



Handbook

CATHOLIC SCHOOL ATHLETIC ASSOCIATION
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www.loucsaa.org

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

CSAA Board of Directors

Mr. Steve Berry
Mrs. Jen Burba
Mr. Jody Demling
Fr. Shayne Duvall
Deacon Bill Klump
Mr. Frank Radmacher
Mrs. Mary Beth Uhls
Mrs. Beth Wychulis
Fr. John Stoltz
Mrs. Kristin Jansen
Fr. Chris Lubecke
Mr. Thom Wachtel

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	Teague Ridge

Soccer	Brad Gravatte
Softball	Patrick Early
Swimming	Ray "Bucky" Stoess
Tennis	USTA
Track	Kyle Yochum
Volleyball – Boys	Carolyn Patton
Volleyball - Girls	Tony Schurfranz

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, the Most Reverend Joseph E. Kurtz, and Most Reverend Shelton Fabre 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 if 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 always teach sportsmanship, 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 reflect the teachings of Christ. A Catholic faith based ethical obligation of all involved is paramount to the success of the organization. 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 always retain the right and authority to make decisions or rulings regarding the necessary operation of the organization.**

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 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.

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 utilizing CSAA Gameday, at the direction of a parish Pastor or Athletic Director, they agree to abide by the policies, procedures, rules, and regulations of the CSAA at all times.

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 regarding 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 always maintain the highest standards for integrity and commitment to the mission of the CSAA and uphold the standards outlined in this Handbook.

Official CSAA Team and Individual Sports:

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

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 liability and responsibility for the specific parish or school. Other leagues will be referred to as "Outside CSAA Competition" by the CSAA. Often times "Outside CSAA Competition" have different rules and regulations than CSAA 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. "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

8TH grade students and down 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 if 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 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 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 if they stay enrolled in another catholic school. If the student athlete changes schools and attends a different school during the academic year, he/she would be allowed to play sports at the new school if they are officially attending 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 approved 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 the requirements included in the CSAA Gameday individual registration portal, 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 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 the school year attending a catholic school and leave the catholic school system for any reason become subject to all CSAA eligibility guidelines. They will be ineligible immediately if they are not 1) Approved members of the parish they intend to participate with 2) Up to date on their age-appropriate sacramental obligations and 3) Actively participating in the parish religious education programs.
- (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 if the age requirement is met, and they are acting in good faith about the appropriate grade they are in based on academics. The parent(s) 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 9th grade academically or participating in any high school club or official sports.

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, even if 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.

Parish Responsibilities for Student Athlete Eligibility:

Student Athlete participation in official CSAA sports at each parish/school requires completion of the registration process in the CSAA GameDay Registration portal. The Pastor or his designee in each parish and the President/Principal (for schools with no affiliated parish) or their designee is ultimately responsible for overseeing and approving eligibility for each of their parish or school student athletes. This requirement is mandated to maintain the integrity of CSAA sports.

- 1) Students attending a Catholic School (approved by the Archbishop of Louisville) not affiliated with a parish may play sports for that school or the parish they are an approved member of per CSAA Eligibility Rules listed above.
- 2) Students attending a school affiliated with 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 approved member in good standing with a parish may play CSAA sports for that parish if they meet the requirements outlined in the CSAA Eligibility Rules listed above.

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.

Official CSAA GameDay Rosters:

Official CSAA rosters must be complete and accurate in the CSAA GameDay system prior to the first official CSAA contest of each season. For scheduling reasons, additional information may be required by the CSAA GameDay system prior to completion of the roster. This information will be communicated to parish/school Sport Coordinators or Athletic Directors 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 of CSAA GameDay. 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 (Organized Team Activity, see pg. 12) 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.

Coaches- By registering in the Coaches section of CSAA GameDay, 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. Contact information for head coaches is also required in this section.

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.

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.

Individual sports including Golf, Swimming, Tennis, Track, Cross Country, and Archery will have an electronic individual and/or team registration process. 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.

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

Organized Team Activity (OTA)

Organized Team Activity limits, including, but not limited to practices, team meetings, jamborees, outside games/matches, CSAA games/matches, **are the responsibility of the individual parish at the direction of the Pastor or his representative** (AD, Sports Ministry President, etc.). With the change in the landscape of youth sports activities toward multiple sports/athletic events occurring at the same time of year, it is nearly impossible for the CSAA to oversee practice limits and amount of time spent by student-athletes at parish Organized Team Activities. The CSAA does mandate limits on specific times of the day athletic activity is allowed. See "CSAA Start Times" below for specific information.

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) during the school year. 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 (noon) 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 or suspension from the CSAA post season playoffs or tournament.

The CSAA recommends the following limits for CSAA and non CSAA parish sponsored or approved sports.

- Maximum of 2 (OTA) practices per week, per sport if a student-athlete is participating in multiple sports at the same time. Maximum of 3 (OTA) practices per week if the student-athlete is participating in one sport.
- Limit 8th grade division (OTA) practices to a maximum of 2 hours (120 minutes).
- Limit 6th and 4th grade division (OTA) practices to a maximum of 1.5 hours (90 minutes).
- Jamborees or outside CSAA competition should count toward the (OTA) practice limit.
- Official CSAA scheduled games or makeup games would not count toward the (OTA) practice limit.
- For CSAA purposes a school week runs Sunday through Saturday.

Outside CSAA Competition:

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 liability concerns, **Pastors are required to approve participation in this type of competition by Parish teams.**

Any sports leagues, jamborees, scrimmages, challenges, festivals, or tournaments etc. not organized by the CSAA or a CSAA Parish are considered "outside" CSAA competition. The CSAA reserves the right to restrict or ban outside competition for any sport during or outside of the official CSAA season. 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.

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's CSAA GameDay 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 of a minimum age of 18 years old. Each coach must realize that he or she is 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. 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 GameDay Team Roster: Before each season, all coaches must read and agree to the stipulations on the CSAA GameDay 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 by the CSAA Director of Operations. Dates for any mandated church/school related activities that would affect CSAA regular season or tournament games in any sport must be clearly communicated to the CSAA office prior to the beginning of scheduling the league or tournament for that 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.

The CSAA **CANNOT** work around “elective” outside events. If student athletes participate in multiple sports, elective academic competitions, school or parish affiliated activities, or any other outside activities that are available through the parish or school are held during official CSAA competition, families will have to choose which event to participate in.

Forfeits/Cancellations:

If a team forfeits/cancels two games or more during the regular season, for any reason, that team will be INELIGIBLE for the postseason tournament.

Forfeits (same day no shows) - For all sports, the forfeit time will be 10 minutes after the scheduled starting time. Failure to meet this requirement will result in that parish being fined **\$200.00**.

Cancellations- 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 a minimum of 3 business days (before noon on Fridays) in advance of the scheduled game.

1st cancellation: If the 1st cancellation meets the three-business day requirement, no fine will be assessed. If the 1st cancellation doesn't meet the three-business day requirement, a **\$200.00** fine will be assessed

Any subsequent cancellations (regardless of notification time)- will result in that parish being fined **\$200.00**. Additionally, as noted above, the offending team will now be ineligible for postseason play.

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 always. 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.

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 online at 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 for 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.

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.

Thunder/Lightning Information:

GUIDELINES ON HANDLING PRACTICES AND CONTESTS DURING LIGHTNING OR THUNDER DISTURBANCES
National Federation of State High School Associations (NFHS) Sports Medicine Advisory Committee (SMAC) These guidelines provide a default policy to those responsible or sharing duties for making decisions concerning the suspension and restarting of practices and contests based on the presence of lightning or thunder. The preferred sources from which to request such a policy for your facility would include your state high school activities association and the nearest office of the National Weather Service. **PROACTIVE PLANNING**

1. Assign staff to monitor local weather conditions before and during practices and contests.
2. Develop an evacuation plan, including identification of appropriate nearby safer areas and determine the amount of time needed to get everyone to a designated safer area: a. A designated safer place is a substantial building with plumbing and wiring where people live or work, such as a school, gymnasium, or library. An alternate safer place from the threat of lightning is a fully enclosed (not convertible or soft top) metal car or school bus.
3. Develop criteria for suspension and resumption of play: a. When thunder is heard or lightning is seen*, the leading edge of the thunderstorm is close enough to strike your location with lightning. Suspend play for at least 30 minutes and vacate the outdoor activity to the previously designated safer location immediately.
 - b. 30-minute rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or lightning is witnessed* prior to resuming play.
 - c. Any subsequent thunder or lightning* after the beginning of the 30-minute count will reset the clock and another 30-minute count should begin.
 - d. When independently validated lightning-detection devices or mobile phone apps are available, this technology could be used to assist in making a decision to suspend play if a lightning strike is noted to be within 10 miles of the event location. However, you should never depend on the reliability of these devices and, thus, hearing thunder or seeing lightning* should always take precedence over information from a mobile app or lightning-detection device.
- * – At night, under certain atmospheric conditions, lightning flashes may be seen from distant storms. In these cases, it may be safe to continue an event. If no thunder can be heard and the flashes are low on the horizon, the storm may not pose a threat. Independently verified lightning detection information would help eliminate any uncertainty.
4. Review the lightning safety policy annually with all administrators, coaches and game personnel and train all personnel.
5. Inform student-athletes and their parents of the lightning policy at start of the season.

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 or other expensive items by a parish organization given to student athletes are prohibited.

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. 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. 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. Suspension 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.



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](http://www.loucsaa.org) available online at 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 Football/Girls Flag Football, Softball, Baseball, Field Hockey.
These are sports with mandatory safety equipment)

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 other 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.
- Teams must 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.



Aptiva Health Concussion & Sports Medicine Institute

Concussion Reference Guide

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.

I. Identifying Concussion

A. An athlete who exhibits any of the following signs or symptoms of concussion after a bump, blow, or jolt to the head (or a blow to the body significant enough to cause a jarring of the head or neck, regardless of whether this injury occurred during or outside of a CSAA team activity) should be *immediately* removed from play and assessed for concussion.

1. Loss of consciousness
2. Neck pain or tenderness
3. Double vision
4. Severe headache or headache that continues to worsen (i.e., “worst headache of life”)
5. Seizure or convulsion
6. Deteriorating conscious state (i.e., lethargy, apparent drowsiness and difficult to arouse or keep awake)
7. Vomiting
8. Restless, agitated, or combative
9. Decreased or irregular pulse or respiration
10. Slurred speech
11. Marked difference in pupil size from right to left
12. Lying motionless on the playing surface
13. Inability to respond appropriately to questions(e.g., Where are we? Which half is it now? Who scored last in this match? Did your team win the last game?)
14. Disorientation (i.e., does not know today’s date, location, or own identifying information such as name and birthdate)
15. Blank or vacant look
16. Balance/gait difficulties, motor incoordination, stumbling
17. Headache
18. “Fogginess,” or confusion that does not rise to the level of not knowing place or identifying information
19. Sensitivity to light or noise

B. Sideline evaluations should be performed by a physician, athletic trainer, ARNP, or PA-C. Referral for emergency evaluation at a medical facility is at the discretion of the evaluating physician or licensed healthcare professional. The determination and subsequent instructions of such an individual are final and not appealable.

C. If one of these medical professionals is not available for a sideline assessment, coaches should withhold the athlete from further competition until a medical assessment can be arranged.

1. An athlete who exhibits any of the above “red flag” signs or symptoms (symptoms 1-14) should be immediately and safely removed from participation and evaluated by a physician. If none are available for sideline assessment, transportation for emergent medical evaluation is warranted.
2. If the athlete is unable to get up and move from the field of play, no one without the appropriate medical training should attempt to move the athlete. The athlete’s helmet or any other equipment should also not be removed unless trained to do so safely. Medical assessment should include evaluation of spinal cord injury.
3. The basic principles of first aid should be followed.

D. If any of the above signs or symptoms are present, the athlete is presumed to have sustained a concussion, even if symptoms appear to improve/resolve quickly. The athlete will only be allowed to return to sport activities (including practice) once cleared by a physician or licensed healthcare provider whose scope of practice includes specialty training in concussion.

II. Post-Injury Management

A. 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. 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.

1. It is okay to:
 - Use acetaminophen (Tylenol) for headaches
 - Use an ice pack on the head/neck
 - Eat regularly.



- Go to sleep
- Rest or “take it easy.”
- Limit or take breaks with activities that are bothersome of symptoms.

2. There is no need to:

- Check eyes repeatedly with a flashlight
- Wakeup every hour or periodically through the night
- Test reflexes
- Stay in bed
- Completely avoid screen use

3. **Do not:**

- Take ibuprofen, aspirin, or other anti-inflammatory (NSAID) medications for the first 72 hours.
- Return to sport participation or engage in activities with high risk for additional hits to the head.

B. The athlete should schedule an appointment for initial evaluation at a specialty concussion clinic. Athletes who receive specialty concussion care within the first 7 days post-injury recover faster and with fewer complications than athletes who wait to see specialty medical care. Recommendations for physical and mental activity after a concussion depend on many factors. Strict rest and missing school are not usually recommended after a concussion. A concussion provider can work with the athlete to develop a plan for participation in activities that will facilitate recovery.

C. The athlete is not permitted to return to practice or competition without a statement from the healthcare provider.

1. This statement may include instructions for limited sport participation or a “graduated return to play” process. If so, these instructions must be strictly followed.

2. The athlete is not permitted to return to full sport participation without restriction until formal, written clearance by their concussion specialty healthcare provider.
- D. After being cleared for return to full sport participation without restriction, if the athlete should experience or exhibit a return of concussion symptoms, the athlete must immediately stop all activity and be seen for follow-up by their healthcare provider.
- E. Confirmed concussions must be documented by school athletic department personnel. A copy of the documentation and healthcare provider statement regarding return-to-play must be sent to the CSAA office within 5 business days.

III. Concussion Prevention

- A. All coaches, officials, and youth participants in CSAA sports are required to:
 1. Strictly follow the rules of play established by the CSAA
 2. Wear protective equipment as dictated by the sport. Protective and standard equipment should be periodically examined and replaced, when necessary, per the manufacturer's standards. Protective equipment should be well maintained at all times.
 - Well-fitting and well-maintained safety equipment, such as helmets, can prevent more serious brain injuries and skull fractures from occurring. Use may also reduce the likelihood of concussion, but no equipment can entirely eliminate the risk of concussion during sport participation.
 3. Practice good sportsmanship



IV. Concussion Education

A. With preventative measures and recovery needs in mind, education and preparation are paramount.

The following actions are mandatory:

1. Have a copy of the Aptiva Health Concussion & Sports Medicine Institute Concussion Reference Guide and Concussion Recognition Tool available on-site at all practices and competitions for reference.
2. Have all coaches, players, and parents/guardians review and comply with all aspects of this concussion reference guide.

B. The following actions are recommended:

1. Have all coaches complete the “Concussions & Head Injuries” module of the KHSAA online safety course found at www.khsaa.org
2. Have at least one individual who has successfully completed CSAA approved concussion training present during all practices and competitions.

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 stands as the final ruling.

**When in doubt, take the
player out!**



Acknowledgments: The CSAA would like to thank Dr. Lisa M. Manderino and the Aptiva Health Concussion Program Team for their input, review, and preparation of this policy.

References:

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.
5. Consensus statement on concussion in Sport- Amsterdam, October 2022. Retrieved from <https://bjsm.bmj.com/content/57/11/695>
6. Association of time to initial clinic visit with prolonged recovery in pediatric patients with concussion. Retrieved from <https://thejns.org/pediatrics/view/journals/j-neurosurg-pediatr/26/2/article-p165.xml>