



# **Athletic Handbook**

**Athletic Director: Terry Hite, Christie Murphy, Ruth Hittel**

## **2022 - 2023**

**515 N. Jefferson Blvd**

**Greenfield, IN 46140**

**317-462-6380**

*“Now I know the Lord gives victory to his anointed. He will answer him from the holy heavens with a strong arm that brings victory.” Psalms 20:7*

## **ATHLETIC/EXTRACURRICULAR POLICY**

St. Michael Catholic School is committed to offering a varied athletic program combining the pursuit of excellence with Christian values. Remaining mindful that the primary focus of St. Michael Catholic School is striving for academic excellence, it is the parent's responsibility to assist the student with striking a balance between academics and extracurricular activities. Additional information is also provided pertinent to our athletic program to home schooled and parish non-school families. Regulations are essential to the functioning of a successful program. Student athletes and their parents must commit to the following statement of shared goals.

### **St. Michael Catholic School Student-Athlete is expected to:**

Demonstrate Christian values while participating in the athletic program. Profanity, disrespect, and/or selfishness towards teammates, other students, staff members, referees, opposing players or coaches will not be tolerated.

1. Be on time for all practices and games.
2. Be properly dressed for practices and games. Team coaches will advise student-athletes of proper attire.
3. Take full financial responsibility for any equipment or apparel issued.
4. Make every effort to reach his/her academic potential. Academics come first at St. Michael Catholic School; a student-athlete must be able to maintain quality work in the classroom while participating in athletics.

## **GOALS OF THE ATHLETIC PROGRAM**

To instill in the student-athlete a sense of responsibility by demanding consistently high standards of behavior and making him/her aware and respectful of the needs of others.

1. To engender commitment and personal discipline by the student-athlete through his/her dedication to the goals of the team and his/her teammates.
2. To nurture unselfishness in the student-athlete by requiring that his/her actions on and off the playing field be consistent with the goals of the team as a whole and not directed towards individual honors.
3. To generate in the student-athlete a willingness to sacrifice his/her time and energy towards fulfillment of shared goals.
4. To offer both competitive and recreational sports programs to provide an opportunity for all students to play and maximize their developmental skills.

## **St. Michael Catholic School Sports Policy**

### **Team Selection**

All sports at St. Michael Catholic School have a no cut policy. However, a maximum number of student-athletes per sport based on schedules and availability of coaches may be established by the athletic director and principal. In this case, the student-athlete who turns in all needed forms and fees on time will receive priority. Student-athletes are limited to participating in one sport per season unless special permission is granted. All eligible student-athletes will play in all regular-season games/matches. Students must sign up for sports with required permission forms by due date stated. A physical exam by a licensed physician is required for all students prior to their participation in the athletic program.

### **Athletic/Extracurricular Eligibility**

Student-athletes must have a C- (75%) average or better in every class or have special permission from the school administration. Eligibility will be determined at the end of each quarter (grade cards). A student who is not eligible at the end of a quarter will not gain eligibility again until midterms reflect the grades necessary for eligibility. If a student has not re-gained eligibility at midterms, he or she remains ineligible until the next grade card reflects the grades necessary. For students receiving academic special services, all grades must be passing (no F's).

Student-athletes with a discipline incident that is referred to the office must have permission from the school administration before they are eligible to practice or play.

Student-athletes absent from classes will not be allowed to participate in a practice or contest the day of the absence. Athletes must be present in school for a minimum of half day of classes the day of an athletic event: 8:00 a.m. – 11:00 a.m. or 12:00 noon to 3:00 p.m. Students who are sent home due to illness or injury at any time throughout the school day will not be allowed to participate in a practice or contest until he/she returns to school from the illness. Exceptions to the rules must be approved by the principal.

### **Parish/Non-School Students**

Students will be required to obtain a signed statement at the Asst. Principal level or above certifying that he/she is maintaining acceptable academic and behavior standards in accordance with that school's applicable school handbook/rules. This statement must be returned to the applicable coach before he/she can practice or participate in any games. (See attachment I)

St. Michael Parish and School realize that these standards may or may not meet the high academic and behavior standards of St. Michael students. But are nevertheless necessary to ensure participation by all parishioners is maximized.

## **Athletic Physicals**

In order to protect the athlete and the school, an athletic physical is required of all athletes. No athlete may participate in any practice or game without a physical on file. Physicals are due by the first practice and are good for one calendar year. The current physical certificate must be kept on file at the school. This must be done on a yearly basis for all CYO participants.

**CYO Physical Form:** <http://cyo.orgsonline.com/Docs/WebsitePhysical.pdf>

## **Scheduling of Games**

The athletic director is responsible for coordinating the schedule including practices, games, and tournaments for all teams. Not more than 4-week days/afternoons/evenings per week (Monday through Friday) may be used for games/practices. Additional games and/or practices may be scheduled for Saturdays.

## **Practice**

Practices will begin no earlier than four weeks prior to the first scheduled competition. Practice time will be a maximum of two hours per practice. Practices are to be scheduled to allow for practice to end by 8:00 p.m. Not more than 4-week days/afternoons/evenings per week (Monday through Friday) may be used for games/practices. Additional games and/or practices may be scheduled for Saturdays.

Every effort should be made to provide a complete and detailed schedule of games and practices prior to the season. Modifications to the schedule are highly discouraged and must be approved by the athletic director and the principal.

## **Uniforms, Equipment, Gym Time**

The athletic director will coordinate issuance of uniforms and equipment. All teams shall be treated as equally as possible when issuing uniforms and equipment. Gym time will be determined based on availability and will only be scheduled by the Athletic Director.

## **Conflict Resolution**

When serious conflicts arise between coaches and student-athletes and/or parents, the athletic director should be notified. The athletic director and coach should discuss the matter with the student-athlete and/or parents, and work toward a solution. In the event of an impasse, the matter will be referred to the principal for final resolution.

## **Spectator Behavior at Games**

Spectators are expected to behave in a manner consistent with the Catholic School philosophy and be good role models for children at all games and practices. Disagreements with coaches, referees or other parents must be handled in an appropriate manner. Name-calling and loud, angry voices are not acceptable and reflect poorly on our school. Spectators who know they become "heated" in the moment of the excitement of the game should remove themselves rather than cause embarrassment to themselves, their athlete, and the school. A 24 hour "cooling off" period is recommended before a conversation with the coach takes place. Decisions regarding playing time of student-athletes should be respected.

## **Parent/Guardian Responsibilities**

All parents are expected to share in the responsibility of transportation to and from athletic games and tournaments. Parents who violate any policy are subject to suspension from games.

## **Fees**

Athletes are required to pay the required fee for the sport in which he/she participates. Fees help to cover cost of uniform rental, tournaments, and other athletic costs. Payment is to accompany sports registration. If the athletic fee is an issue, the parent/guardian should contact the principal. Fees per sport will be provided by the athletic director. All fees must be paid prior to participating in practices and/or games.

## **Sportsmanship**

To promote a Christian atmosphere at the games and to encourage good sportsmanship, the following two guidelines were adopted:

- 1) A prayer will be said at the beginning of each contest. It will be the responsibility of the athletic director or designee to bring the teams and coaches together for prayer if a priest is not available.
- 2) All of our students and spectators will always conduct themselves in a sportsmanlike fashion. Any student or spectator who is ejected from a game because of poor sportsmanship will be suspended from the following game as well.

## **Concession Stand**

Any sport that uses the gymnasium for games will have a concession stand manned by applicable parent volunteers. We ask for your participation in the important fund raiser that helps defray costs for gym maintenance, and utilities during practices and games. Without concession stand revenue there would be significant increases in player fees.

## Coaching

All of our coaches are volunteers. They are not paid in any way. Therefore, please treat them with respect. They are giving up their free time to work with your child. If you have any concerns with a coach, please choose a time and place that is appropriate to discuss any issues. Game times and times when students are present are not appropriate times to discuss issues. Coaches will work hard to keep players and parents aware of practice and game dates/times. **All coaches and volunteers paid or unpaid must participate in VIRTUS training-protecting God's children and sign a code of conduct to comply with archdiocesan guidelines.**

## Important CYO Links

Safe Parish: <https://www.archindysafeparish.org/>

Student Registration: [http://cyo.orgsonline.com/Athletics\\_ParticipantRegistration.aspx](http://cyo.orgsonline.com/Athletics_ParticipantRegistration.aspx)

Athlete Physical Form: <http://cyo.orgsonline.com/Docs/WebsitePhysical.pdf>



The Most Reverend Joseph W. Tobin, C.S.S.R.  
Archdiocese of Indianapolis  
1400 N. Meridian Street  
Indianapolis, IN 46202-2367  
317-236-1403

October 17, 2013

Dear Pastors, Administrators, Parish Life Coordinators, Principals, and Athletic Directors,

### Sports Physicals for Student Athletes

The safety of all youth who participate in sports program has been and will always be of utmost importance. To promote the safety of student athletes, sports physicals are a prerequisite to participation in CYO sports, varsity and junior varsity school teams, and other school-sponsored sports programs.

### Current Practices Regarding Sports Physicals

Sports physical exams in the Archdiocese of Indianapolis have been conducted in a three primary ways:

- Some schools have asked physicians, nurses, and other medical professionals to volunteer their services and have offered sports physicals on parish or school property for little or no charge. We are grateful for the kindness and generosity of all of the people who have volunteered their time and expertise in this regard.
- Other schools have contracted with local hospitals that provide physicians to conduct sports physicals either on parish or school property or at local medical facilities. This approach has the advantage of ensuring that physicians who conduct sports physicals have received up-to-date training on how to evaluate the health status of youth and appropriately assess their ability to participate in sports.
- Parents also have the option to take their children to family doctors or other physicians of their choosing for sports physicals.

### New Policy on Sports Physicals

After careful review of how sports physicals are performed at our parishes and schools, consultation with athletic directors at several schools, and discussion with our legal counsel regarding liability to Archdiocesan parishes and schools and to the medical professionals conducting sports physicals, we have a new policy, effective immediately:



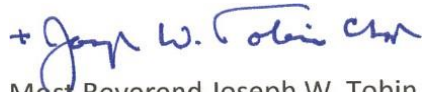
All sports physicals required by the parishes, schools, and other institutions of the Archdiocese of Indianapolis for CYO sports programs and other sports programs must be conducted by (1) a local hospital that provides physicians either on parish or school property or at local medical facilities or

(2) a family doctor or another physician chosen by the parents. In order to ensure privacy, reduce liability and promote thorough, appropriate medical evaluation of student athletes, Archdiocesan parishes, schools, and other institutions can no longer organize and offer sports physicals in any other manner.

Archdiocesan high schools in the Indianapolis area partner with St. Vincent Sports Performance to offer physical exams on school property or at St. Vincent Hospital medical facilities. We encourage parish athletic directors in the Indianapolis deaneries to communicate these opportunities for sports physicals to student athletes and their families. Parishes and schools outside of the Indianapolis area may wish to develop similar arrangements with local hospitals.

We appreciate your assistance with implementing this new policy and are grateful for your cooperation. Please direct any questions regarding sports physicals for CYO sports to the CYO Office at (317) 632-9311. Other questions can be directed to the Human Resources Office at (317) 236-1594.

Sincerely yours in Christ the Redeemer,

A handwritten signature in blue ink, reading "Joseph W. Tobin" with a small cross symbol to the left.

Most Reverend Joseph W. Tobin,  
Archbishop of Indianapolis

**The CYO physical form can be found on the CYO website:**

**<http://cyo.orgsonline.com/Docs/WebsitePhysical.pdf>**

**Attachment I Permission to play**

(Date)

TO: Assistant Principal/Principal

Subject: Participation Requirements in St. Michael CYO Sports

For a student at your school to participate on a St. Michael school athletic team he/she must provide a signed statement at the Assistant Principal/Principal level. This statement certifies that the student meets the minimum academic and behavior requirements of your school.

Consequently, we ask that you sign below certifying the same. Thank you for your support.

I certify that (Student Name): \_\_\_\_\_ meets the minimum academic and behavior standards of our school.

Asst. Principal/Principal (Print) \_\_\_\_\_

Asst. Principal/Principal (Signature) \_\_\_\_\_

(School) \_\_\_\_\_

(Date) \_\_\_\_\_

### Catholic Youth Organization Mission Statement

The Catholic Youth Organization, a ministry of the Archdiocese of Indianapolis, exists to deepen relationships with Jesus Christ and one another, to celebrate the God-given gifts of each individual, and to enhance the faith formation and personal development of youth by providing athletic, camping and enrichment opportunities.

### CYO Athletic Program Student Athlete Code of Conduct

The purpose of the CYO Student Athlete Code of Conduct is to ensure that student athletes understand the high expectations that have been set for them in how they conduct themselves during CYO sponsored events. This Code applies to all CYO sports and related activities and includes, but is not limited to:

assessments, practices, games, and other related events/activities where a student athlete is representing the Catholic Youth Organization.

### Student Athlete Code of Conduct

As a CYO student athlete, I understand and agree to abide by the following expectations:

1. I pledge to be positive about my CYO sports experience and accept responsibility for my participation by following this Code of Conduct.
2. I understand that it is a privilege to represent CYO and my parish. Proper behavior is required in practice, athletic contests, and other related activities.
3. I will encourage good sportsmanship from fellow players, coaches, officials, and parents at every game and practice by demonstrating good sportsmanship myself.
4. I will maintain control of my emotions and will make no derogatory comments or gestures or use foul language.
5. I will treat my coaches, other players, officials, and fans with respect regardless of differences or abilities.
6. I will not intentionally cause physical, mental, or emotional harm to another player at any time.
7. I will not threaten any coach, player, official, or spectator.
8. I will respect the game officials and accept their decisions. I understand it is not acceptable, or my place as a player, to criticize or dispute their decisions.
9. I will be respectful of other schools' staff members and facilities.
10. I understand that participating in sports is a privilege and an opportunity to learn and have fun.
11. I will stand and face the flag with a respectful demeanor during the playing of the National Anthem. Failure to do so will result in a one game suspension.

### Code of Conduct Violations

The CYO will be responsible for reviewing, at its earliest convenience, all potential violations that come to its attention as well as handling any disciplinary action deemed necessary based on facts and circumstances. Disciplinary actions taken by CYO may include, but are not limited to verbal warning, written warning, immediate ejection, single-game suspension, multiple-game suspension, and/or permanent ban. As needed, the Pastor and Athletic Director will be consulted as well as included in any formal communications that occur between a student athlete and the CYO Office.

### In-Game Procedure

Code of Conduct violations can vary and therefore will be handled on a case-by-case basis. However, the following factors will be important considerations in how violations will be handled:

1. It is the coach's responsibility to ensure players and fans conduct themselves appropriately and assist game officials in maintaining control, all players, parents, and attendees are required to follow a coach's, Gym/Field Manager, or AD's request to conduct themselves in an appropriate manner at all times, especially after a warning has been issued by an official.
2. Common sense will be used when considering what is inappropriate behavior and in determining any disciplinary action deemed necessary.
3. Disciplinary action for unsportsmanlike behavior could range from a verbal warning to suspension from one or more future CYO activities.
4. Any player who is deemed to have threatened and/or physically or verbally abused a coach, player, official, and/or spectator will be suspended immediately for a period of at least one game.
5. If a player is in violation of the Code of Conduct during a game, a game official will issue a warning to the player. This is an official's initial effort to let the player know that he/she is not displaying appropriate behavior.
6. At the discretion of the official, a player may receive an unsportsmanlike penalty prior to a warning if their behavior is deemed highly inappropriate.
7. If the player continues to display inappropriate behavior following the warning, the official will administer the appropriate unsportsmanlike penalty for that sport.
8. A second unsportsmanlike penalty administered by an official on a player will result in that player being ejected from the game.
9. Any player who engages in a fight before, during, or after a CYO game will be suspended for the remainder of that game and will be suspended for the next game as well.
10. The Parish Athletic Director will be contacted, and disciplinary action will be taken.

In accordance with our Mission Statement, it is the primary goal of CYO to help every young person we serve get to Heaven! Accordingly, student athletes are expected to behave in a manner that is pleasing to Christ.

Each student athlete will be required to sign this Code of Conduct agreement before he/she will be permitted to participate in a CYO game. The parish AD will keep a signed hard copy of this contract on file.

A THLETE'S SIGNA TURE: As a CYO athlete, I have read through this agreement and will abide by all expectations. I will make every effort to abide by the CYO Mission Statement.

Athlete's Signature \_\_\_\_\_ Date\_\_\_\_\_

### Catholic Youth Organization Mission Statement

The Catholic Youth Organization, a ministry of the Archdiocese of Indianapolis, exists to deepen relationships with Jesus Christ and one another, to celebrate the God-given gifts of each individual, and to enhance the faith formation and personal development of youth by providing athletic, camping and enrichment opportunities.

#### CYO Athletic Program Parent or Attendee Code of Conduct

The purpose of the Parent or Attendee Code of Conduct is to develop parental/adult support as positive role models for our student athletes as well as represent the Archdiocese appropriately. The CYO athletic program intends to promote the physical, moral, mental, social, emotional, and faith formation of all student athletes. Parents and attendees are an integral part of this process. We expect every parent and attendee to follow this code and abide by the CYO Mission Statement. Parent or Attendee Code of Conduct

As a CYO parent or attendee, I will:

1. Provide positive support and encouragement to our student athletes and their team, the opposing team, and all coaches.
2. Set the right example and promote good sportsmanship through my own behavior and attitude at all athletic practices and contests, home and away.
3. Display control and respect the authority of and decisions made by officials.
4. Make no derogatory comments or gestures and refrain from using foul language toward players, coaches, officials, or spectators.
5. Refrain from criticizing student athletes and their coach or team or any other spectators at the event, as well as game officials.
6. Refrain from interfering with the coach and respect the coach's authority and responsibilities during practices, games, and team-related activities.
7. Not threaten, either verbally or physically, any coach, player, official, or spectator.
8. Remember that coaches and parents set the example for the behavior of our children.
9. Assist in providing for student safety and welfare.
10. Be responsible for the conduct of other family members who are in attendance at the game.
11. Take responsibility for my actions and not attempt to circumvent rules or guidelines of CYO.

#### Code of Conduct Violations

The CYO will be responsible for reviewing, at its earliest convenience, all potential violations that come to our attention as well as handling any disciplinary action deemed necessary based on facts and circumstances. Disciplinary actions taken by CYO may include, but are not limited to: verbal warning, written warning, immediate ejection, single-game suspension, multiple-game suspension, and/or permanent ban. As needed, the Pastor and Athletic Director will be consulted as well as included in any formal communications that occur between a parent/attendee and the CYO Office.

## In-Game Procedure

Code of Conduct violations can vary and therefore will be handled on a case-by-case basis. However, the following factors will be important considerations in how violations will be handled:

1. It is the Coach's, Gym/Field Manager's, and AD's responsibility to ensure players and fans conduct themselves appropriately and assist game officials in maintaining control. All parents and attendees are required to follow an official's request to conduct themselves in an appropriate manner at all times, especially after a warning has been issued by a referee.
2. Common sense will be used when considering what is inappropriate behavior and in determining any disciplinary action deemed necessary.
3. Disciplinary action for unsportsmanlike behavior could range from a verbal warning to suspension from one or more future CYO activities.
4. Any parent or attendee who is deemed to have threatened and/or physically or verbally abused a coach, player, official, and/or spectator will be suspended immediately for a period of at least one game.
5. If a parent or attendee is in violation of the Code of Conduct during a game, a game official will issue a warning to the coach, and the game will be paused. This is an official's initial effort to let the coach know that a parent or attendee is not displaying appropriate behavior. It is the coach's responsibility to tell the Gym/Field Manager or AD that a warning has been issued to a parent or attendee. It is then the responsibility of the Gym/Field Manager or AD to let the parent or attendee know that they have received a warning.
6. At the discretion of the official, a parent or attendee may receive an unsportsmanlike penalty prior to a warning if their behavior is deemed highly inappropriate.
7. If the parent or attendee continues to display inappropriate behavior following the warning, the official will administer the appropriate unsportsmanlike penalty for that sport to the team.
8. This unsportsmanlike penalty administered by an official will result in the parent or attendee being ejected from the game, and he/she will be required to leave the premises. This will also lead to the parent or attendee being suspended from the next game as well.
9. This unsportsmanlike penalty will be charged to the team. However, if the coach is deemed to be instigating poor conduct by the fans, the coach can also receive an unsportsmanlike penalty.
10. The Parish Athletic Director will be contacted and disciplinary action will be taken.
11. It is the parent's responsibility to make sure that other family members who are in attendance at the game follow the attendee code of conduct as well.

In accordance with our Mission Statement, it is the primary goal of CYO to help every young person we serve get to Heaven! As your child's first teacher, we rely on you and other adults

present at all CYO events to model appropriate behavior to assist in this quest. Thanks for your understanding and support!

At least one parent/guardian per participant will be required to sign this Code of Conduct agreement before his/her child will be permitted to participate in a CYO game. The Athletic Director at your parish will keep a hard copy of this signed document on file.

PARENT SIGNATURE: As a CYO parent, I have read through this contract and agree to abide by all expectations as stated herein. I will make every effort to abide by the CYO Mission Statement

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_



# HEADS<sup>x</sup>UP

## CONCUSSION<sup>IN</sup> SPORTS

A FACT SHEET FOR **ATHLETES**

### What is a concussion?

A concussion is a brain injury that:

- Is caused by a bump, blow, or jolt to the head or body.
- Can change the way your brain normally works.
- Can occur during practices or games in any sport or recreational activity.
- Can happen even if you haven't been knocked out.
- Can be serious even if you've just been "dinged" or "had your bell rung."

All concussions are serious. A concussion can affect your ability to do schoolwork and other activities (such as playing video games, working on a computer, studying, or exercising). **Most people with a concussion get better, but it is important to give your brain time to heal.**

### What are the symptoms of a concussion?

You can't see a concussion, but you might notice **one or more** of the symptoms listed below or that you "don't feel right" soon after, a few days after, or even weeks after the injury.

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Bothered by light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Difficulty paying attention
- Memory problems
- Confusion

### What should I do if I think I have a concussion?

- **Tell your coaches and your parents.** Never ignore a bump or blow to the head even if you feel fine. Also, tell your coach right away if you think you have a concussion or if one of your teammates might have a concussion.
- **Get a medical check-up.** A doctor or other health care professional can tell if you have a concussion and when it is OK to return to play.
- **Give yourself time to get better.** If you have a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have another concussion. Repeat concussions can increase the time it takes for you to recover and may cause more damage to your brain. It is important to rest and not return to play until you get the OK from your health care professional that you are symptom-free.

### How can I prevent a concussion?

Every sport is different, but there are steps you can take to protect yourself.

- Use the proper sports equipment, including personal protective equipment. In order for equipment to protect you, it must be:
  - The right equipment for the game, position, or activity
  - Worn correctly and the correct size and fit
  - Used every time you play or practice
- Follow your coach's rules for safety and the rules of the sport.
- Practice good sportsmanship at all times.

**If you think you have a concussion:**

Don't hide it. Report it. Take time to recover.

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

For more information and to order additional materials *free-of-charge*, visit: [www.cdc.gov/Concussion](http://www.cdc.gov/Concussion).

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
CENTERS FOR DISEASE CONTROL AND PREVENTION



# HEADS+UP

## CONCUSSION IN SPORTS

### A FACT SHEET FOR PARENTS

#### What is a concussion?

A concussion is a brain injury. Concussions are caused by a bump, blow, or jolt to the head or body. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious.

#### What are the signs and symptoms?

You can’t see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days after the injury. If your teen reports **one or more** symptoms of concussion listed below, or if you notice the symptoms yourself, keep your teen out of play and seek medical attention right away.

Signs Observed by Parents or Guardians	Symptoms Reported by Athlete
<ul style="list-style-type: none"> <li>• Appears dazed or stunned</li> <li>• Is confused about assignment or position</li> <li>• Forgets an instruction</li> <li>• Is unsure of game, score, or opponent</li> <li>• Moves clumsily</li> <li>• Answers questions slowly</li> <li>• Loses consciousness (<i>even briefly</i>)</li> <li>• Shows mood, behavior, or personality changes</li> <li>• Can’t recall events <i>prior</i> to hit or fall</li> <li>• Can’t recall events <i>after</i> hit or fall</li> </ul>	<ul style="list-style-type: none"> <li>• Headache or “pressure” in head</li> <li>• Nausea or vomiting</li> <li>• Balance problems or dizziness</li> <li>• Double or blurry vision</li> <li>• Sensitivity to light or noise</li> <li>• Feeling sluggish, hazy, foggy, or groggy</li> <li>• Concentration or memory problems</li> <li>• Confusion</li> <li>• Just not “feeling right” or is “feeling down”</li> </ul>

#### How can you help your child prevent a concussion?

Every sport is different, but there are steps your children can take to protect themselves from concussion and other injuries.

- Make sure they wear the right protective equipment for their activity. It should fit properly, be well maintained, and be worn consistently and correctly.

- Ensure that they follow their coaches’ rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.

#### What should you do if you think your child has a concussion?

- 1. Keep your child out of play.** If your child has a concussion, her/his brain needs time to heal. Don’t let your child return to play the day of the injury and until a health care professional, experienced in evaluating for concussion, says your child is symptom-free and it’s OK to return to play. A repeat concussion that occurs before the brain recovers from the first—usually within a short period of time (hours, days, or weeks)—can slow recovery or increase the likelihood of having long-term problems. In rare cases, repeat concussions can result in edema (brain swelling), permanent brain damage, and even death.
- 2. Seek medical attention right away.** A health care professional experienced in evaluating for concussion will be able to decide how serious the concussion is and when it is safe for your child to return to sports.
- 3. Teach your child that it’s not smart to play with a concussion.** Rest is key after a concussion. Sometimes athletes wrongly believe that it shows strength and courage to play injured. Discourage others from pressuring injured athletes to play. Don’t let your child convince you that s/he’s “just fine.”
- 4. Tell all of your child’s coaches about ANY concussion.** Coaches should know if your child has ever had a concussion. Your child may need to limit activities while s/he is recovering from a concussion. Things such as studying, working on a computer, playing video games or exercising may cause concussion symptoms to reappear or get worse. Talk to your health care professional, as well as your child’s coaches and teachers. If needed they can help adjust your child’s school activities during her/his recovery.

#### If you think your child has a concussion:

Don’t assess it yourself. Take him/her out of play. Seek the advice of a health care professional.

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

For more information and to order additional materials *free-of-charge*, visit: [www.cdc.gov/Concussion](http://www.cdc.gov/Concussion).

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
CENTERS FOR DISEASE CONTROL AND PREVENTION



### **St. Michael Athletic Handbook Sign-off**

I have read the St. Michael Catholic Parish/School athletic handbook and will comply with the rules and expectations.

Student Name Printed: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Printed: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**No student may participate in CYO activities as a St. Michael representative without the signing the agreement form above.**

## **Coaches Handbook**

### **Coach Selection**

The athletic director will select all coaches for all teams. Assistant coaches must be approved by the athletic director. Coach selection will be based upon:

1. Philosophy in line with the School philosophy
2. Ability to work with children
3. Approval by Pastor or principal

Violation of any of the Athletic policies may result in immediate dismissal

### **Coaches' Responsibilities**

1. All Coaches and assistant coaches must complete the Archdiocese of Indianapolis Safe Parish training prior to any contact with the children.
2. All coaches and assistant coaches must have a current background check on file prior to any contact with the children.
3. Coaches must also abide by the Athletic Code of Conduct.
4. Coaches must verify that the following items from athletes are on file with the school prior to practicing and participating in games:
  - o Sports physical
  - o Fees Paid
  - o Athlete Code of Conduct
5. Each coach should maintain and keep a binder containing a roster, parent contact information, and physical form (if applicable for each athlete at all games/matches and practices).

**CYO Archdiocese of Indianapolis** - <https://cyoarchindy.org/>

### **Prayer and Coaching (ArchIndy CYO)**

#### **A GUIDE TO TEACHING KIDS HOW TO PRAY**

1 John 5:14 "And we have this confidence in him, that if we ask anything according to his will, he hears it."

Perhaps the most important and life-changing task that parents have with their children is to introduce them to God and the power of His unending love. Certainly, faith formation should begin in the home, as parents are the first great teachers of their children. However, as children become a little older and begin their formal education, clergy and educators begin to take on a much more prevalent role in the faith formation of youth. Other than parents and clergy, coaches can have a tremendous impact (if they take the right approach) on the spiritual growth and development of the young people in their charge.

Coaches have the perfect platform from which to share their faith. Most athletes greatly admire and respect their coaches and have a strong natural desire to listen to them and give their very best to do what “Coach” is asking of them. If a coach is a great role model and their players respect them, kids will naturally emulate the behavior they see in their coach... especially when it comes to faith and prayer!

Here are four suggestions for teaching kids how to pray, whether they are in second grade and just beginning their athletic career or perhaps just coming out for a sport as a high school freshman. These rules are solid regardless of age:

1. Teach them that prayer is simply a conversation with God! Prayer is best when it is done in a respectful way yet put in their own words. Perhaps tell children that it is like carrying on a conversation with their grandparents, who they have a deep respect for but also a strong bond of love. Let them know that God is always listening and very much wants to have a daily conversation with them!
2. A pretty good place to start is to extend words of thanks to God. We can thank God for our families, our home, and food on our table. We can also give thanks for our friends, our great school and team, our coaches and teachers, our pastor and church leaders, Jesus’ unconditional love, and other various blessings.
3. We can next pray for others in need... for those who are battling illness, injury, and adversity. We can pray for other families who are struggling with unemployment or homelessness, as well as other things that might be going on in our community. I think the key here is to thank God first and foremost for our many blessings, then pray for others before we pray for our own needs.
4. Lastly, we should pray for ourselves, our families, and our team. I always discouraged our players from ever asking for victory from week to week. I truly believe that God doesn’t really care who wins athletic contests! We are all His children, so why would He favor one team over another in a game? However, I also strongly believe that God does care that we give our very best every day to make the most of the abilities with which we have been blessed. (See the TALENTS lesson at the bottom of this toolbox). Our coaches used to tell our players to say a quick prayer before the snap of the ball on every play. Ask God for focus, toughness, courage, intensity, or strength... whatever you might need on that play. We would also encourage them before the game to “Take God with you on every play,” in your heart, mind, and soul. I am convinced that Jesus is a GREAT teammate if we only allow Him to be!

As I mention in the “Essence of Coaching” article, is there anything we can do as coaches that is more significant than bringing Christ to others and bringing others to Christ? As we help our players feel more comfortable in their own relationship with Christ, the next logical step is to help them feel more comfortable sharing their faith with others through prayer. Few things we do in life are as intimate to us as prayer. However, in my years as a coach I learned that as players grow comfortable sharing with each other through prayer, the team bond that is created is a powerfully unifying force! The camaraderie and unity that is formed will lead to our players

feeling a strong sense of family. The concept of playing with and for your “brothers or sisters” and with a sense of duty and obligation to make God proud is the essence of playing for a higher purpose.

Over the years I have learned that the teams who play together to bring honor to their families and to God are the teams who are the most fun to coach and who almost always perform their best when the going gets tough. I think this is what every coach wants... isn't it?

### **AT THE CENTER OF ALL OF THIS IS OUR FAITH IN GOD AND PRAYER!**

#### **Safe Environment Training**

The Archdiocese of Indianapolis requires that everyone who has regular contact with children in church ministry must participate in a safe environment training program called Safe & Sacred. This requirement is part of the Archdiocese efforts in providing a safe environment for the children who participate in all of the various ministries of the church.

To register for Safe Parish, <https://www.archindysafeparish.org/>

If you have any questions about this policy please contact Kristen Leffler, Office of Human Resources at [kleffler@archindy.org](mailto:kleffler@archindy.org) or (317) 592-4044 or (800)382-9836 ex 4044

#### **Affiliate Rule**

To participate in CYO grade school sports, all participants must be either a student enrolled in a Catholic school or a child residing in a household registered in and participating in a Catholic parish. A participating household is determined by official registration on the parish roster. However, pastors, at their discretion, may also require regular attendance at Mass and or active participation in the religious education or youth ministry programs offered by the parish.

#### **Athletic Physicals**

To protect the athlete and the school, an athletic physical is required of all athletes. No athlete may participate in any practice or game without a physical on file. Physicals are due by the first practice and our good for one calendar year. The current physical certificate must be kept on file at the school. This must be done on a yearly basis for all CYO participants.

**CYO Physical Form:** <http://cyo.orgsonline.com/Docs/WebsitePhysical.pdf>

**Coach Registration:** <http://cyoarchindy.org/index.php/coach-registration/>

## Coaches Code of Conduct

### Catholic Youth Organization Mission Statement

The Catholic Youth Organization, a ministry of the Archdiocese of Indianapolis, exists to deepen relationships with Jesus Christ and one another, to celebrate the God-given gifts of each individual, and to enhance the faith formation and personal development of youth by providing athletic, camping and enrichment opportunities.

#### CYO Athletic Program Coaches Code of Conduct

The purpose of the Coaches Code of Conduct is to ensure that coaches protect, teach, and serve as positive role models for our student athletes as well as represent the Archdiocese appropriately. The CYO athletic program intends to promote the physical, moral, mental, social, emotional, and faith formation of all student athletes. Coaches have a tremendous influence in the development of our student athletes and are an integral part of this process. We expect every coach to follow this code and abide by the CYO Mission Statement.

#### Coaches Code of Conduct

As a CYO Coach, I will:

1. Provide positive support and encouragement to our student athletes by placing the values of instilling the highest desirable ideals of character and having fun above winning.
2. Set the right example and promote good sportsmanship through my own behavior and attitude at all practices and athletic contests, home and away.
3. Display control and respect the authority of and decisions made by officials.
4. Make no derogatory comments or gestures and will refrain from using foul language to student athletes, coaches, officials, or spectators.
5. Refrain from criticizing student athletes for making a mistake or not winning.
6. Not physically or verbally threaten any coach, player, official, or spectator.
7. Assist in providing for student safety and welfare, ensuring all personal contact with our student athletes is appropriate and follows the guidelines of Safe and Sacred training.
8. Ensure fans conduct themselves appropriately and assist game officials in maintaining control.
9. Operate within this Code, adhere to league rules, and ensure that student athletes do the same.
10. Take responsibility for my actions and will not attempt to circumvent rules or guidelines of CYO.
11. Stand and face the flag with a respectful demeanor during the playing of the National Anthem. Failure to do so will result in a one game suspension.



## Code of Conduct Violations

The CYO will be responsible for reviewing, at its earliest convenience, all potential violations that come to its attention as well as handling any disciplinary action deemed necessary based on facts and circumstances. As needed, the Pastor and Athletic Director will be consulted as well as included in any formal communications that occur between a coach and the CYO Office.

### In-Game Procedure

Code of Conduct violations can vary and therefore will be handled on a case-by-case basis. However, the following factors will be important considerations in how violations will be handled:

1. It is a coach's responsibility to ensure players and fans conduct themselves appropriately and assist game officials in maintaining control. Good sportsmanship is a top priority!
2. Common sense will be used when considering what is inappropriate behavior and in determining any disciplinary action deemed necessary.
3. Disciplinary action for unsportsmanlike behavior could range from a verbal warning to suspension from one or more future CYO activities, including a permanent ban.
4. Any coach who is deemed to have threatened and/or physically or verbally abused a coach, player, official, and/or spectator will be suspended immediately for a period of at least one game and will be required to meet with CYO staff before coaching in another game.
5. If a coach is in violation of the Code of Conduct during a game, a game official will issue a warning to the coach. This is an official's initial effort to let the coach know he/she is not displaying appropriate behavior.
6. At the discretion of the official, a coach may receive an unsportsmanlike penalty prior to a warning if his/her behavior is deemed highly inappropriate.
7. If the coach continues inappropriate behavior following the warning, the official will administer the appropriate unsportsmanlike penalty for that sport to the team.
8. A second unsportsmanlike penalty administered to the coach by an official will result in the coach being ejected from the game, he/she will be required to leave the premises.
9. The Parish Athletic Director will be contacted, and disciplinary action will be taken.
10. As stated above, it is the coach's, Gym/Field Manager's, and Athletic Director's responsibility to ensure that players and fans conduct themselves appropriately. If a parent or attendee supporting your team is in violation of the code of conduct, a game official will present a warning to the coach, and the game will be paused. It is the coach's responsibility to inform the Gym/Field Manager or AD that a warning has been given to the team. as well as who the parent or attendee is that is responsible for the warning. Either the Gym/ Field Manager or AD will need to address the parent/attendee and ask for their cooperation. If that parent/attendee continues to display inappropriate behavior, the official will administer an unsportsmanlike penalty to the team and the parent/attendee will be required to leave the premises. This will serve as a TECHNICAL FOUL AND WILL BE ASSESSED TO THE TEAM AND THE APPROPRIATE PENALTY WILL BE



ENFORCED (i.e.- free throws and ball out of bounds or 15 yard penalty. etc.). If the official feels the coach is instigating or supporting poor conduct by others, an unsportsmanlike conduct penalty will be enforced on the coach.

\*\*\* It is IMPERATIVE that Coaches, ADS, and Coordinators let parents know before the season begins that this is the procedure that will be followed. It is important for parents/attendees to know that unsportsmanlike conduct on their part will impact the team in a negative way! It is our hope that Parish Priests will also be involved in sharing these expectations.

In accordance with our Mission Statement, it is the primary goal of CYO to **help every young person we serve get to Heaven!** We rely heavily on you to use your platform as a coach to model appropriate behavior to assist in this quest. Thanks for your understanding and support!

Each coach will be required to sign this Code of Conduct agreement before he/she will be permitted to coach in a CYO game. The parish AD should keep a signed copy of this agreement on file.

COACH'S SIGNATURE: As a CYO Coach, I have read through this contract and agree to abide by all expectations as stated herein. I will make every effort to abide by the CYO Mission Statement.

Coach's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Concussion Protocols



# CONCUSSION AND HEAD INJURY FACT SHEET FOR COACHES

### ***CYO Concussion Policy***

Any player who exhibits symptoms or behaviors consistent with a concussion shall be immediately removed from the game or practice, and may not return until he or she has passed the sideline concussion evaluation and test. Every team will be issued a CYO concussion evaluation and test form that must be available at every practice and game. This form will be used to test memory function, concentration, balance, and check for concussion symptoms. If the athlete answers incorrectly to any of the questions, exhibits any single symptom or more of a concussion, or cannot perform the balance test, they may not under any circumstances, return to play for that day. If a player fails the concussion test, they may not return to play or practice until they have been cleared by a health care provider. **Written approval must be received before the young athlete may participate.**

### ***Definition of Concussion***

A concussion is a type of brain injury that changes the way the brain normally works. A concussion is caused by a blow to the head or body that causes the brain to move rapidly inside the skull.

### ***Common Causes***

The potential for concussions is greatest in sports where contact to the head area can take place. Concussions can occur in any sport. Even a mild blow to the head, especially in the undeveloped brain of a child, can be serious. Concussions can also result from a fall, or from players colliding with obstacles, such as goalposts.

### ***Signs and Symptoms***

It is important to note that concussions can occur without loss of consciousness. If a child exhibits even one of the signs or symptoms after contact involving the head, a concussion should be suspected. The child is not to return to a game or practice if a concussion is remotely suspected. They will not be permitted to play again until a written release has been obtained by a licensed health care provider.

The signs of a concussion:

1. Appears dazed or stunned
2. Confusion
3. Forgets plays, the score, the opponent, time of game, events
4. Moves **clumsily**
5. Answers questions slowly
6. Demonstrates behavior or personality changes
7. Headache or "pressure" in the head
8. Nausea or vomiting
9. Balance issues

10. Blurred vision
11. Sensitivity to light
12. Feeling sluggish or groggy
13. Concentration or memory problems
14. "Just does not feel right"

#### ***Danger , Danger, Danger***

If even one of the following signs or symptoms are observed, it should be considered a medical emergency and 911 should be called:

1. One pupil larger than the other
2. Inability to wake up
3. A headache that gets worse and does not subside
4. Numbness
5. Decreased coordination
6. Repeated vomiting
7. Slurred speech
8. Convulsions
9. Loss of consciousness, however brief

#### ***Why so serious?***

Following a concussion, the brain needs time to rest and heal. That is why it is important that children not resume normal activities, especially athletic competition, too soon. If the student returns before his/her brain is healed, they are at increased risk for a second concussion or a longer recovery. A repeat concussion can increase the chances for long-term brain damage. In rare cases, repeat concussions can result in edema (brain swelling), permanent brain damage, and even death.

#### ***Education Responsibility***

Beyond adhering to the CYO concussion policy and knowing the facts on concussions, it is the responsibility of a CYO coach to help educate the players and their parents on the dangers of concussions. Coaches are to distribute a fact sheet to the parents and players at the beginning of each season. Each coach must lead a discussion on the importance of this issue with their players and parents. **Concussion Baseline Testing should be part of this very important discussion.**

#### ***Concussion Baseline Testing***

The CYO has partnered with the Athlete's Concussion Alliance and St. Vincent Sports Performance to provide free baseline testing to all young athletes participating in CYO sports 5<sup>th</sup> grade and older. This baseline test establishes an assessment of how the student's brain functions under normal circumstances. Should the athlete ever suffer a head injury following taking this baseline test, a repeated test taken can easily make a direct comparison to normal functions of the brain. It must be stressed that this testing is only one tool that is used to help an athlete that has suffered a mild traumatic brain injury to make a safe return to play. The information gleaned from this baseline test and the post-injury test can only be properly evaluated by a clinician with specific training in concussion management. Instructions for taking the CYO Baseline Test can be found on the CYO website.

#### ***Concussion Training Videos***

All CYO coaches are to watch the free online concussion training video for coaches. This video takes approximately 30 minutes, including a post test. **What to do with the post test?** The concussion video can be accessed by logging onto: [http://www.cdc.gov/concussion/HeadsUp/online\\_training.html](http://www.cdc.gov/concussion/HeadsUp/online_training.html)



## CONCUSSION CHECKLIST FOR COACHES

**Note:** Individual parishes may have additional requirements on top of the CYO's policy

- 1) Make sure you have downloaded all the files provided on the CYO website regarding concussion education and policy
- 2) Read the CYO's Concussion and Head Injury Fact Sheet for coaches provided by St. Vincent's Sports Medicine which is included in the online coaches packet.
- 3) Use the link attached at the end of the fact sheet and watch the 'Heads Up Online Training Course' video provided by the CDC educate yourself and help keep athletes safe from concussion.
- 4) Know the signs and symptoms of a concussion
- 5) Ensure that parents and student athletes have all the necessary concussion information. It can all be found and downloaded on CYO's website, or it can be handed out and discussed with families by coaches.
- 6) Discuss with players and parents the 'Heads Up' - Concussion in High School Sports – A Fact Sheets for Parents and Athletes (2 sheets)
- 7) Familiarize yourself with baseline testing through the Concussion Alliance's ImPACT baseline testing information sheet and encourage the taking of this test to parents and athletes who should have gotten this information when registering.
- 8) Download and print off copies of the CYO sideline concussion test to have available during all games and practices.
- 9) Use the test as part of the plan each coach needs to identify and properly handle students that are suspected of having a concussion or head injury
- 10) If the test is failed or an athlete is suspected of having a head injury, they may not return to the game that day or practice until they are evaluated by a licensed health care provider trained in the evaluation and management of concussions and head injuries
- 11) A signed release form from a licensed health care provider is required to be obtained by a coach before any athlete can return to play



St. Vincent  
Sports Performance



**Athletes Concussion Alliance**

### CYO Sideline Concussion Test

Athlete Name: \_\_\_\_\_ Parish: \_\_\_\_\_

Form filled out by: \_\_\_\_\_ Coaches Signature: \_\_\_\_\_

**SYMPTOMS**(check **yes** or **no**)

Parent(s) Signature: \_\_\_\_\_

Symptoms	Yes	No	Symptoms	Yes	No
Loss of consciousness			Feeling slowed down or 'in a fog'		
Seizure or convulsion			"Don't feel right"		
Amnesia			Difficulty concentrating		
Headache or pressure in the head			Difficulty remembering		
Neck pain			Fatigue or low energy		
Nausea or vomiting			Confusion		
Dizziness			Drowsiness		
Blurred vision			More Emotional		
Balance problems			Irritability		
Sensitivity to light			Sadness		
Sensitivity to noise			Nervous or anxious		

**Memory Function**(check whether they answered correctly or not)

Question:	Answered correctly	Answered Incorrectly
Where are we playing today?		
Which half is it?		
Who scored last in this game?		
What team did you play last game?		
Did your team win the last game?		

**Concentration Test**(check whether they answered correctly or not)

Question:	Answered correctly	Answered Incorrectly
Repeat the days of the week backwards, Start with Sunday		
Repeat this number backwards: <b>419</b>		

### **Balance Test**

Have athlete stand heel to toe with hands on hips and eyes closed. Count how many times they are out of the start position (hands off hips, opening eyes, lifting a heel, stepping, falling off balance, etc.) during 20 sec.

	Less than 5	More than 5
<b>ERRORS</b>		

When completed, a copy of this form must be given to your Athletic Director and the CYO Office by mail, fax, or email



**CYO Office**  
**580 E. Stevens St.**  
**Indianapolis, IN 46203**  
 phone: **(317) 632-9311**  
 e-mail: [etinder@cvoarchindy.org](mailto:etinder@cvoarchindy.org)



*St. Vincent  
Sports Performance*

**St. Vincent Sports Performance**  
**8227 Northwest Blvd, Suite 160**  
**Indianapolis, IN 46278**  
 phone: **317.415.5747**  
 fax: **317.415.5795**

**Coaches Handbook**

I have read the St. Michael Catholic Parish/School athletic handbook and will comply with the rules and expectations.

Coach Name Printed: \_\_\_\_\_

Coach Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**No coach may participate in CYO activities as a St. Michael representative without:**

- 1. Completing Safe Parish**
- 2. Current Background check**
- 3. Signing Coaches Code of Conduct**
- 4. Signing the agreement form above.**