

# Holy Trinity Catholic Church Athletic Department Handbook



*The mission of the Holy Trinity Athletic Department is to provide positive athletic experiences for every child in the parish in a wholesome, nurturing, Christian environment.*

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## **INTRODUCTION**

Welcome to the Holy Trinity Catholic Church Athletic Program. The Holy Trinity Catholic Church Athletic Department sponsors athletic teams in the Louisville Catholic Schools Athletic Association (CSAA), as well as select independent sports programs where there is not a CSAA alternative. The purpose of the Holy Trinity Athletic Department is to provide a rewarding and complete athletic program for all youth of the Catholic Community of Holy Trinity.

The numbers can vary because of the potential of not having a league every year in certain sports, but in general the Holy Trinity Athletic Department sponsors teams in 18 different sports and close to 750 students participate annually. Many of our students play multiple sports, so annually we suit up close to 2,000 athletes in all those sports combined.

The purpose of the Athletic Handbook is to give students and parents information on our athletic programs. This handbook covers information applicable to all teams at Holy Trinity. It is our goal that athletics offer a positive growth experience for our athletes, parents, coaches and Holy Trinity community.

This handbook will provide information concerning the Athletic Department and its purpose. We have also included CSAA Rules and Guidelines, our programs' Rules and Guidelines, necessary forms, a Sports Calendar, and a Contact List. Communication is important in any successful organization. We encourage and welcome your comments.

### **Athletic Department**

The Holy Trinity Director of Sports Ministry is a part-time, paid parish staff member who oversees the Athletic Department. The Director of Sports Ministry reports directly to the Holy Trinity pastor.

The Executive Board is made up of parent volunteers and governs the Athletic Department along with the Director of Sports Ministry. The Executive Board is comprised of: Athletic Director, two Assistant Athletic Directors, Secretary and Ombudsman. These officers are elected annually by the general membership at the June meeting. The Director of Sports Ministry is not a member of the Executive Board but oversees the board.

Each position serves a two-year term. Nominations are accepted by the end of May.

All Holy Trinity parents (including Clifton campus) and Holy Trinity GIFT parents are eligible for these positions.

The Athletic Department will hold a meeting three times a year. The meetings are open to every parent/legal guardian who has a child at Holy Trinity or the Holy Trinity Clifton Campus. The meetings will take place on the second Monday of these months – February, June and October. Anyone wishing to bring a topic before the board needs to contact the Director of Sports Ministry at least 24 hours prior to the meeting so the item can be placed on the meeting's agenda. A time limit will be placed on the topic as well as the decision afterwards. The topic presented will then be discussed at the board meeting and if a reply is warranted, one will be given in writing within a reasonable time frame. If a topic requires a vote, only Athletic board members will vote. A quorum must be present in order to vote and a simple majority decides the outcome.

The Athletic Department is a subcommittee of the Formation Committee of the Parish. It reports monthly to both the Formation Committee and the School Board. It is responsible for budget preparation and expense reporting as required of similar committees within the Parish. The parish Pastor will have final say in all matters regarding the Athletic Department.

### **Athletic Department Fees/Eligibility**

The sports sponsored by the Athletic Department are open to all children who are current students in good standing of Holy Trinity Catholic Church, the Holy Trinity Clifton Campus, or are enrolled and active in the GIFT program. There is a \$75 per year per family registration fee to participate in the grade school sports program at Holy Trinity. This fee is included with the book bill for current students. Payment of the fee makes that family eligible to participate in sports and become a member of the Executive Board. Any parent that has a child enrolled in our school regardless of their participating in a sport at Holy Trinity may attend the athletic department meetings and become a member of the Executive Board.

### **Fundraising and Expenses:**

The Director of Sports Ministry and Athletic Director establishes a fee structure for sports programs, based on budgets for the individual sports in conjunction with the Athletic Department's overall budget. These fees are established based upon the anticipated expenses of the particular sport including franchise fees payable to the CSAA, gym rental fees, uniform expenses, cost of equipment, referees, etc. Every effort will be made to minimize the expenses required of participants. A deadline will be set for registration for each sport and a late fee will be assessed to families signing up beyond the deadline.

Funds are raised through student Athletic fees (paid as a part of EVERY student's book bill), the Lenten Fish Fries, concession sales, admission charges at athletic events and any other fund-raising activity sponsored by the Athletic Department. Fundraisers are to be both enjoyable and profitable. The Athletic Department encourages and expects parents of those children participating in the sports program to readily volunteer to assist in conducting fundraisers and concessions sales.

### **Fees**

Fees cover the expenses incurred by the Athletic Program, which include CSAA league fees, uniforms, awards, tournaments and the purchase and maintenance of equipment for each team. The Athletic Department pays all expenses not covered by fees. All sports fees are to be paid at the time of registration. If you participate in a sport you are expected to pay your fees in a timely manner. ***If you do not pay your outstanding fees you will be ineligible to participate in any future Athletic Department activities until the fee is paid.***

The only sports fees that will be refunded after evaluations/tryouts or teams are formed are for students who suffer an injury or have a sickness that doesn't allow them to participate.

Some sports have a uniform that is given to children for use during the season and then collected by the sports coordinator. If you do not return that uniform the family will be charged \$75 by the Athletic Department.

Families facing financial difficulties should contact the parish business manager for options.

### **Director of Sports Ministry**

The Director of Sports Ministry (the "DSM") at Holy Trinity is a part-time, paid position that reports directly to the Holy Trinity Pastor and serves on the school's Parish Staff. The person in this position is responsible for the 750 children participating annually in 18 sports. The person in this role provides vision, volunteer recruitment and supervision, planning promotion, and leadership in the design and skillful coordination of preschool through Grade 8 athletics. The position oversees the tactical implementation of parish 'sporting' events that align with the strategic mission of Holy Trinity Catholic Church and the Archdiocese of Louisville.

### **Athletic Director**

The Athletic Director (the "AD") is voted on by the Executive Board if there is more than one candidate that applies for the position. The Director of Sports Ministry would break any ties. The AD is responsible for overseeing sign-ups for each sport and communication with each sports coordinator. The AD assures that the program follows regulations and standards established by the CSAA and the guidelines of the Athletic Department and Holy Trinity Catholic Church.

### **Assistant Athletic Director(s)**

There are two assistant athletic directors in the Holy Trinity Athletic Department. The assistant AD positions are voted on by the Executive Board if more than one candidate applies for each position. The Director of Sports Ministry breaks any ties. One assistant athletic director is in charge of keeping track of the fields and gym schedule and the other assistant athletic director is in charge of disciplinary actions and helping secure gym time and field time for practice usage.

### **Sports Coordinators**

Each sport has an overall coordinator. The Sports Coordinator is responsible for recruiting and selecting coaches, and also for supervising try-outs and team player selection. He/she is responsible for overseeing all aspects of the sport to maintain day-to-day operations. The AD and team coaches evaluate Sports Coordinators annually. These evaluations will serve as the basis for retention or removal of a Sports Coordinator. Sports Coordinators serve at the discretion of the Director of Sports Ministry. In addition to these positions, the DSM can appoint an assistant to any of the aforementioned positions or create a new position on the Board as approved by the Board for a special project, need or assignment.

### **Equipment/Uniforms**

Personal equipment and/or uniforms for some sports will be issued to each athlete, with certain exceptions. The athlete is responsible for its care. If it is lost or unnecessarily damaged, the athlete/parent will be liable for its replacement. The cost of an unreturned uniform is \$75. Information regarding the return of the equipment and/or uniform will be given during that sports season.

*No player will be allowed to participate in another school sport until the equipment and/or uniform is returned or paid for by the athlete/parent.*

*No player will be allowed to attend a tryout or evaluation wearing any athletic gear that says the name of their AAU or Club team/program.*

### **Practice Policies**

In general, the CSAA Handbook details the maximum number of practices per week and the length of time of practices.

There are no practices or games during weekend liturgies, Holy Days of Obligation, Ash Wednesday, the Triduum (Holy Thursday, Good Friday & Holy Saturday) and any other days/times as declared by the Pastor.

The gym must be empty and dark one hour before Mass on Saturday and Sunday.

Sacramental and Youth Programs take precedence over sports activities at Holy Trinity. The Director of Sports Ministry (and/or) the parish Pastor can call off a practice or make a time unavailable for teams to practice at any time for these reasons.

Adherence to all archdiocesan and parish policies is required.

### **Inclement Weather Policy**

CSAA policy states that in the case of severe weather conditions, if school is closed during the school week (Mon.-Fri.), All GAMES AND PRACTICES WILL BE CANCELLED FOR THAT DAY.

For weekend games, if warranted, the CSAA will make the decision to cancel games.

### **Sickness policy**

If a student does not attend school due to illness, then he/she is not allowed to participate in any Holy Trinity Athletic Department activity until he/she returns to school. Those activities include, practice, game, or any team function.

If the student misses Friday due to illness, he/she is eligible to participate over the weekend provided that he/she isn't otherwise suspended or ineligible.

### **Non-CSAA activities sponsored by the Athletic Department**

The Athletic Department sponsors several sports that are recognized by multiple organizations. The Athletic Department policy is to manage all sports like they are CSAA sports.

## Athlete Expectations

1. Athletes shall always remember schoolwork comes before sports.
2. At all times athletes are required to listen to and respect their coaches.
3. Athletes shall respect their teammates and demonstrate good sportsmanship.
4. Athletes shall respect their opponents.
5. Athletes shall always come prepared to practice or play.
6. Athletes are encouraged to attend all practices while eligible (exception: see #1 above).
7. Athletes participating in CSAA athletics at Holy Trinity must be eligible according to the eligibility flowchart contained herein (see **Attachment A**).
8. Athletes enrolled in Holy Trinity must meet and maintain the minimum academic requirements set forth by the school. Failure to maintain academic eligibility will result in the student's suspension from all athletic activities at Holy Trinity, including practices, games, and meetings as outlined in the Student Handbook. GIFT students are required to remain eligible as determined by the DRE (who will monitor participation and progress).
9. Athletes under any type of suspension from school are ineligible for athletic practices and games until the suspension ends. The suspension ends at 8am the day the student returns to classes. This means a student suspended on a Friday is ineligible for athletic practices and games until he/she returns to class Monday. If the suspension is for the last day before a holiday/break, and the student will attend classes when school resumes, the student will be reinstated at 8am the next weekday.
10. If a student misses school due to illness he/she is ineligible to participate in any athletic activities until he/she returns to school. If the student misses Friday due to illness he/she is eligible to participate over the weekend provided he/she isn't otherwise suspended or ineligible.
11. Athletes are forbidden from using foul or abusive language during any Holy Trinity activity.
12. Athletes will respect the judgment of officials and abide by the rules of the contest.
13. Any player who physically abuses another player, participant or official may be suspended from play for the remainder of the season and may be disqualified from Holy Trinity Athletic Department sponsored activities.
14. Any player who receives any kind of disciplinary action during a Holy Trinity contest, including but not limited to a technical foul, red card, or unsportsmanlike conduct penalty, must meet with the Director of Sports Ministry before he/she can participate in another Holy Trinity event. A second action will result in a suspension.
15. Athletes are forbidden to have cell phones out on the bench or sidelines during games.

## Coach Expectations

1. All Head Coaches, Asst. Coaches, and parent/non-parent volunteers MUST attend and complete the requirements of the Safe Environment Training workshop. A schedule of workshops is available through the parish office, the Director of Sports Ministry, or the [www.loucsaa.org](http://www.loucsaa.org) website.
2. All Head Coaches, Asst. Coaches, and parent/non-parent volunteers MUST have a background check performed by the parish office before they are allowed to coach. A background check will be performed once every five years. The fee of the background check will be picked up by the Athletic Department.
3. For ALL CSAA teams the Head Coach is responsible for keeping the CSAA Game Day site up-to-date. The coaches MUST apply to be a coach on the site, plus keep an ACCURATE roster form on the site in a timely and make changes as needed during the season. The coaches MUST also report scores on the Game Day site.
4. Head Coaches are responsible for making certain all players on the team are CSAA eligible. Any eligibility questions should be directed to the Director of Sports Ministry for further investigation.
5. All Head Coaches must be at least 21 years of age. No assistant coach under 21 is to be left alone with a team.
6. All coaches must agree to coach in the letter and spirit of CSAA and HT Catholic Church guidelines. A coach can be relieved of his/her duties by the Holy Trinity Athletic Department for violating these guidelines.
7. The use of alcohol, tobacco, drugs, and/or abusive language is not permitted while coaching.
8. All coaches are to be careful about what (if anything) they put on social media platforms. Please ask the Director of Sports Ministry before posting anything about your team, including photos.
9. Coaches are to be prompt in their attendance of any function. Children are NOT to be left unattended at any time while they are supposed to be under a coach's supervision. Students may go directly from school to practice/game provided an adult supervisor is present; otherwise, they must go home and return with adult supervision.
10. Coaches are encouraged to attend coaching clinics which will enhance their ability to teach.
11. The Head Coach is responsible for returning ALL equipment to the Director of Sports Ministry or Sports Coordinator.
12. Coaches shall, at all times, conduct themselves in a Christian manner.
13. Coaches are required to see that all participants have **meaningful playing time**.
14. Coaches must respect the judgment of officials, and abide by rules of the event.
15. Coaches will treat opposing coaches, participants, and fans with respect.
16. **NOTE TO PARENT COACHES:** In your capacity as coach of your child's team you MUST realize during your oversight of the team you are your child's coach first. This means you should not give special attention, either good or bad, to your child. DON'T give him/her more playing time, and DON'T be harder on him/her than you would any other child on the team.
17. Any coach who receives any kind of disciplinary action during a Holy Trinity contest, including but not limited to a technical foul, red card, or unsportsmanlike conduct penalty, must meet with the Director of Sports Ministry before he/she can participate in another Holy Trinity event. A second action will result in a suspension.

## Parent and Spectator Expectations

1. Parents are expected to read this Athletics Handbook in its entirety.
2. Parents are expected to encourage their children during all athletic activities and refrain from criticizing any athlete.
3. Parents who have concerns with any facet of their child's participation should direct their concern(s) to the Athletic Department via the Dispute Resolution Process.
4. Parents are expected to pay, or arrange to be paid, the necessary fees for their child's participation.
5. Parents are expected to volunteer to staff the concession stand or gate periodically. Arrangements will be handled by the Director of Sports Ministry via emails about volunteer openings.
6. Parents are not allowed to attend tryouts or evaluations that may be required for their child's participation in a sport.
7. Be advised the CSAA provides maximum practice hours per week for students. If a student is participating in more than one sport, the practice hours covers ALL sports. For example, if your 4<sup>th</sup> grade child plays football and soccer, he/she is limited to 3 total hours of practice, NOT 3 hours per sport.
8. Parents promise to remember that the players are children and are playing for their own enjoyment, not their parents' enjoyment. Parent enjoyment is a byproduct.
9. Parents promise to be a role model by positively supporting teams, and by not shouting instructions or criticism to the players, coaches or officials. Do not coach from the stands.
10. Parents promise to respect decisions made by contest officials.
11. Parents promise not to make derogatory comments or gestures to players, coaches, and parents of the opposing team, officials or league administrators.
12. Parents promise to have their children at practices and games at the time set by the coach
13. Parents should encourage an athlete's participation in all practices and games.
14. As a courtesy to our volunteer coaches parents will make every effort to notify the coach of any athlete's expected absences from or tardiness to games and practices.
15. Any parent that is removed from the gym/field/playing area of a Holy Trinity Athletic Department activity because of bad behavior must meet with the Director of Sports Ministry (and/or) the parish Pastor to determine how many games the parent will have to sit out before attending another HT activity.
16. Any parent is strictly forbidden from bringing, consuming, or using any kind of alcohol or drugs while they are on any Holy Trinity campus or practice facility and at any HT sponsored event.
17. Any parent or family member that is ejected from a contest must meet with the Holy Trinity pastor before being able to return to another Holy Trinity Athletic function.



## ATHLETIC PHILOSOPHY, POLICIES, AND REGULATIONS REGARDING SPORTS TEAMS

**Note:** The following policies and regulations are **IN ADDITION TO** the C.S.A.A. policies which can be found on their web site [www.loucsaa.org](http://www.loucsaa.org) or upon request.

### **Volunteering**

The Holy Trinity Athletic Department depend on parents to volunteer at each sporting event. The parents must fulfill the parental volunteer labor requirements as identified by the Athletic Handbook. Team parents coordinate the volunteer effort. Volunteers are needed to take admissions, sell concessions, sell merchandise, setup before the game, put away after the game, and cleanup. If you would like to volunteer, contact the Director of Sports Ministry.

**By volunteering to coach and to work at the various Athletic Department functions, you make our children's sports programs possible!**

The existence of any team in a given year is contingent upon the number of students-athletes who are interested in a sport and the commitment of a coach.

### **SPORTS OFFERED**

Below is a list of sports offered by Holy Trinity Catholic Church. Our athletic programs run concurrently with the CSAA seasons. After the CSAA season ends for a particular sport, Holy Trinity's program for that sport ceases all activity until the CSAA season opens the following athletic year. Exceptions to this include, but are not limited to, pre- and post-CSAA golf tournaments, tennis tournaments, track meets, and cross country meets, provided open registration is offered for all parishioners/students interested in participating.

#### **Fall Sports include:**

- \*\*Flag Football 1st-2nd grades
- \*\*Flag Football (girls) 5-8<sup>th</sup> grade
- \*\*Co-ed K-2 Soccer
- \*\*Tackle Football 3rd-8th grades

Note: Holy Trinity competes as St. Matthews Catholic with Our Lady of Lourdes, Holy Spirit and Sacred Heart Model School

- \*\*Cheerleading 1st-4th grade
- \*\*Volleyball (girls) 1st-8th grade
- \*\*Cross Country 1st-8th grade

*(Sign-ups are typically held in March, April or May for Fall Sports)*

#### **Winter Sports include:**

- \*\*Girls Basketball 1st-8th grade
- \*\*Boys Basketball 1st-8th grade
- \*\*Archery 3<sup>rd</sup>-8<sup>th</sup> grade
- \*\*Swimming 1st-8th grade

*(Sign-ups are typically held in September and October for Winter Sports)*

#### **Spring Sports include:**

- \*\*Volleyball (boys) 1st-8th grade
- \*\*Boys and Girls Soccer K-8th grade
- \*\*Track and field 1st-8th grade
- \*\*Boys Lacrosse 3<sup>rd</sup>-8<sup>th</sup> grade
- \*\*Girls Lacrosse 3<sup>rd</sup>-8<sup>th</sup> grade
- \*\*Tennis 3rd-8th grade

*(Sign-ups are typically held in December or January for Spring Sports)*

#### **Summer Sports include:**

- \*\*Girls Field Hockey 3rd-8th grade
- \*\*Golf 3rd-8th grade
- \*\*Softball 5<sup>th</sup>-8<sup>th</sup> grade (tentative)
- \*\*Baseball 3<sup>rd</sup>-8<sup>th</sup> grade (tentative)

*(Sign-ups are typically held in February or March for Summer Sports)*

## SIGN UPS

Parents must register their child(ren) for ALL sports on the CSAA-mandated Game Day website (<https://gameday.loucsaa.net>). Once you register using an email, the sports your child(ren) are eligible to play will populate in your account.

Reminder emails will be sent to all school and GIFT students well in advance of the registration deadlines. A calendar for all CSAA sports can be found at [www.loucsaa.org/calendar](http://www.loucsaa.org/calendar).

## COACH SELECTION

Volunteer coaches constitute the backbone of the Holy Trinity Catholic Church Athletic Program. Coaches are recruited from the active parish members to the extent possible. Having a student in Holy Trinity or in the GIFT program is not a requirement for coaching. Sincere interest in the development of student athletes is the primary requirement, with a knowledge level commensurate with the grade level coached. A coach is also expected to support the policies and guidelines of the Athletic Department in order to remain as coach in the program. Having previously coached a team in the Holy Trinity program does not automatically entitle an individual to that same position in subsequent years. The DSM and Executive Board will evaluate coaches after each season. Preferences will be given to a coach who has successfully demonstrated the expected leadership qualities, and who has demonstrated knowledge of the particular sport and his or her ability to teach that sport. A coach who has successfully demonstrated those skills, and who wishes to coach at the same level again shall be given the opportunity. The Sports Coordinator is responsible for recruiting and selecting coaches. **The Holy Trinity Athletic Department retains the right to determine coaches for each of the activities on a year-to-year basis.**

*The Director of Sports Ministry will coordinate the coach selection process. It will be the responsibility of the Director of Sports Ministry and Athletic Director to make the final decisions regarding all coaching selections.*

Any parent wishing to volunteer for a coaching position is encouraged to do so. If there is more than one applicant for a coaching position, the Sports Coordinator will make the final decision on who will coach the team. If there are multiple candidates, the sports coordinator could conduct 'interview' type situations to make the process easier.

In "#1 & #2" level sports, a non-parent coach is preferred over a parent-coach. Assistant coaches may be selected by the approved head coach, with final approval from the Sports Coordinator. Assistant coaches will be subject to the same qualification criteria, behavior standards, removal procedures and criminal background check requirements.

## FAITH FORMATION AND ELIGIBILITY ("GIFT")

In order to participate in parish athletic activities, parish members who are not enrolled in the parish school must continue their faith formation through the Holy Trinity Growing In Faith Together ("GIFT") program.

All GIFT students must be current on their Sacraments. Eligibility will be tracked by the DRE and the parish Priest.

## PLAYING TIME

### Kindergarten through 4<sup>th</sup> Grades

Kindergarten through 4th grade athletics at Holy Trinity are recreational and developmental in nature, regardless of whether the activity is CSAA or intramural. Teams are to be equitably divided with the emphasis placed on participation, development, and general enjoyment. The CSAA does not sponsor post-season tournaments until 5<sup>th</sup> grade. The teams will be picked equally and playing time should be the same for all participants on each team.

### 5<sup>th</sup> through 8<sup>th</sup> Grades

1. "#1" team coaches are encouraged to give each participant meaningful playing time; however, meaningful playing time does NOT mean equal playing time. The coach decides amount and timing of a child's participation during games. For tournament games the coach shall, at his/her discretion, allot playing time in a manner as to maximize the team's opportunity to win the contest without regard to any athlete's playing time.
2. "#2" and "#3 and higher" coaches are encouraged to give each participant meaningful playing time; however, meaningful playing time does NOT mean equal playing time. For tournament games the coach shall, at his/her discretion, allot playing time in a manner as to maximize the team's opportunity to win the contest without regard to any athlete's playing time.

3. Coaches are free to adjust playing time as a means of addressing discipline problems; absences, etc. provided the reasoning is shared with the parent and athlete.
4. All coaches are expected to inform parents, and team members of the playing time policies as listed above.
5. When two sports are in a phase of potential concurrent practice times, CSAA practice times provide the maximum number of hours a player can participate for all sports being played. For example, 3<sup>rd</sup> & 4<sup>th</sup> graders are allowed to practice a maximum of twice per week for 1 ½ hours each (3 hours) not twice per week for 1 ½ hours per sport (6 hours). It is up to the AD to educate coaches on these rules and insure their enforcement.

**Team Selection Process**

1. Athletes will be evaluated at one or more tryout sessions run by the specific sports coordinator.
2. Whenever possible, the session will include a series of specific skill assessments by a selection committee arranged by the sport coordinator or the DSM. These evaluators will assist in selecting teams.
3. If a child does not make at least one night of tryouts (for sports with two nights) then he/she will not be eligible to make the #1 team. If a child doesn't make the only night of tryouts (for sports with one night) then he/she will not be eligible to make the #1 team.
4. If known, teams will be selected in accordance with the CSAA tournament format in order to match our teams with CSAA tournament play.

All tryouts will be run and conducted by an experienced selection committee and by the sports coordinator. ***Parents are prohibited from attending tryouts or evaluations.***

Depending upon the number of students who sign up to participate in a sport, the Director of Sports Ministry will determine whether to hold a tryout. If there are not a sufficient number of players to field at least two teams, all players who signed up will be placed on a single team. There is no limit to the number of #1, #2 or #3 teams. All divisions are designed to focus on developmental skill and knowledge of the sport. However, the “#1” team places more emphasis on competition.

At the third and fourth grade level, we will do evaluations since the teams will be divided equally.

Sometimes CSAA seasons coincide with other non-CSAA seasons. In certain sports, including but not limited to, soccer, baseball, softball, and field hockey, decisions will need to be made based upon what the individual sports coordinator, Director of Sports Ministry, and AD determine will provide the best experience for the most players.

**SUGGESTED MANAGEABLE TEAM SIZES**

For optimal playing time and coaching opportunity, the Athletic Department recommends, but cannot guarantee team sizes:

	MAX	IDEAL	MIN
*Volleyball	10	9	7
*Basketball	12	9	7
*Football (Tackle)	35	24	15
*Football (Flag)	16	12	10
*Soccer	18	15	13
*Field Hockey	21	18	16

**Team Selection Committee:**

Teams will be selected by a group of adults called the **Team Selection Committee**. This committee should have at least three members. Experienced coaches will run drills designed to engage each student athlete so that the selection committee members can assess the developmental level of each child. After a minimum of one practice session, the selection committee will draft the teams. At any point, the committee members may ask questions of the participating coaches, but the final decision rests with the team selection committee members and a member of the Director of Sports Ministry. Team selection committee members will be selected by the Sports Coordinator and Director of Sports Ministry. It is critical that team selection committee members are those who are recognized for their comprehensive understanding of the targeted sport. Members should have knowledge, previous coaching experience, and previous experience as a player in the sport. When selecting teams, the team selection committee may use the following information:

- Developmental level in the skills required of the sports
- Previous experience in the sport
- Camp experiences
- Specific positions needed by the teams.

**Selection Considerations:**

The following should be considered when selecting the teams:

- Adequate numbers, as well as positions needed for each team
- Not to isolate children from their age peer group (i.e. one 6th grader placed on an all 5<sup>th</sup> grade team). If one 5th grader has skills to play on an otherwise all 6th grade team at the “#1” level, then the team selection committee will discuss with the Director of Sports Ministry, and consult with the parent to decide the best interest of the child.

## Disputes and Dispute Resolution

The following is Holy Trinity Athletic Department's recommended format for dispute resolution and is the method utilized by the department when faced with complaints brought forth by parents, players and coaches. It is always the desire of the department to reach a fair and equitable resolution to the concerns presented to it. The department will only hear complaints in instances where the parties involved have followed the dispute resolution steps as described below. Please use **Attachment B**.

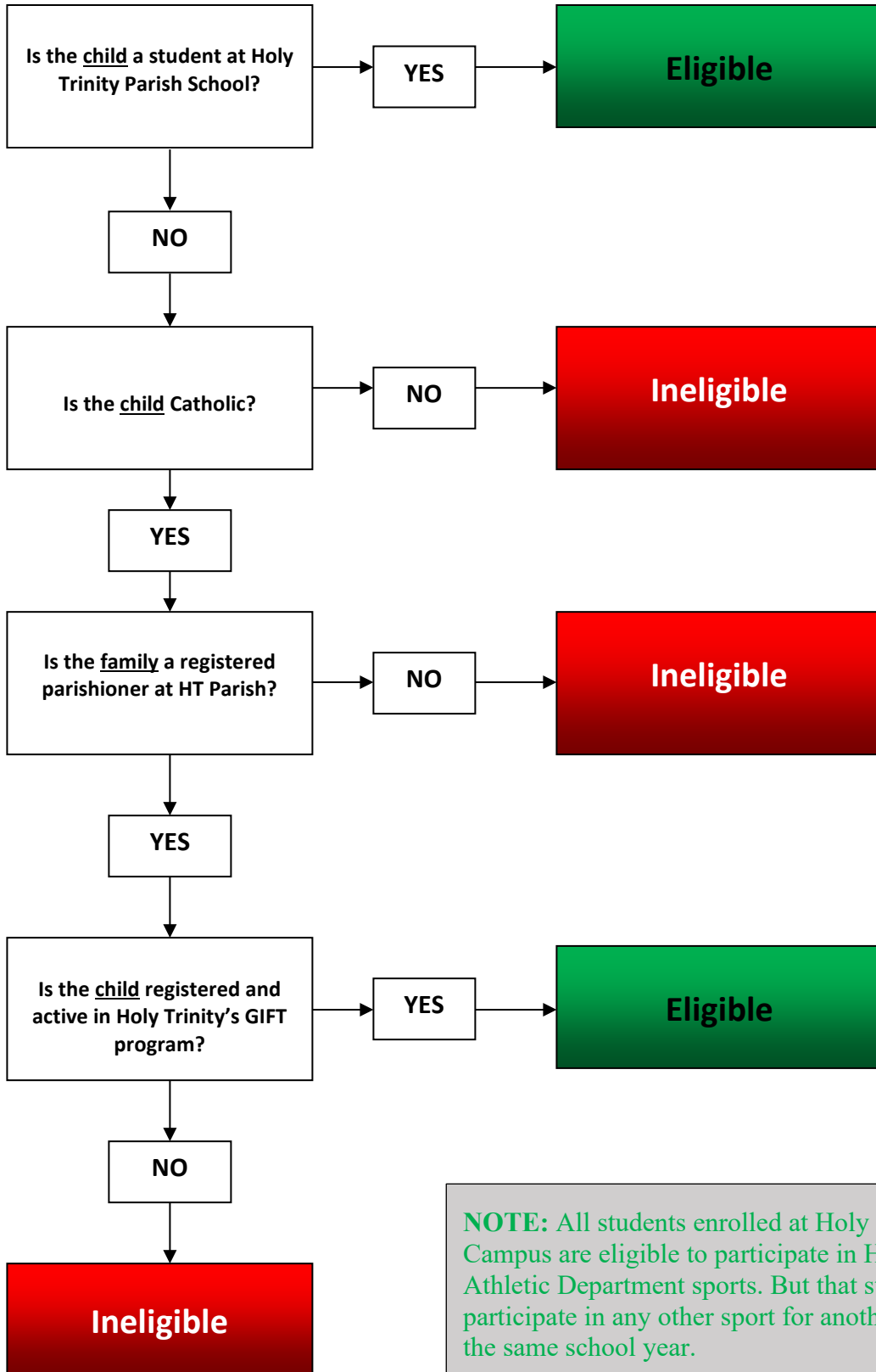
If any situation develops related to playing, coaching conditions, or perceived problems of harassment or abuse of players by coaches, team officials or other individuals, those who feel they have a valid complaint must be free to come forward and voice their concerns without fear of reprisals against them or any player. For this purpose, the following dispute resolution mechanisms are:

1. The Director of Sports Ministry will also serve as the Dispute Resolution Officer ("DRO").
2. Any complaint made in good faith will be processed in accordance with this policy and is a condition of participation in the Athletic Department activities that all those involved accept the process and its outcome, or otherwise voluntarily withdraw from further involvement in athletic activities.
3. All complaints will be treated as privileged and confidential.
4. The complaint and any information provided by any persons regarding the complaint will not be used except for the purposes of resolving the dispute.
5. A progressive mechanism will be put into place to quickly deal with any complaint without interruption of any team activities wherever possible.
6. Any members of the Executive Board who are in potential conflict must remove themselves (to be decided by the DSM) during the formation of the investigation team and at all times during the investigation.
7. The time involved in reaching a resolution will depend on the depth/severity of the complaint. It is the goal of the department to resolve the disputes fairly first, and expediently second.

The steps to be followed if any player, coach or parent has a complaint/dispute are as follows. The department will NOT hear any complaints which have not been through the following step-by-step process. It must be a primary goal of all involved to ensure that NO ONE is at any risk of physical or emotional harm of any kind.

1. Approach the person with whom you have a difficulty, off the field, away from games or practices at an appropriate time and place. Voice your concerns and attempt to reach an understanding informally between the persons involved. These meetings should be held away from the players unless their involvement is necessary. If the complaint is about a player, approach the player's parent, not the player.
2. If the matter cannot be resolved between the parties, contact the coach/manager and clearly express the concerns that are outstanding. Team managers should attempt an informal resolution if possible and suggest any compromise with a view to allowing team play or involvement of the player to continue.
3. If this is unsuccessful the following, in order, is the appeals process:  
Sports Coordinator  
Director of Sports Ministry  
Parish Pastor  
CSAA Executive Director  
CSAA Executive Board  
Archdiocesan Due-Process Board
4. The written decision and the directions contained in it will be binding on both parties.

### Attachment A



**Attachment B**

**Holy Trinity Catholic Church Athletic Department  
Dispute/Issue Resolution Form**

**TO:** \_\_\_\_\_

**FROM:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**COACH(ES):** \_\_\_\_\_

**PLAYER (S):** \_\_\_\_\_

**FAN (S):** \_\_\_\_\_

**OTHER TEAM:** \_\_\_\_\_

**REASON (S):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OUTCOME:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COMPLAINANT** \_\_\_\_\_

## Attachment C

# Holy Trinity Athletic Department

### Holy Trinity Athletic Department Executive Board (2023-24 school year):

Director of Sports Ministry	Jody Demling	(502) 424-9617	<a href="mailto:jdemling@htparish.org">jdemling@htparish.org</a>
Athletic Director	Kerrie Clasen	(502) 262-2298	<a href="mailto:clasens@gmail.com">clasens@gmail.com</a>
Assistant Athletic Director	Chip Hayward	(502) 295-5555	<a href="mailto:sghavw@gmail.com">sghavw@gmail.com</a>
Assistant Athletic Director	Geoff Wilkinson	(502) 639-7153	<a href="mailto:Geoff.wilkinson@gmail.com">Geoff.wilkinson@gmail.com</a>
Secretary	Liz Braun	(513) 515-2308	<a href="mailto:Liz.braun@yahoo.com">Liz.braun@yahoo.com</a>
Ombudsman	TBA		

### Holy Trinity Sports Coordinators (2023-24 school year):

Archery	Andy Perez Nic Hoelscher	(502) 656-5208 (323)855-1922	<a href="mailto:andyperezart@gmail.com">andyperezart@gmail.com</a> <a href="mailto:nic@nhsecure.com">nic@nhsecure.com</a>
Basketball (1-2)	TBA		
Basketball (3-8)	Zack Grizzle	(502) 386-9748	<a href="mailto:zagrizz@outlook.com">zagrizz@outlook.com</a>
Assistant Basketball (3-8)	TBA		
Basketball (9-12)	Don Kohler	(502) 296-1358	<a href="mailto:dfkgolf@twc.com">dfkgolf@twc.com</a>
Cheerleading	Jennifer Wilkinson	(502) 641-1548	<a href="mailto:jenniferkrees@gmail.com">jenniferkrees@gmail.com</a>
Cross Country	Wes Orr	(502) 376-7896	<a href="mailto:wes@jilcommunications.com">wes@jilcommunications.com</a>
Field Hockey	Nigale Reibel	(502) 608-8175	<a href="mailto:nigalereibel@gmail.com">nigalereibel@gmail.com</a>
Flag Football (1-2)	Daniel Johnson	(502) 301-0848	<a href="mailto:Dbjohn211@gmail.com">Dbjohn211@gmail.com</a>
Flag Football (Girls 5-8)	Paul Weis	(502) 759-1360	<a href="mailto:Paul.weis@lge-ku.com">Paul.weis@lge-ku.com</a>
Football (3-8)	Paul Weis	(502) 759-1360	<a href="mailto:Paul.weis@lge-ku.com">Paul.weis@lge-ku.com</a>
Track (1-4)	Heidi Johnston	(502) 671-3150	<a href="mailto:Hllusk2000@yahoo.com">Hllusk2000@yahoo.com</a>
Track (5-8)	Heidi Johnston	(502) 671-3150	<a href="mailto:Hllusk2000@yahoo.com">Hllusk2000@yahoo.com</a>
Lacrosse (Boys 3-8)	Jason West	(502) 263-3154	<a href="mailto:jasonkellywest@me.com">jasonkellywest@me.com</a>
Lacrosse (Girls 3-8)	Sarah Mascarich	(502) 457-1229	<a href="mailto:smascarich@gmail.com">smascarich@gmail.com</a>
Golf	E.P. Scherer	(502) 802-9068	<a href="mailto:epscherer@commercialkentucky.com">epscherer@commercialkentucky.com</a>
Soccer (3-8)	Lee Weyland Scott Cress	(502) 387-2476 (812) 207-5721	<a href="mailto:tlweyland@gmail.com">tlweyland@gmail.com</a> <a href="mailto:spcress@gmail.com">spcress@gmail.com</a>
Soccer (K-2)	Lee Weyland Scott Cress	(502) 387-2476 (812) 207-5721	<a href="mailto:tlweyland@gmail.com">tlweyland@gmail.com</a> <a href="mailto:spcress@gmail.com">spcress@gmail.com</a>
Swimming	Jennie York Sarah Mascarich	(502) 494-4433 (502) 457-1229	<a href="mailto:jenniesyork@gmail.com">jenniesyork@gmail.com</a> <a href="mailto:smascarich@gmail.com">smascarich@gmail.com</a>
Tennis (3-8)	Jo-Dee Jackson Sarah Banta	(502) 744-5153 (502) 741-4792	<a href="mailto:Jjackson2826@gmail.com">Jjackson2826@gmail.com</a> <a href="mailto:scbanta@gmail.com">scbanta@gmail.com</a>
Volleyball (Girls)	Jaime Heun	(502) 797-0535	<a href="mailto:Heun7106@gmail.com">Heun7106@gmail.com</a>
Volleyball (Boys)	Julie McDonnell	(502) 836-1525	<a href="mailto:jmcdonnell@hotmail.com">jmcdonnell@hotmail.com</a>