



# Handbook

CATHOLIC SCHOOL ATHLETIC ASSOCIATION  
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**CSAA Chairman - Fr. Tom Gentile**  
CSAA Executive Director - Mr. Rick Arnold

**CSAA Board of Directors**

Mr. Steve Berry  
Mrs. Becky Box  
Mrs. Jean Burba  
Fr. Anthony Chandler  
Fr. John Deatruck  
Fr. Shayne Duvall  
Mr. Bill Klump  
Mr. Garnett Phelps  
Mr. Frank Radmacher  
Mrs. Mary Beth Uhls  
Mrs. Beth Wychulis

**Sport Directors**

Archery	Laura Parrish
Baseball	Rick Mahoney
Basketball – Boys	Fred "Buzzy" Heim
Basketball – Girls	Beth Wychulis
Basketball – Intermediate	Don Kohler
Cross Country	Joe Buechler
Field Hockey	Jody Schaefer
Football	Thom Wachtel
Girls' Flag Football	Jody Demling
Golf	Dave Baron & Teague Ridge
Soccer	John Lyons
Softball	TBD
Swimming	Ray "Bucky" Stoess
Tennis	USTA
Track	Kyle Yochum
Volleyball – Boys	Carolyn Patton
Volleyball - Girls	Tony Schurfranz & Cheryl Strong

## INTRODUCTION

The Catholic School Athletic Association is an organization formed under the direction of the Most Reverend John A. Floersch with approval granted on July 1, 1951. This mission has been reaffirmed by the Most Reverend Thomas J. McDonough, 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 be 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, thus began the first organized recreational activity in Louisville schools.

In 1928-29 under Father Felix N. Pitt, Secretary of the Catholic School Board, Catholic Recreation Commission was formed. This Commission, composed mostly of laymen, sponsored an athletic program in basketball, track, baseball, and physical education program 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 diocese. Among these may be noted 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 the organizing of baseball, football, and basketball leagues and track meets for the boys; and volleyball leagues for the 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 such an office would be sustained by the increased promotion of the annual basketball tournament and the annual football program and 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.

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 30<sup>th</sup>, 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.

## **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 and POLICY BOARD:**

- (a) Chairman: A priest serving in the Archdiocese 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. The Board (at the direction of the Chairman) also hears and settles appeals from individual parish members.

They 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 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 (President or Principal 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.

Only the sports listed in this handbook are managed by the CSAA. Other or outside sports, referred to as "Outside Competition" in this handbook must be approved by the Pastor (President or Principal).

Pastors may delegate this authority to someone at the parish level who becomes his direct agent (Athletic Director) or he may over-see the program personally.

### **4. 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. CSAA DIRECTOR OF OPERATIONS:**

The Director of Operations will be a designated CSAA employee(s) 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. This designee is the onsite CSAA representative and must be present to resolve any issues. They must be at least 18 years or older and be out of high school. Gym/Field Managers are expected to respond as needed if a spectator or parent acts in a manner that is contrary to our Catholic beliefs and Christian principals. They are also required to enforce the policies included in this handbook.

## 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:

Groups or individuals approved by the CSAA to assist with individual sports are required to follow CSAA rules, regulations, policies, and procedures as well. These individuals must, at all times, maintain the highest standards for integrity, and commitment to the mission of the CSAA and uphold the standards outlined in this Handbook.

### **Election to Participate Form**

Parish or School participation in any official CSAA sport requires an Election to Participate Form 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.

<https://loucsaa.net/outside-csaa-competition-form-2/>

This form is also available on the CSAA web site and a new form must be completed each new school year.

## **Official CSAA Team and Individual Sports:**

Volleyball (Girls)	Track (Fun Meet)
Football	Softball (Girls)
Cross Country (Fun Run)	Soccer (Boys and Girls)
Basketball (Girls and Boys)	Golf
Swimming	Tennis
Volleyball (Boys)	Field Hockey
Archery	Baseball

All sports listed are official CSAA sports. Each of these sports are managed and administered by the CSAA. 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 CSAA Competition" by the CSAA.**

**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. "Official" CSAA Team and Individual sports are scheduled and organized by the CSAA Director of Operations.**

## **Eligibility Rules**

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

### **Age Requirements**

8<sup>TH</sup> grade students and down who reach the age of 15 prior to August 1st of the **academic year** are ineligible.

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

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

### **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 school/parish.

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 school/parish 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 are officially attend the new school. They may not change teams in the middle of a sport under any circumstances.

#### Public, Home, Other School Students

- (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 9<sup>th</sup> grade or older 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. The only exception would be if the place they choose does not offer a particular team sport. In this case the student must go to the merged team that the rest of "home school" members are assigned. If he/she is the only participant of this sport they would be allowed to participate at their second parish for that sport.
- (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 they are competing for along with being baptized catholic, being up to date on their sacraments and actively participate 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 the appropriate grade they are in 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 in the 9<sup>th</sup> grade academically.

#### High School Sports

CSAA student athletes are not allowed to participate in any sanctioned high school game or contest, as an individual or as part of a team, regardless of the fact that they are officially or unofficially attached or unattached to any high school. 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 8<sup>th</sup> graders as they are played in the summer after grade school graduation.

## **Student Athlete Certification:**

Student Athlete participation in official CSAA sports at each parish/school requires completion of an Eligibility Certification process. The process involves completing the mandatory electronic document in the SI Play Registration portal. This process is mandatory once each year at the time a student athlete signs up for their first sport of the new school year. 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 by the Eligibility Certification process.

This is required to ensure all athletes participating in CSAA programs are approved and eligible per CSAA regulations by the proper parish/school authorities. This requirement is mandated to maintain the integrity of CSAA sports. Ineligible athletes participating on a parish/school team may result in forfeiture of games played and suspension of participation for the team in the post season tournament for that sport. Strict adherence to policies on eligibility are necessary to help ensure fair play. Maintaining a 100% commitment to faith formation, while enforcing and ensuring ethical participation by every parish is the top priority of the CSAA.

All players must be certified by the Parish/school prior to being listed on a roster. Any ineligible player listed on a roster may be cause for that team to be barred from participation in the post season tournament.

## **Official CSAA Rosters:**

Official CSAA rosters must be complete and accurate in the SI Play system prior to the first official CSAA contest of each season. For scheduling reasons, additional information may be required by the SI Play system prior to completion of the roster. This information will be communicated to parish/school sport coordinators or AD's by the CSAA Director of Operations. Final information on the roster form must be complete by the start of the season unless an exception is made by the CSAA office. Coaches may 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 league season by an Athletic Director but MUST be made prior to the last regular season contest. These additions must be completed in the electronic roster for documentation reasons. Exigent circumstances can be communicated to the CSAA office and manual notes verifying a roster addition may be considered if done prior to the last regular season contest.

Under no circumstances may a player be moved from one roster to another in the same division after the first game or contest of a season. A player from a younger division may be added to an older division team and is eligible to "play up" if the parish/school approves. Players that are "playing up" a division are still held to the maximum number of OTA's for their actual grade. The spirit of "playing up" is intended to keep teams from a forfeit. A player who is "rostered up" is only allowed to play on the same level team in the higher division as the team they play on in their appropriate grade division. They may not play on two different teams in the higher level.

For Tennis, Golf, Swimming and Track, electronic entries may replace the roster forms where applicable.

These forms can be found on the CSAA web page at [www.loucsaa.org](http://www.loucsaa.org).

Official CSAA rosters include a section that replaces the original “coaches code” forms. This section must be completed and include the coach’s signature. 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.

### **Franchise Fees/Team Registrations:**

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 for that sport. The fees are set by the Policy Board and are evaluated annually.

Franchise Fees are invoiced to each parish/school after registrations for each sport are complete and are due upon receipt. Fees are submitted to the CSAA Office.

#### **Please note these new CSAA administrative procedures:**

a) A Team Registration Form link, including a due date will be sent out electronically to AD’s. This information will also be on the CSAA web site once it is sent electronically.

b) If a parish/school withdraws a team after the registration period due date they will be responsible for the full franchise fee. Adding a team after the registration deadline is very unlikely and will only be an option if it assists in the formation of a league schedule.

c) Individual sports including Golf, Swimming, Tennis, Track, Cross Country and Archery will have a mandatory team registration form. In some cases, additional electronic registration may be required for specific event management. Billing for any individual sport participation will go through the parish/school the same as a franchise fee for a team sport. NO individual may make a payment to the CSAA office and all Archdiocese financial policies will apply.

d) Late registration forms may result in those teams not being included in CSAA leagues for that season.

### **Organized Team Activity (OTA)**

Organized Team Activity (OTA) – 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 certain number of 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.

8<sup>th</sup> and 6<sup>th</sup> 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). 8<sup>th</sup> grade OTA’s shall not exceed two (2) hours in length per session. 6<sup>th</sup> grade OTA’s shall not exceed one and a half hours (1.5) in length per session.

4<sup>th</sup> 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.

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 can 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 on Sundays. Special exceptions for Championship games or Toy Bowls 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.

### **Outside CSAA Competition:**

Any sports leagues, jamborees, scrimmages, challenges, festivals or tournaments etc. not organized by the CSAA or a CSAA Parish are considered “outside” CSAA competition. Parents and coaches are reminded that no insurance is provided by the Parish for outside CSAA competition. **The CSAA reserves the right to restrict or ban outside competition for any sport during the official CSAA season. The CSAA also reserves the right to restrict or ban outside competition as a parish/school team out of season also. Failure to follow any restrictions may result in that team being banned from the post season tournament, suspension of the coach and/or forfeiture of games along with the loss of future OTA’s.**

A pastor may allow but must approve participation of his parish teams in “outside” competition. All “outside” CSAA competition **MUST** be signed off on by the Pastor or Pastor designated Athletic Director on a form titled “Outside CSAA Competition Form”. This form is available on the website. Pastors are encouraged to understand that outside leagues and tournaments likely 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 this type of competition by Parish teams.**

**It is the responsibility of the parish to manage all funds necessary for participation and 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.**

The CSAA recognizes that other sports and intramural programs may be approved by the Pastor and Athletic Organization **within** a parish or school. These sports are not official CSAA sports and require coordination with and **adherence** to all policies described in this handbook with reference to Organized Team Activity (OTA).

### **CSAA Coaches:**

**The CSAA realizes the importance of coaching in any athletic program. The coach exercises great influence on the player and often teams are a direct reflection of their coach. Because of this belief, the CSAA urges parishes to select competent coaches and instructors. Every coach must be approved by the Pastor and/or Athletic Director of the parish/school. Every coach must be accountable to the Pastor and the Athletic Director and is responsible for ensuring they are listed as a coach on the team electronic roster that is mandated by the CSAA. This practice will ensure they have agreed to the CSAA “Code of Conduct” and that they have been approved by the parish with regards to background checks and proper screenings per Archdiocese of Louisville policy.**

CSAA Head Coaches must be a minimum age of 18 years old. Each coach must realize that he or she are leading our youth and act accordingly. The student athletes they coach are under their supervision. They deserve and need responsible, caring adults who serve as good Christian role models. 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. Coaches are expected to include as many players as possible in as many games as possible during CSAA competition.

## **Requirements of all CSAA Coaches:**

- (a) **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.loucsaaa.org](http://www.loucsaaa.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.
- (b) **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.
- (c) **Be properly listed on the Official CSAA Electronic Team Roster:** Before each season, all coaches must read and agree to the stipulations on the electronic CSAA Official Roster. This includes a CSAA “Code of Conduct”.
- (d) **Head and assistant coaches must comply and submit to any screenings and background checks required per Archdiocese of Louisville policy.**
- (e) **Coaches of CSAA teams must exercise control over 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.**

## **CSAA Scheduling:**

CSAA regular season and post season tournament schedules are done manually. The CSAA Director of Operations will only schedule around MANDATED school and church functions. The CSAA cannot work around “elective” outside events such as academic competitions, Cub or Boy/Girl Scouts, club or travel sporting events 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 church/school related activities that would affect CSAA regular season or tournament games in any sport must be turned in to the CSAA office prior to the beginning of scheduling the league or tournament for that particular sport. Scheduling for CSAA tournaments begins approximately one month prior to the end of the regular CSAA season for each sport. CSAA Tournament Games will not be rescheduled for any church/school related activities if the dates are not turned in to the CSAA on time.

## **Forfeits:**

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.

Cancellations for any reason - Any team which decides it will not be able to play in any CSAA scheduled athletic contest is required to inform the CSAA office and the league/gym/field manager of its intention not to play at least 72 hours in advance of scheduled game. Failure to meet this requirement will result in that parish being fined **\$200.00**. Half of the mandatory forfeit fee will be sent to the field/gym where the forfeit occurred to cover the loss of revenue from forfeiture (gate, concessions, etc.) and the other half will go to the CSAA office.

The forfeit fee will be billed directly to the offending parish/school by the CSAA office.

## **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.

## **Spectator/Parent Behavior:**

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. The use of profanity or abusive language directed at a player, coach or official before, during or after a contest will not be tolerated. Any parent or spectator who violates this rule may be ejected immediately from the venue. Violators are subject to suspension from future CSAA events for the remainder of the season, remainder of the year or longer.

Coaches are expected to police their own fans at "home" and at "away" venues. Gym/Field Managers are expected to act as necessary to stop any unacceptable behavior before, during or after a contest at their venue. Parish members who witness others from their parish acting in any way that is inappropriate are strongly encouraged to act on the spot to stop it and to let their AD know the situation as soon as practical. Unacceptable behavior at sporting events is a poor reflection on the individual, the parish and the Catholic community. Most importantly, it is a terrible example to set for our kids. Continued misbehavior by parish/school fans could cause the suspension of a team or parish from CSAA activities.

It is suggested that parents with complaints do not contact a coach for 24 hours after the conclusion of the event.

Everyone is encouraged to view the Archdiocese of Louisville produced Parenting Video. A link is available on the CSAA web site at [www.loucsaa.org](http://www.loucsaa.org).

Additional Spectator rules during CSAA events:

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

## **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 Gym/Field Manager.

### **CSAA Special Rules and NFHS Rules:**

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](http://www.loucsaa.org). The CSAA Special Rules may be updated annually.

CSAA Archery will adhere to the National Archery in Schools program (NASP) governing policies.

### **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 throughout the season.

### **Sportsmanship:**

Good sportsmanship is always mandatory. 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 manager or game official, the CSAA Executive Director and the CSAA Policy Board of Directors reserve the right to act as necessary and take appropriate action against the offender and the offending parish.

### **Ejections of Coaches, Players, or Spectators:**

Anyone ejected or kicked out of 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 result in a minimum mandatory one game suspension that includes not being allowed in the facility where the next relevant CSAA game or match is played. League or field managers and game officials are also responsible reporting any ejections to the CSAA office with any detailed 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 other available sources. The severity of the situation and any past transgressions will be considered when determining the length of the suspension.

Christmas/invitational tournaments or practice/jamboree games do not count towards a CSAA mandated 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.

If an ejection occurs the gym/field manager and the official/referee involved is required to submit a report to the CSAA office by the next business day. The CSAA ejection form is available on the web site at [www.loucsaa.org](http://www.loucsaa.org).

## **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.

## **Admission:**

Parish facilities and outside venues do charge admission at CSAA events. Maximum admission fee amounts are set by the CSAA Policy Board of Directors and are evaluated annually. 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 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 event meets this requirement.

## **Weather:**

Cancellations due to inclement weather can be made by the Gym/Field/League Manager **or** the CSAA office. Communication of cancellations will be posted on the CSAA web site when possible and communicated through social media platforms and any current electronic means. 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 Officials Assignment Secretary, and the CSAA Office (Director of Operations).

Automatic cancellations - If school is cancelled during the week due to weather related concerns, all games and practices are cancelled that day.

### Heat Index Rules:

See Chart and info on page 20.

### Cold Temperature Rules:

No CSAA teams can practice outdoors when the outside temperature is 32 Degrees Fahrenheit or lower. For all CSAA tournament game cancellations, the next available day at the facility will be used unless special circumstances exist.

## **Clinics/Camps:**

Any athletic clinics or camps sponsored by a CSAA member involving parish grade school student-athletes or grade school coaches must be approved by the CSAA Executive Director. An e-mail or Phone 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 2 weeks of the announced starting date of try-outs/practice of 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 students 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 by the CSAA. These awards are recognized by the CSAA as a suitable means of honoring championship teams. Awards

including jackets, sweaters or other expensive items 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 6<sup>th</sup> grade award letters shall not exceed 4" in height. The size of all 8<sup>th</sup> 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 may be purchased on the NFHS web site. The rulebooks 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 may have an influence on fan behavior. Promoting good sportsmanship with fans is very important. 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 Board of Directors 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.

### **Religious Practices:**

It is the expectation of the CSAA that all players/coaches actively participate in the religious practices of the parish community. Pastors are encouraged to require team mass attendance and religious service projects when possible.

### **First Aid Kits:**

Each facility hosting any CSAA events must have a first aid kit readily available. Parish's must ensure First Aid Kits are available at team OTA's including practices at other locations 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.

### **Public/Media Relations:**

The CSAA believes in "team first" concepts and individual accolades second. Every CSAA member school/parish should follow this philosophy as it relates to publicity. All CSAA Athletic Directors should follow Parish and Archdiocese of Louisville policies regarding media or public relations.

### **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.

## **Violation Penalties/Accountability:**

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 may include forfeiture of a game (or games played), forfeiture of a tournament appearance, 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 indefinite suspension.

## **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.

## **New Intermediate Basketball Policy for 2019-2020**

### **Boys Intermediate Basketball Division (High School)**

Boys in the 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grades are eligible to participate in the CSAA Intermediate Division Basketball League if they meet the following guidelines.

- 1) **Every member of a team must be a verified member of an Archdiocese of Louisville parish.**
- 2) The student must be in grades 9-12.
- 3) Only officially sponsored parish teams will be allowed to play in the league starting in 2019-2020. Specific permission from the parish Pastor and Athletic Director are required to participate. Teams may not be sponsored by a parent or by a group of adults involved in the parish. Rosters for every team must be verified, and signed off on by the parish Pastor, Director of Religious Education, or Business Manager.
- 4) An adult Coach must be present and is responsible for the actions and conduct of the team at EVERY game. The adult may not be a high school student regardless of his/her age.
- 5) 12<sup>th</sup> Grade Division teams will consist of 11<sup>th</sup> and 12<sup>th</sup> graders.
- 6) 10<sup>th</sup> Grade Division teams will consist of 9<sup>th</sup> and 10<sup>th</sup> graders. 10<sup>th</sup> grade Division players are eligible to play up on a 12<sup>th</sup> Grade Division team if necessary.

Any questions regarding eligibility rules and regulations should be directed to the CSAA Executive Director.



**Heat Index Guide** - Coaches and Field Managers: These are the Heat Index guidelines that must be followed for all CSAA events that are not in a controlled climate. Use the chart below to determine the Heat Index requirements and follow the procedures strictly. Readings must be taken every 30 minutes during practice or competition time. You must record the information at each practice/game on the [Heat Index Form](#) available online at [www.loucsaa.org](http://www.loucsaa.org). Heat Index monitors may be purchased, or a reliable app on a mobile device allowing for a reading at your specific location may be used to get an accurate reading.

### **Under 95 Degrees Heat Index**

- 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 removed during water breaks.
- Have towels with ice for cooling as needed.
- Watch/monitor athletes carefully for necessary action.
- Re-check Heat Index every 30 min and follow procedures below if an increase occurs.

### **95 Degrees to 99 Degrees Heat Index**

- 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 as a team/group. Head gear removed during water break.
- All equipment removed if not involved in active practice.
- Provide Ice-down towels for cooling.
- Reduce time of outside activity or postpone activity.
- Watch/monitor athletes carefully for necessary action.
- Re-check Heat Index every 30 min and follow procedures below if an increase occurs.

**99.1 Degrees Heat Index and Above** (Boys Tackle/Girls Flag Football, Softball, Baseball, Field Hockey)  
CSAA Sports that require mandatory protective equipment are required to suspend all activity immediately. Resumption of play may not occur until the heat index is 99 Degrees or below.

### **99.1 Degrees to 101.9 Degrees Heat Index** (all CSAA sports)

- 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 as a group. Head gear removed during water break.
- All equipment removed if not involved in active practice.
- Provide Ice-down towels for cooling.
- Reduce time of outside activity or postpone activity.
- Watch/monitor athletes carefully for necessary action.
- Last 30 minutes of practice will be without shoulder pads.
- Re-check Heat Index every 30 min and follow procedures below if an increase occurs.

### **102 Degrees Heat Index and Above**

- Absolutely no outdoor 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 an OTA.



## **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”.<sup>1</sup> 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”.<sup>2</sup> In 2012 Kentucky passed House Bill 281 now known as Kentucky Revised Statute 160.445.<sup>3</sup> In accordance with a corresponding resolution to KRS 160.445 regarding non-scholastic youth sports (HR 58<sup>4</sup>), 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](http://www.khsaa.org).
2. Have at least one coach, who has successfully completed KHSAA 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 and both documents can be found on the CSAA website.

2. **For Football Coaches Only:** It is mandatory all coaches annually complete USA Football’s online certification course.

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](http://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](http://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](http://www.lrc.ky.gov/record/12rs/HR58.htm).