May
9) Track	March (one time event)
10) Baseball	April - June
11) Field Hockey	April - June
12) Golf	June (two day event)
13) Tennis	June (one week event)
14) Fun Events (Track, CC, Tennis)	TBD

I understand the sports listed on this form are **the only official CSAA sponsored sports**. Participation by student athletes in your parish/school in any other (parish sponsored) sports are not managed by the CSAA. Insurance coverage through Catholic Mutual may vary on any sporting events not sponsored by the CSAA

I appoint and designate _____ as the Athletic Director for our parish/school regarding CSAA sponsored sports for the 2013-2014 school year/athletic season. I direct that he/she comply with and enforce the rules, regulations, policies and directives of the CSAA and the Archdiocese of Louisville Finance Office.

Pastor Signature: _____ **Date** _____

Acceptance of Appointment

I accept the appointment of Athletic Director of _____.
I further agree to comply and require compliance of our coaches regarding CSAA rules, regulations and policies. My appointment is for the 2013-2014 athletic season and should I decide to resign my position, I will immediately advise my Pastor and the CSAA office.

AD Signature _____ Date _____
E-mail _____ Cell # _____



CATHOLIC SCHOOL ATHLETIC ASSOCIATION
1949 GOLDSMITH LANE, SUITE 101, LOUISVILLE, KY 40218
456-2722 / info@loucsaa.org

STUDENT-ATHLETE ELIGIBILITY CERTIFICATION FORM

SCHOOL ATTENDING: _____

PARISH ATTENDING: _____

STUDENT NAME: _____

GRADE: _____ DOB: _____

PARENT(S) NAME: _____

ADDRESS: _____

PHONE CONTACT #: CELL: _____ OTHER: _____

All Student Athletes must meet the following age requirements to be eligible for CSAA participation:

*8TH grade students who reach the age of 15 prior to August 1st of the academic year are ineligible.

*6TH grade students who reach the age of 13 prior to August 1st of the academic year are ineligible for the 6th grade division.

*4th grade students who reach the age of 11 prior to August 1st of the academic year are ineligible for the 4th grade division.

Any student athlete who attends a CSAA member school sponsoring a team (or another approved catholic school in the Archdiocese of Louisville on a merged team) is eligible to participate in CSAA sports with approval from their school/parish. All CSAA participants must meet the age requirements listed above and must not have participated in any sanctioned high school sports events at any point (see pg. 18 of the CSAA Handbook).

I, the undersigned agree not to hold the CSAA nor the sponsoring school / parish liable for any injury sustained by the above named person while participating in any CSAA program. I have read and agree to follow all of the rules and regulations contained in the CSAA Handbook (revised 2015). The Handbook is online at www.loucsaa.org.

Parent or Legal Guardian: _____ Date: _____

Only Parents/Guardians of public, or home school students who are members of a parish complete Page 2.

I certify that the above listed student athlete is eligible to compete for our parish/school.

Pastor or Athletic Director Signature: _____

Parish/School: _____

Date: _____

If the student athlete is a member of the parish but is home schooled or attends a non-Catholic school he/she must meet the following eligibility requirements:

8th Grade Division Requirements: ☐ Baptized Catholic / Parish _____

☐ Received First Communion

☐ Received First Reconciliation

☐ Enrolled and actively participating in Parish mandated Religious Education

☐ Meets Age Requirement

6th Grade Division Requirements: ☐ Baptized Catholic / Parish _____

☐ Received First Communion

☐ Received First Reconciliation

☐ Enrolled and actively participating in Parish mandated Religious Education

☐ Meets Age Requirement

4th Grade Division Requirements: ☐ Baptized Catholic / Parish _____

☐ Received First Communion

☐ Enrolled and actively participating in Parish mandated religious education

☐ Meets Age Requirement

I, the undersigned agree my student athlete has completed the requirements checked above.

Parent or Legal Guardian: _____ Date: _____



OFFICIAL CSAA TEAM ROSTER



Sport _____ Team # _____ Circle one: Boys / Girls

Parish/School (include any merged school names)

Circle one: Fun event / 3rd & 4th Division / 5th & 6th Division / 7th & 8th Division

Head Coach _____ Cell # _____

Assistant Coach _____ Cell # _____

Assistant Coach _____ Cell # _____

Please type or print and list in alphabetical order

	Name (Last, First)	Jersey #	Grade	School
1)	_____	_____	_____	_____
2)	_____	_____	_____	_____
3)	_____	_____	_____	_____
4)	_____	_____	_____	_____
5)	_____	_____	_____	_____
6)	_____	_____	_____	_____
7)	_____	_____	_____	_____
8)	_____	_____	_____	_____
9)	_____	_____	_____	_____
10)	_____	_____	_____	_____
11)	_____	_____	_____	_____
12)	_____	_____	_____	_____
13)	_____	_____	_____	_____
14)	_____	_____	_____	_____
15)	_____	_____	_____	_____



Coaches Code of Conduct Form

School _____ **Sport** _____

Grade/Division _____ **Boys or Girls** _____ **Team #** _____

By signing this form the coach agrees that he/she must be approved by the parish pastor for the sport which they are coaching. He/she agrees to follow all CSAA, parish, and any applicable Archdiocese of Louisville policies and guidelines. He/she also agrees to watch and practice the principals taught in the Coaching for Life video produced by the Archdiocese of Louisville and available on the web site.

Every coach is a representative of the individual parish, the CSAA, and The Archdiocese of Louisville. They must be respectful of all parties involved in CSAA athletics and remember that CSAA sports are Catholic sports leagues intended to include any and all children in our parishes. Christian behavior is not only expected, it is demanded of all parish approved coaches at all times.

The CSAA Policy Board and the CSAA Executive Director have the authority to impose sanctions against coaches, teams, and parishes if CSAA rules and regulations are broken. Every coach must read, understand, and follow all policies included in the CSAA Handbook. Every Parish is assigned a CSAA Handbook and it is also available online at www.loucsaa.org.

Every coach must complete this form by answering the following questions. They must also print their name, and sign & date below.

I have completed the sex offense screening _____

I have completed the safe environment work shop _____

Print Name: _____

Signature: _____ Date _____

Each parish must keep this form in the parish office for every coach in their program. These forms must be available to the CSAA upon request.



CSAA GIRLS VOLLEYBALL
TEAM REGISTRATION FORM

FRANCHISE FEES: 8TH & 6TH Grade Division - \$325.00 per team.
4TH Grade Division - \$250.00 per team.

School / Parish _____

8TH GRADE DIVISION:

We will enter _____ teams in the 8th Grade Division.

#1 TEAM COACH _____

EMAIL _____ CELL PHONE _____

#2 TEAM COACH _____

EMAIL _____ CELL PHONE _____

#3 TEAM COACH _____

EMAIL _____ CELL PHONE _____

#4 TEAM COACH _____

EMAIL _____ CELL PHONE _____

6TH GRADE DIVISION:

We will enter _____ teams in the 6th Grade Division.

#1 TEAM COACH _____

EMAIL _____ CELL PHONE _____



Gym/Field Manager Form

LEAGUE INFORMATION:

IS YOUR GYM AVAILABLE FOR LEAGUES? YES _____ NO _____

Which division(s) would you like to have? 8th #1 _____ 8th #2 _____ 8th #3 _____ 8th #4 _____

6th #1 _____ 6th #2 _____ 6th #3 _____ 6th #4 _____

4th #1 _____ 4th #2 _____ 4th #3 _____

The net for 4th grade is 6'6" and serving line is 15 ft.

DAY(S) YOUR GYM IS AVAILABLE? _____

TIMES YOUR GYM IS AVAILABLE? _____

GYM MANAGER _____

CELL PHONE _____

EMAIL ADDRESS _____



Basketball Post Season Tournament Form

GYM _____

PHONE _____

DATE: **CHECK START/FINISH TIMES**

DATE: **CHECK STARTING/FINISH TIMES**

JANUARY 28 (Mon.) _____

FEBRUARY 10 (Sun.) _____

JANUARY 29 (Tue.) _____

FEBRUARY 11 (Mon.) _____

JANUARY 30 (Wed.) _____

FEBRUARY 12 (Tue.) _____

JANUARY 31 (Thu.) _____

FEBRUARY 13(Wed.) _____

FEBRUARY 1 (Fri.) _____

FEBRUARY 14 (Sat.) _____

The following information is very important - Please fill out completely:

GYM MANAGER NAME _____ **HOME PHONE** _____

WORK PHONE _____ **CELL PHONE** _____

ADDRESS _____ **ZIP** _____

E-MAIL ADDRESS (PRINT LEGIBLY)

Please list on back, along with all of the above information, any others who will be helping the gym manager.

ELIGIBILITY RULES FOR STUDENT ATHLETES

All student-athletes must meet the following requirements to be eligible for CSAA participation.

1. Age Requirements:

8TH grade students and under who reach the age of 15 prior to August 1st of the **academic year** are ineligible.

6TH grade students who reach the age of 13 prior to August 1st of the **academic year** are ineligible for the 6th grade division. They can participate in the 8th grade division as long as they meet the age requirement for that division.

4th grade students who reach the age of 11 prior to August 1st of the **academic year** are ineligible for the 4th grade division. They can participate in the 6th grade division as long as they meet the age requirement for that division.

2. Catholic Parish/School Students:

If a student attends an Archdiocese of Louisville Catholic School recognized by the Archbishop of Louisville, he/she is eligible to participate in CSAA managed sports for that school.

Students who attend a parish/school that does not offer CSAA sports (or a specific CSAA sport) may be merged with another school or parish sports program by agreement of the schools and with the approval of the CSAA Executive Director. These student-athletes must meet all of the sacramental obligation requirements listed on the Eligibility Certification Form to be eligible for participation at another parish/school.

Participants who move or change to another Catholic parish (and/or school) during the school year or season must finish the sport with the team they started. They may also elect to play all sports at the parish/school in which they began the academic year, as long as they stay enrolled in another Catholic school. If the student-athlete actually changes schools and attends a different school during the academic year, he/she would be allowed to play sports at the new school as long as they officially attend the new school. They may not change teams in the middle of a sport under any circumstances.

3. Public, Home, Other School Students:

The CSAA will assist individual students when necessary (by agreement with all parties required) to provide an opportunity for those who want to play a sport.

- (a) Student-athletes who do not attend a Catholic school, or are home schooled, and are “actual” members in good standing at an Archdiocese of Louisville parish may participate in CSAA sports for their parish only. If the parish does not offer a particular CSAA sport, the student athlete may play for another parish/school team pending the agreement with the parish/school and approval of CSAA Executive Director and the CSAA Sport Director. They must meet all of the requirements listed on the Eligibility Certification Form, including actively participating in the mandated religious education of their home parish. These athletes must meet the age requirement and may not be in the 9th grade or above regardless of age.
- (b) Student athletes who have dual parish memberships due to immediate family preference, divorced parents, or students who attend a Catholic school that is not affiliated with a parish, must play for one program or the other for the entire school year. Their parents or guardians must be the actual parish member in good standing. Once the student athlete chooses a “home parish/school” to play, he/she must play all sports they elect to participate in for that parish/school for the entire school year.

- (1) The exception would be if the parish/school they chose does not offer a particular sport. In this case the student must go to the other school or parish.
- (2) The next option would be to go with the merged team that the rest of the "home school" members are assigned.
- (c) Student athletes who start out at a Catholic school and leave the Catholic school system for any reason, become subject to the Eligibility Certification Form guidelines immediately. This means they will be ineligible immediately if they are not actual members of the parish for which they are competing along with being baptized Catholic, being up to date on their sacraments, and actively participating in the parish religious education program.
- (d) If a student is home schooled he/she must play in the appropriate grade divisions based on their age. Those students are allowed two years in each grade division as long as the age requirement is met and they are acting in good faith about their appropriate grade level based on academics. The parent must declare a grade the first year they participate and they must move up one year in sports per academic year until they complete their eligibility. Under no circumstance can the home schooled student participate in CSAA sports if they are academically in the 9th grade or above.

4. High School Sports:

CSAA student athletes are not allowed to participate in any KHSAA sanctioned high school game or contest as an individual or as part of a team. If a CSAA student-athlete elects to participate in any such event, they are permanently ineligible for all CSAA sports. The only exceptions are Baseball and Field Hockey for graduating 8th graders as they are playing in the summer after grade school graduation.

Official CSAA Team and Individual Sports

All sports offered, managed and administered by the CSAA are listed below

<u>Sport</u>	<u>Dates</u>
1) Volleyball (Girls)	July? - October
2) Football	July? - November
3) Cross Country	October (one time event)
4)	
5) Basketball (Boys and Girls)	October - February
6) Volleyball (Boys)	February - March
7) Swimming	March (one time event)
8) Softball	March - May
9) Soccer	March - May
10) Track	March (one time event)
11) Baseball	April - June
12) Field Hockey	April - June
13) Golf	June (two day event)
14) Tennis	June (one week event)
15) Fun Events (Track, CC, Tennis)	TBD

All sports listed are official CSAA sports and the CSAA offers leagues, meets, championships and a post season tournament depending on the sport. Any other sport offered at the parish level is sponsored by the individual parish/school, or another outside organization. **Pastors and Athletic Directors need to be**

aware of this as it may change the insurance and liability responsibility for the specific parish or school. Other leagues will be referred to as “outside leagues”.

CSAA leagues have a designated starting and ending time. These times may vary from year to year, and special needs or circumstances may necessitate changes during the year. Barring extenuating circumstances, CSAA leagues and events will follow the advertised schedules and are considered complete after the championship meet/event or the tournament finals.

CSAA ACTIVITY

CSAA activities are the sponsored “official CSAA Team and Individual sports” and specifically those which the parish/school elects to participate. These activities are scheduled and organized by the CSAA.

Organized Team Activities (OTA's) – Any CSAA activity, including but not limited to any practice, game, match, contest, jamboree, scrimmage or meeting of any kind, is considered an OTA. OTA's are limited to a specific number of days and times per week. Listed below are the maximum OTA's allowed per week, per CSAA Division. For CSAA purposes, a school week runs Sunday through Saturday.

Only one outside tournament per sport is allowed per CSAA guidelines with pastor approval. A Christmas tournament for basketball counts as an “outside tournament”

8th and 6th Grade Divisions – OTA's are allowed four (4) times a week, including three (3) times during the school week (meaning a day of or a night before a school day). 8th grade OTA's shall not exceed two (2) hours in length per session. 6th grade OTA's shall not exceed one and a half hours (1.5) in length per session.

4th Grade Division - OTA's will be limited to three (3) days a week. These OTA's shall not exceed one and a half hours (1.5) in length.

Exception - CSAA football teams are allowed one extra walk through practice on the weekend in preparation for that weekend's game. This is not allowed if the team has a bye week or an off week. This rule is covered in the CSAA special football rules. Football teams are limited to one practice game, scrimmage game, jamboree, or official game in a day.

CSAA Start Times - No scheduled start times for any CSAA events shall be set later than 8:30 PM on weeknights (Sunday-Thursday), and 9:00 PM on weekends (Friday-Saturday). No CSAA events are allowed to begin before 1:00 PM on Sundays and teams or individuals are not allowed to assemble (on site or off site) before 12:00 PM (noon) on Sundays. Special exceptions for championship games or Toy Bowl games may be granted with specific permission from the parish pastor. Failure to comply with this policy could result in forfeiture of your next game. A second offense could result in suspension from the CSAA post season tournament.

PARISH APPROVED NON CSAA ACTIVITY

The CSAA also recognizes that other sports and intramural programs may be approved by the pastor and athletic organization within a parish/school. **These sports are not official CSAA sports, but require coordination with and adherence to all policies described in this handbook, with reference to Organized Team Activity (OTA).**

A pastor may allow, but must approve participation of his parish teams in non CSAA leagues. Pastors are encouraged to understand that outside leagues and tournaments do not follow CSAA guidelines regarding start times on Sundays or weeknights. CSAA teams participating in these leagues are frequently required

to play games at times not allowed under CSAA rules. For this reason, along with the insurance concerns, **pastors are required to approve participation in these leagues by parish teams.**

It is the responsibility of the parish to manage all funds necessary for participation. These funds must run through the parish books, be paid for with a parish check, be signed and approved by the pastor per Archdiocese financial policy.

Each parish/school is reminded that they are still a reflection of the Catholic community and to uphold the standards set forth by the CSAA in this handbook.

NON CSAA TOURNAMENTS: Only one outside tournament per sport is allowed with pastor approval per CSAA guidelines. CSAA or parish/school uniforms are not allowed to be used for any events not approved by the pastor.

Christmas/Holiday tournaments must not start before CSAA regular season play is on break for the holidays and must be completed before CSAA play resumes after the break. These do count as an outside tournament.

No 4th grade tournaments are allowed at any time of the year (except the CSAA baseball post season tournament) per the CSAA Policy Board.

OTHER NON CSAA ACTIVITY

Organizations not associated with the parish or school and not approved by the pastor or athletic organization of a school, may provide athletic opportunities. Parents are encouraged to balance their child's activities by limiting practice time and participation in athletic contests on Sunday. Parents and coaches are reminded that no insurance is provided for non-CSAA activities.

CSAA or parish/school uniforms and equipment (including football helmets and pads) are not allowed to be used for any events not approved by the pastor.

COACHES INFORMATION

The CSAA realizes the importance of coaching in any athletic program. The coach exercises great influence on the player and often times teams are a direct reflection of their coach. Because of this belief, the CSAA urges parishes to carefully select competent coaches and instructors. Every coach must be approved by the pastor and athletic director of the parish/school. Every coach must complete a Coaches Code of Conduct Form and a copy must be maintained by the parish. Every coach must be accountable to the pastor and the athletic director of every parish/school and are under their direct supervision.

The individual parish must enforce any reprimands for unacceptable behavior handed down by the CSAA Executive Director and/or CSAA Policy Board. This info will be communicated to the parish/school AD by the Executive Director of the CSAA. The individual parish or Pastor is allowed to enforce stricter punishment if desired.

CSAA head coaches must be a minimum age of 18 years old. Each coach must realize that he or she is leading our youth and must act accordingly at all times. The boys and girls they coach are under their supervision. They deserve and need responsible, caring adults to serve as good Christian role models. If a head coach is ejected from a CSAA contest for any reason and there is no assistant coach over the age of 18, the game will be declared a forfeit.

Responsible coaching is reflected in the conduct of players before, during, and after games. Teaching players to play to the best of their God-given ability is a primary goal. Teaching that winning is the ultimate and only purpose is not acceptable and will not be tolerated by the CSAA. Coaches are expected to include as many players as possible, in as many games as possible, during CSAA competition.

1. Requirements of all CSAA Coaches:

- (a) Coaches Conduct: A “Coaches Code of Conduct Form” must be completed, and signed by each coach in the parish/school. Copies of this signed form must be maintained in the parish office for all parish approved coaches. By signing this form the coach agrees that he/she will follow all CSAA and individual parish guidelines as well as verify that they have completed all mandated training and any screening required by the CSAA or the Archdiocese of Louisville. These forms can be found on line at www.loucsaa.org.
- (b) Coaching for Life Video: Before each sport, **ALL** coaches must view the CSAA “Coaching for Life” video in its entirety. This video is available online at www.loucsaa.org. Copies of the video should also be available through the athletic director of each parish/school. The pastor/AD must verify that each coach has viewed this video before being allowed to coach for their parish/school.
- (c) Safe Environment Workshop: **ALL** coaches (assistants, managers, etc.) must attend a Safe Environment Workshop sponsored by the Archdiocese of Louisville. Attendance at this workshop must be verified by the parish. Each coach must sign the card and turn it in to the parish-designated personnel in charge of this requirement. All individuals will abide by the policies set forth in the Restoring Trust Handbook.
- (d) Official CSAA Roster Forms: Before each season, all coaches must read, sign and properly fill out a CSAA Official Roster Form. Roster forms must be in the CSAA office prior to the start of the season for the specific sport. Coaches must also keep a copy of the roster with him/her at all contests in case a question arises. Official CSAA Roster Forms can be found online at www.loucsaa.org.
- (e) Sex Offense Screening: In conjunction with the policies of the Archdiocese of Louisville, all new coaches (head coach and/or assistant) at any parish/school must submit to a sex offense screening. The pastor or athletic director in each parish can provide the forms to be submitted to the Kentucky State Police.
- (f) All head coaches must attend a coaches meeting held by the Executive Director of the CSAA when mandated. Failure to attend a mandated meeting could result in the coach being suspended by the CSAA. It is also required that coaches of CSAA teams exercise control over the spectators attending his or her games. It is strongly suggested that coaches have a meeting prior to the season with all parents of his or her team and inform them of the high standard of sportsmanship that is mandated by the CSAA.

FORFEIT TIMES

For all sports (except volleyball and tennis) the forfeit time will be 10 minutes from the scheduled starting time on each game. For volleyball, the forfeit time will be 10 minutes on the first game and 10 minutes on the second game. For tennis, the forfeit or default time is 15 minutes. There are no forfeit times for cross country, golf, swimming or track unless the circumstances dictate such action.

GAME/TEAM CANCELLATIONS

Any team which decides it will not be able to play in any scheduled athletic contest is required to inform the CSAA office and the league/gym/field manager of its intention not to play at least 48 hours in advance of the scheduled event. **Failure to meet this requirement will result in that parish being charged a \$100.00**

forfeit fee. This fee will be sent to the field/gym where the forfeit occurred to cover the loss of revenue from gate fees, concessions, etc.

PROTESTS

There will be no protests allowed for any CSAA league or tournament game. Any problems that occur during a contest need to be resolved on the spot. Officials can refer to the NFHS rule book and/or the CSAA special rules for clarification if necessary. These documents will be on site at the scorer's table/press box, or with the league manager.

CSAA SPECIAL/NFHS GAME RULES

The National Federation of High School (NFHS) rules along with any CSAA special rules, officially govern all CSAA sports. NFHS rulebooks are available to each parish and CSAA Special Rules sheets can be found on line at www.loucsaa.org. The CSAA Special Rules may be updated annually.

Jewelry is prohibited for all CSAA sports. Religious and medical-alert medals are not considered jewelry. A religious medal must be taped and worn under the uniform, or removed temporarily for the contest when possible. A medical-alert medal must be taped and may be visible. Earrings cannot be taped over and must be removed per NFHS rules. Rubber, cloth or elastic bands may be used to control hair. Face painting, glitter, temporary tattoos, and hair or body painting of any kind is prohibited for all CSAA sports.

FRANCHISE FEES

The CSAA charges a franchise or entry fee for each team or individual sport. The fee primarily covers the cost of administrative expenses, officials for the regular season, and trophies/ribbons/medals for that sport. The fees are set by the policy board and are evaluated annually.

- (a) Team franchise fees may be submitted with the Team Registration Form or are due upon receipt of the CSAA invoice for a specific sport.
- (b) Individual sports fees will be invoiced based on the number of participants on the school's Team Registration Form or electronic entry. Fees for these sports must be paid by the parish/school as one payment.
- (c) Team Registration or electronic registration (track, swimming or cross country) not submitted by the due date may result in those teams/individuals not being included in CSAA leagues/events that season. An additional \$50.00 fee will be charged per team upon availability for late registration.
- (d) If a parish/school withdraws a team or individual after the registration period due date, they will be responsible for the full franchise or individual fee.

CSAA SCHEDULING

CSAA schedules are done manually. **Only mandatory parish/school and church functions can be worked around because of this process.** The CSAA cannot work around outside events such as academic competitions, Cub or Boy/Girl Scouts, or other outside interests that are available through the parish or school. This includes any parish approved sporting events or activities that are not "Official CSAA Team and Individual Sports".

Dates for any mandated parish/school related activities that would affect CSAA games in any sport must be turned in to the CSAA office with registration forms for that particular sport. Scheduling for CSAA tournaments begins approximately one month prior to the end of the regular CSAA season for each sport.

COMPETITIVE SPIRIT

Winning is inherent to competition, but winning is not the prime objective of the CSAA program. The CSAA does believe that there is an obligation to take any competition seriously and that each player should be taught to play and to compete in games to the best of his or her ability. Teams should be coached so that progress is made in the fundamentals and knowledge of the game.

OFFICIALS

Good officiating is very important in competition. The CSAA uses every available means within its budget to secure the best officials possible for all sports. The CSAA assigns officials for basketball, football, volleyball, soccer, softball, baseball and field hockey games. By agreement with the CSAA Executive Director, assignment secretaries for each sport are used to make this happen. Training, experience, ability, availability, and dedication are all factors considered when officials are selected by assignment secretaries. Training is mandated by CSAA officials whenever possible and applicable. The assignment secretary is responsible for coordinating and organizing any mandated training sessions.

The CSAA requires all assignment secretaries and game officials to uphold the highest standards of ethics, fairness, honesty and integrity at all times. If anyone has a legitimate concern or solid ground to question these qualities, they should contact the CSAA office.

SPECTATORS

Spectators and parents at any CSAA event are expected to act in the same respectful sportsmanlike manner that is demanded of the coaches and players. Coaches and gym/field managers are expected to control all fans at any facility. Abusive language or behavior directed at officials (during or after a game), opposing coaches, players and fans is not acceptable and will not be tolerated by the CSAA. Continued misbehavior by a parish's fans could cause the suspension of a team or parish from CSAA activities.

Everyone is encouraged to view the Parenting Video produced by the Archdiocese of Louisville available online at www.louc saa.org.

Spectator rules during CSAA events:

- (a) No artificial noisemakers at indoor events
- (b) No flash photography during play
- (c) No video recording of opponents games

SPORTSMANSHIP

Good sportsmanship is mandated at all times and in all situations. Players, coaches, or spectators who fail to adhere to high standards of sportsmanship could be banned from participation. If poor behavior by anyone is reported by any CSAA facility or game official, the CSAA Executive Director and the CSAA Policy Board reserve the right to take any necessary action.

EJECTIONS OF COACHES, PLAYERS, OR SPECTATORS

Anyone ejected or removed from any CSAA event for any reason must leave the premises immediately. They may take a short time to make arrangements for any children they are responsible for. All

ejections/removals result in a minimum mandatory one game suspension that includes not being allowed in the facility where the next relevant game or match is played. League or Field managers and game officials are also responsible for reporting any ejections to the CSAA office with any relevant information regarding the ejection. The offender must also contact the CSAA Executive Director with an explanation and seek reinstatement for future events. The Executive Director will consider any information available along with any other information obtained from officials, gym or field managers, or any other available sources. The CSAA will consider the severity of the situation and any past transgressions when determining the length of the suspension.

Christmas/invitational tournaments or practice/jamboree games do not count towards the suspension.

If the Head Coach of any team is ejected from a game and there is no assistant coach, or the assistant coach is not 18 years old or greater, the game will be forfeited immediately.

VIDEOTAPING GAMES

A team may video record its own games for practice, teaching, or personal reasons only. No videotaping of any other CSAA games will be permitted for any reason. This includes, but is not limited to, recording other games for scouting purposes. Only a team's own games may be video recorded.

ADMISSION

Parish facilities and outside venues do charge admission at CSAA events. Maximum admission fee amounts are set by the CSAA Policy Board and are evaluated annually. Family rate admission fees are generally used at regular season CSAA venues during regular season play. The family rate is intended for immediate family members only. In general, regular season fees assist the host facility and post season admission fees are collected by the CSAA to pay for officials and other costs associated with managing a tournament.

CSAA teams are not allowed to play as a CSAA team (or individual) in any event that charges more than the maximum CSAA admission fee. Coaches and AD's are responsible for making sure any parish approved outside events meet this requirement.

WEATHER CONDITIONS

Cancellations due to inclement weather can be made by the league manager or the CSAA office. Communication of cancellations will be posted on the CSAA web site and updates sent out through the mobile app when possible. Gym or field managers need to keep an e-mail and/or text list available to immediately inform all team coaches of any cancellations. They must also contact the official's Assignment Secretary, and the CSAA Office.

Automatic cancellations - If school is cancelled during the week or if school is dismissed early due to weather related concerns, all CSAA OTA's (games and practices) are cancelled that day.

Heat Index Rules:

See Chart on page 25.

Cold Temperature Rules:

No CSAA teams are allowed to practice outdoors when the outside temperature is 32 degrees Fahrenheit or lower.

For all CSAA tournament game cancellations, the next available date at the facility will be used unless special circumstances exist.

CLINICS

Any athletic clinics sponsored by a CSAA member involving parish grade school children or grade school coaches must be approved by the CSAA Executive Director. An e-mail or letter request for approval must be submitted to the CSAA prior to the clinic with the dates, times, set-up, etc. The clinic cannot occur within two weeks of the announced starting date of try-outs/practice for that sport. This applies if the clinic is held on parish grounds or at an outside location. If a parish is sponsoring a clinic, they must open the clinic to all parish children and limit it to parish members or students of that school only.

TROPHIES AND AWARDS

Team sports and individual sports are awarded trophies, medals, and ribbons accordingly. These awards are recognized by the CSAA as a suitable means of honoring championship teams. The CSAA believes standards for awards should be kept high enough that there is an honor to achieving and receiving the award. Therefore, any presentation of jackets, sweaters or other expensive awards by a parish organization will be considered a major violation by the CSAA.

Any parish award to an individual must be limited to the bestowal of a monogram letter or some other suitable gift not exceeding the monetary value of a 6" letter. The size of all sixth grade award letters shall not exceed 4" in height. The size of all eighth grade award letters shall not exceed 6" in height. It is recommended that the individual parishes not give awards for MVP, most-improved, or any other type of award that recognizes the individual and not the team. In order to keep proper perspective of the importance of athletics on a grade school level, glamorized banquets honoring the achievements of grade school teams are prohibited. However, parish get-togethers modestly honoring teams, coaches, parish program workers, and parents for a job well done are encouraged and permitted.

CHEERLEADERS

The CSAA does not regulate or govern cheerleading in any way. National Federation of High School (NFHS) cheerleading rule books will be provided to the parish athletic director upon request. The rulebooks are provided to promote safety and provide guidelines for those programs who choose to sponsor cheerleading in their parish. Parishes are encouraged to set up their own procedures in conjunction with CSAA policies and regulations governing all other sports. Cheerleaders should realize that their behavior at athletic events can be an influencing factor on the crowd and promote good sportsmanship among their fans at all times. Cheer squads attending CSAA games must abide by the host facility rules regarding positioning and other details.

ACADEMIC AND CONDUCT REQUIREMENTS

Academic and outside conduct requirements are left up to the individual parish. However, the CSAA Policy Board has the right to review individual parish decisions on conduct matters that might affect the CSAA in any way. The CSAA strongly suggests that academic and spiritual development of the student-athlete are the highest priorities for every member.

PARISH PARTICIPATION

It is the expectation of the CSAA that all players and coaches actively participate in the life of their parish community, both inside and outside of the parish. Opportunities to serve the parish and the wider community should be encouraged in order to be an example of Christian discipleship.

FIRST AID KITS

Each facility hosting any CSAA events must have a first aid kit readily available. Parishes must ensure first aid kits are available at team OTA's, including practices at locations other than the parish gym or field. First

aid kits must include a minimum of band aids, gauze pads or wrap, ice packs, alcohol pads, latex gloves, etc.

PUBLICITY

Public relations and publicity are important to any parish/school. CSAA philosophy is based on team first concepts and individual accolades second. Every member school and parish is asked to follow this lead. Publicity in parishes through pastors is most important and most valuable to our program and should be encouraged at every opportunity.

SOCIAL MEDIA

In the current world of social media and technology, the CSAA is aware of both the strengths and the weaknesses that come with its use. The CSAA encourages everyone to use good judgment in this area. Inappropriate photos or comments that go against the teachings of the Catholic Church and against the mission of the CSAA are unacceptable.

INTERMEDIATE (HIGH SCHOOL) DIVISION ELIGIBILITY/COACHES

The CSAA offers an intermediate boys basketball league for high school students. The following requirements are mandatory for eligibility in this league.

- (a) All participants must be in high school and be baptized Catholic or must attend a Catholic high school.
- (b) The 12th Grade Division will consist of 11th and 12th graders. No 11th or 12th grader will be eligible for the 10th Grade Division. The 10th Grade Division will consist of 9th and 10th graders. 10th Grade Division players are eligible to play up on a 12th Grade Division team.
- (c) Coaches for the Intermediate Division (including all assistants, managers, etc.), must follow the guidelines as described under the CSAA Coaches section of this handbook. Coaches in the Intermediate Division must be at least 18 years old and must have already graduated from high school.

VIOLATION PENALTIES

The CSAA Executive Director, the CSAA Chairman of the Board and the CSAA Policy Board will handle all violations of CSAA policy and rules. Penalties could include forfeiture of a game (or games played), forfeiture of a tournament appearance, or may include probation or suspension of a player, coach, parent, team, or entire parish/school. Suspensions could be for a period of one or more games, the entire season/academic year, or an indefinite suspension.

Anyone ejected or removed from any CSAA event for any reason must contact the CSAA Executive Director at the CSAA office. All ejections result in a minimum mandatory one game suspension that includes not being allowed in the facility where the next relevant game or match is played. The offender must contact the CSAA Executive Director with an explanation of events and seek re-instatement for future events.

CONFLICT RESOLUTION THROUGH APPEAL

When CSAA sports programs are involved in conflict situations the main objective is to resolve the issue at the parish level. If coaches, players, parents, and parish athletic directors are unable to settle the conflict at the parish level, the Executive Director of the CSAA could assist when applicable.

Matters of appeal that require the CSAA Policy Board of Directors attention must be addressed in a letter to the Executive Director. The letter will be forwarded to the Chairman of the Board who may resolve the matter himself or consult the Policy Board for resolution. If the conflict goes to Policy Board, it will be addressed at the next Board meeting. If satisfaction is still not reached, the appeal process through the Archdiocese of Louisville shall be used by contacting the Archdiocesan Due-Process Board, whose response will represent the decision of the Archdiocese concerning the matter.

CSAA Heat Index Guidelines

Coaches and Field Managers: These are the Heat Index guidelines that must be followed for all CSAA events unless your team is playing/practicing in an air-conditioned facility. Use the chart below to determine the Heat Index requirements and strictly follow all procedures. Readings must be taken no earlier than 1 hour prior to practice time. You must record the information at each practice/game on the Heat Index Form available online at www.loucsaa.org. Heat Index monitors may be purchased or the OSHA Heat Safety Tool phone app may be used to get an accurate reading at your location.

Under 95 degrees Heat Index	<ul style="list-style-type: none"> • Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire. • Optional water breaks every 30 minutes for 10 minutes in duration. Head gear off during water breaks. • Ice-down towels for cooling • Watch/monitor athletes carefully for necessary action 	100 degrees to 102 degrees Heat Index	<ul style="list-style-type: none"> • Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire. • Mandatory water breaks every 30 minutes for 10 minutes in duration. Head gear removed during water break. • All equipment removed if not involved in active practice. • Mandatory Ice-down towels for cooling • Watch/monitor athletes carefully for necessary action • Last 30 minutes of practice will be without shoulder pads.
95 degrees to 99 degrees Heat Index	<ul style="list-style-type: none"> • Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire. • Mandatory water breaks every 30 minutes for 10 minutes in duration. Head gear removed during water break. • All equipment removed if not involved in active practice. • Mandatory Ice-down towels for cooling • Watch/monitor athletes carefully for necessary action 	Above 102 degrees Heat Index	<ul style="list-style-type: none"> • No practice • You may have chalk talks or watch film with the players in an air conditioned location. • If you do a chalk talk or watch film this will count as a night of practice.

CSAA Concussion Policy and Protocol

The American Association of Neurological Surgeons describes a concussion as “an injury to the brain that results in temporary loss of normal brain function. The injury is usually caused by a blow to the head. Cuts or bruises may be present on the head or face, but in many cases, there are no signs of trauma”.¹ Though many people assume concussions involve a loss of consciousness, that is not always true. In many cases, a person with a concussion never loses consciousness. Due to the severity of the cumulative effects of repeated concussions, every case or potential occurrence should be handled with the utmost care. Growing concern and increased awareness has prompted many states to enact laws governing the handling head traumas such as concussions. “Between 2009 and 2013, all 50 states, and the District of Columbia, passed laws on concussions in sports for youth and/or high school athletes”.² In 2012 Kentucky passed House Bill 281 now known as Kentucky Revised Statute 160.445.³ In accordance with a corresponding resolution to KRS 160.445 regarding non-scholastic youth sports (HR 58⁴), the Catholic School Athletic Association (CSAA) has developed the following concussion policy and protocol.

Preventive Measures

The first line of defense against concussions is prevention. In an effort to combat concussion occurrences, all coaches, officials and youth participants in CSAA sports are required to:

- Strictly follow the rules of play established by the CSAA for individual sports.
- Wear protective equipment as dictated by the sport. Protective and standard equipment should be periodically examined, replaced when necessary per manufacturer standards and well maintained at all times. Although safety equipment such as helmets can reduce the severity of injuries, it does not eliminate the risk of a concussion.
- Always practice good sportsmanship.

Recovery from a concussion may require the limitation of certain activities as directed by a medical professional. These limitations may include physical and mental activity as well as avoidance of specific activities (television viewing, texting, computer use etc.). Physical activity includes but is not limited to sport-related participation (practice and competition), recreational activity and school-based physical education classes. Mental activity includes but is not limited to school-based assignments and quizzes.

Education & Preparation

With preventive measures and recovery needs in mind, education and preparation are paramount. The following actions are recommended:

1. All coaches annually complete the “Concussions & Head Injuries” module of the KHSAA online safety course found at www.khsaa.org.
2. Have at least one coach, who has successfully completed CSAA approved concussion training, present during all practices and competitions.
3. Identify any athlete on the current roster who has a history of medically diagnosed concussions. Athletes who have had previous concussions may be at a higher risk to experience additional concussions or to suffer the adverse effects of another concussion.

Mandatory Requirements:

1. The Norton Sports Health “Sports Concussion Reference Guide and Action Plan” and “Could it be a concussion?” guide must be available on-site at all practices and competitions for reference. Both documents can also be found on the CSAA website.
2. **For Football Coaches Only:** It is mandatory all coaches annually complete USA Football’s *Heads Up Football* program online certification course, and at all times maintain one specifically designated and certified “Player Safety Coach” per school or merged school.
3. **All Coaches and Parents/Guardians:** Review and comply with all aspects of this concussion policy and protocol.

Education of student-athletes is key in concussion management. Athletes should feel comfortable reporting suspected injuries to themselves or a teammate. To this end, it is the responsibility of school athletic personnel to work with coaches, parents and licensed medical providers to provide the proper education material to athletes.

Officials: All CSAA event contest officials per NFHS guidelines are responsible for knowing the signs and symptoms of a concussion and immediately removing from play any athlete suspected of a concussion. Once the athlete has been removed and referred to a team coach, officials have no further role in the diagnosis or subsequent treatment of the athlete.

Protocol

If a student-athlete is suspected of suffering head trauma (possible concussion) while attending a CSAA organized team activity (OTA), regardless of whether the injury occurred during or outside of the OTA, the mandatory protocol is as follows:

1. The athlete is immediately removed from practice or competition.
2. If a physician or licensed health care provider, whose scope of practice includes training in concussion evaluation and management, is on-site such an individual is empowered to make a determination of concussion signs or symptoms. The determination and subsequent instructions of such an individual are final and not appealable. Acceptable medical professionals generally include MD (Medical Doctor), DO (Doctor of Osteopathy), PA (Physician’s Assistant), ARNP (Advanced Registered Nurse Practitioner), ATC (Certified Athletic Trainer), or LAT (Licensed Athletic Trainer). Any licensed health care provider not included in this list is not empowered to make on-site determinations without advanced approval from the CSAA office.
3. If one of the medical professionals listed in (2.) above are not available on-site, coaches should consult the CSAA approved Norton Sports Health “Could it be a concussion?” guide to determine if concussion signs or symptoms are present. When possible, have two coaches/school athletic personnel observe the athlete to confirm and document observations.
 - a. **If there are any signs or symptoms present:** A concussion is presumed even if symptoms appear to improve/clear during the OTA. The athlete will only be allowed to return to activity (including practice) once cleared by a physician or licensed health care provider, whose scope of practice includes training in concussion evaluation and management.

b. If there are no immediate signs or symptoms present:

The athlete is not allowed to return to practice or competition for the remainder of the day. The athlete's parents/guardians are notified of the incident and informed to observe the athlete for possible delayed symptoms. Direct the athlete's parents/guardians to follow the Norton Sports Health "Sports Concussion Reference Guide and Action Plan". In this instance, **it is the responsibility of the athlete's parents/guardians to decide whether to have the athlete evaluated by a medical professional prior to the next CSAA OTA.** If the athlete returns to activity without a medical evaluation and concussion signs/symptoms develop, the athlete must immediately cease all activity until a medical evaluation is provided.

3. For athletes who are formally diagnosed with a concussion, a physician/health care provider statement (including diagnosis and recommendations) must be received by the coach prior to the athlete's return to practice or competition. The physician's statement may include a "gradual return to play" process. If so, this process must be strictly followed. If at any time during the "gradual return to play" process or after the athlete has returned to normal activity, he/she exhibits concussion-like symptoms, the athlete must immediately stop all activity and refer to their attending health care provider.

4. Confirmed concussions must be documented by school athletic department personnel. A copy of the documentation and physician/health care provider statement must be sent to the CSAA office within 5 business days.

It is the policy of the CSAA that safety of the student-athlete comes first. The decision of the on-site coaches, contest officials and/or school athletic personnel to remove from play an athlete suspected of suffering a head trauma (possible concussion) stands as the final ruling.

WHEN IN DOUBT, TAKE THE PLAYER OUT!

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Footnotes:

1. From "Patient Information" by the American Association of Neurological Surgeons, 2011. Retrieved from www.aans.org/Patient%20Information/Conditions%20and%20Treatments/Concussion.aspx.
2. From "Get a Heads Up on Concussion in Sports Policies" by the Center for Disease Control, 2013. Retrieved from www.cdc.gov/concussion/policies.html.
3. House Bill 281 can be found at Title XIII of the Kentucky education law in the Kentucky Revised Statutes (K.R.S.) section 160.445 dealing with school district officers and employees.
4. Resolution HR 58 may be retrieved from www.lrc.ky.gov/record/12rs/HR58.htm.

Could it be a concussion?

All concussions are serious.

All concussions are brain injuries.

Concussions can occur without loss of consciousness.

Knowing the signs of concussion can prevent further injury or death

Are you experiencing these symptoms?	Is a teammate experiencing these warning signs?
Headache	Appears dazed or stunned
Neck pain	Is confused about assignment
Balance problems or dizziness	Forgets plays
Double or fuzzy vision	Is unsure of game, score or opponent
Nausea or vomiting	Moves clumsily
Hearing problems or ringing in ears	Answers questions slowly
Confusion	Loses consciousness
Drowsiness	Shows behavior or personality changes
Feeling sluggish	Can't recall events prior to or after hit
Concentration or memory problems	Unequal size pupils

It's better to miss one game than the whole season.

If you suspect you or one of your teammates has a concussion, tell your coach and trainer immediately.

For more information or to find a concussion specialist, call (502) **629-1234** or visit **NortonHealthcare.com/SportsHealth**.



Norton Sports Health

Sports Concussion Reference Guide and Action Plan

A. Concussion Suspected:

Any athlete who exhibits signs or symptoms of a concussion should be removed from play immediately, assessed, and should not be allowed to return to activity that day. Sideline evaluations should be performed by a physician, athletic trainer, ARNP, or PA-C. If one of the above-listed medical professionals is not available for a sideline assessment, coaches should withhold the athlete from further competition until a physician assessment can be arranged.

B. Post-injury Management

The athlete should be sent home with a responsible adult (preferably a parent or guardian) who is capable of monitoring the athlete and understanding the following home care instructions (see below). If there is any question about the status of the athlete, or if the athlete is not able to be monitored appropriately, the athlete should be referred to the emergency department for evaluation.

C. Home Care Instructions

In some instances, the signs/symptoms of a concussion may worsen several hours or even days after the injury. Parents should be especially observant for the following:

- Worsening headache
- Nausea and vomiting
- Difference in pupil size from R to L
- Mental confusion or behavioral changes
- Worsening gait or balance problems
- Blurry or double vision
- Slurred speech
- Noticeable changes in level of consciousness
- Seizure activity
- Decreased or irregular pulse or respiration

The best guideline is to note symptoms that worsen, and behaviors that seem to represent a change in the athlete. If there are questions or concerns about the symptoms observed, contact a physician for instructions, or seek medical attention at the closest emergency department. Otherwise, the instructions below may be followed:

IT IS OK TO:

Use acetaminophen (Tylenol) for headaches
Use an ice pack on the head/neck
Eat a light diet
Go to sleep
Rest (no strenuous activity)

THERE IS NO NEED TO:

Check eyes repeatedly with a flashlight
Wake up every hour
Test reflexes
Stay in bed

DO NOT:

Exercise
Take ibuprofen, aspirin, or other anti-inflammatory medications for the first 72 hours