

DIOCESE OF BUFFALO

# **ELEMENTARY SCHOOL ATHLETIC HANDBOOK**

May 2007

DEPARTMENT OF CATHOLIC EDUCATION

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# RATIONALE

This Elementary School Athletic Handbook is only the first step in organizing athletic programs in a school. This document is provided in order to direct schools in policy and practices that are both legally sound and backed by the Diocesan insurance carrier. Secondly, it will offer consistency in the expectations and responsibilities of leagues, teams, coaches, administrators, and spectators. It is important that individual schools develop athletic handbooks using this document to address specific situations at the local level.

The contents of this Handbook are subject to change based on decisions made by the Department of Catholic Education and the Director of Elementary Athletics. Consider this Handbook a living document primarily nurturing children's physical, social, emotional, and academic growth and modeling Catholic values.

## ELEMENTARY SCHOOL ATHLETIC HANDBOOK COMMITTEE

John Ashwood...**Former** Athletic Director, Nardin Academy  
Nancy DiBerardino....Coordinator of Athletics  
Ruth Frost....Principal, Nativity of Our Lord (Orchard Park)  
George Markey.... Niagara Frontier Officials' Organization  
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### REVISION

Brian Kiszewski, Director of Elementary Athletics  
May 2006, **May 2007**

# MISSION STATEMENT

The mission of the Diocese of Buffalo Elementary School Athletic Programs is to foster the development of the whole child through academic and recreational athletic experiences within an atmosphere of Catholic values. Successful programs develop individual and team potential by promoting high standards of competence, character, civility, and citizenship.

## EDUCATIONAL GOALS

### **COMPETENCE**

*A student athlete in a Diocese of Buffalo Elementary School Athletic Program is competent in terms of:*

- Skill Development
- Knowledge of the game and strategies
- Fitness, Conditioning, Healthy behavior

### **CHARACTER**

*A student athlete in a Diocese of Buffalo Elementary School Athletic Program demonstrates:*

- Responsibility
- Perseverance
- Pride
- Trustworthiness
- Fair play
- Self control

### **CIVILITY**

*A student athlete in a Diocese of Buffalo Elementary School Athletic Program demonstrates civility toward others in word and actions, showing:*

- Respect
- Fairness
- Caring

### **CITIZENSHIP**

*A student athlete in Diocese of Buffalo Elementary School Athletic Program, through actions, shows evidence of:*

- Loyalty and commitment
- Teamwork
- Integrity

# CHILD DEVELOPMENT

## --MIND AND BODY--

As a Catholic school, our responsibility is to develop the whole child—socially, emotionally, academically, and spiritually. As we look at children in elementary school, their growth is a continuum preparing them for the next stage of their development. This is true especially in the area of physical development and participation in organized sports programs. It is imperative that we have a full understanding of this when planning sports programs for elementary-age students.

As stated in Understanding Children by Judith A. Schickendanz, Karen Hansen, and Peggy D. Forsyth...

*“A healthy body contributes to healthy growth in every other area of development. Good motor coordination and appropriate body strength can support cognitive growth and provide children with positive feelings about themselves. Participation in games and sports can help children learn individual and group social skills. Overall, physical activity can give children a sense of health and general well-being.”*

In 1995, the NASPE (National Association for Sports and Physical Education) established standards and benchmarks that help establish a way to monitor a child’s progress towards physical preparation. Those standards are as follows:

- The child demonstrates competency in many movement forms and proficiency in a few movement forms.
- The child applies movement concepts and principles to the learning and development of motor skills.
- The child exhibits a physically active lifestyle.
- The child achieves and maintains a health-enhancing level of physical fitness.
- The child demonstrates responsible personal and social behavior in physical activity settings.
- The child demonstrates understanding and respect for differences among people in physical activity settings.
- The child understands that physical activity provides the opportunity for enjoyment, challenge, self-expression, and social interaction.

These standards are used as guides for preparing activities and experiences to support the child’s physical development from three through eight years of age. After eight years of age, the child’s coordination, interpersonal skills, and her ability to understand rules makes them logical candidates for sporting activities. Participation in sports provides an opportunity to refine and practice the skills that have been developed using the seven standards listed above.

# ROLES AND RESPONSIBILITIES

## *Department of Catholic Education*

- Maintain Athletic Handbook with required/needed updates.
- Offer one coaching seminar each school year.
- Provide one member of the Oversight Committee.
- Publish an annual list of leagues and coordinators.
- Organize Playoff sites for Basketball and Softball.
- Help the school administrator choose the most appropriate league for participation.
- Organize and run the Diocesan Track Meet.
- Collect rosters for tracking student participation.
- Facilitate the issuing certificates of insurance through the Department of Insurance Services.
- Collect all tournament information and schedules.

## *Administrators*

- Require the sports physical and doctor release, parent permission, signed Sports Code of Ethics before the student is allowed to join in any team events.
- Establish school eligibility (academic and behavior) procedures, publish them and enforce them.
- Select/Appoint coaches who will model the mission statement and goals of the Athletic Handbook.
- Supervise and evaluate athletic personnel including volunteers.
- Become a member of the selected Diocesan Leagues.
- Address suggestions for Athletic Handbook updates with a representative of Principals' Council.
- Administrators hosting diocesan sports events have the right to deny the use of their facilities to schools/groups who have violated or abused that school's policies and procedures in the past.
- Any verbal or physical threat made against a player, coach, official, or representative of the host school will be taken seriously and 911 will be called handle the threat.
- An Athletic Director, under the employ or supervision of the principal, can be delegated the responsibilities of the sports program.
- Adhere to ALL policies set forth by the Department of Elementary Athletics (failure will result in penalties/sanctions against schools in violation)

## *Officials*

- Act in a professional and businesslike manner at all times.
- Know all playing rules their interpretations and their proper application.
- Make calls with confidence, never arrogance.
- Be fair and impartial at all times.
- Use honesty and integrity when answering questions, admit own mistakes and constantly try to improve knowledge.
- Treat all league members with respect and keep emotions under control.
- File an incident report on every incident where a player does not walk of the field/court on his/her own power.
- Observe and report in event of injury (time of day, condition of facilities or playing area).
- Inspect facility for safety. If coaches make an official aware of a problem, the competition does not proceed until problem is rectified.
- Remind coaches of sportsmanship with spectators and players. The official reserves the right to leave the game if antagonistic behavior or flagrant recurring behavior occurs.
- Timekeepers are an arm of the officials.
- Arrive a minimum of 10 minutes before the scheduled start of the competition. Use the time to check that consistent rules will be followed and a safety inspection.

## *League Coordinators*

- Every league must hold a meeting prior to the start of the season to verify the rosters, fees, coach's contract, and rules for the sport. Set the calendar of competitions with school calendars in mind.
- All teams must follow the same rules.
- Coordinate and oversee the league operation: schedules, sportsmanship, coaches' record keeping, and standings.
- Document, acknowledge, and respond to incidents, concerns, and violations. Send a report to the Oversight Committee, care of the Department of Catholic Education.
- Maintain direct communication with the coaches.

## *Coaches*

### LEGAL DUTIES OF COACHES

1. **Duty to Instruct**...Use the latest methods of proper instruction, using sound progress in learning motor skills. If an injury occurs while using an improper instructional method, negligence may well be proven.
2. **Duty to Warn**...Inform all athletes and their parents the inherent risks involved in participation in the particular sport.
3. **Duty to Supervise**...Document daily how the general supervision of the support is supervised as well as specific drills and practice.
4. **Duty to Provide a Safe Environment**...Check any facility used for protective equipment, well-marked fire alarm and exits, debris/litter/obstacles in the play area, whereabouts of an AED and its directions for use. Bring all emergency contacts numbers and a complete first aid kit.
5. **Duty to Keep Records**...Document each and every incident or injury by completion of BOTH an Incident Report (Appendix C-2) and a Student Accident Claim Form (Appendix C-3). Submit both reports immediately to the principal, or call, regarding any injury requiring medical attention. Likewise, keep attendance at every practice, competition, or team event. Make sure that any athlete has met the eligibility requirements before he/she turns out for the first practice.
6. **Duty to Evaluate**...Evaluate and maintain records of physical fitness, medical condition, and the skill level of each athlete. (It would be cause for negligence should an injury occur due to fatigue or lack of skill.) Disallow unequal or unsafe participation based on skill level, age, maturity, sex, size, and experience.
7. **Duty to Follow Due Process**...Protect student athletes from discrimination due to sex, race, color, creed, or unfair practices.
8. **Duty to Safely Transport Athletes**...Ensure that all athletes have safe transportation to and from practices or competitions. Supervise each athlete until his/her transportation arrives. (see Transportation Policy, page 12)
9. **Duty to Foresee**...A prudent coach should be able to foresee the potential danger that may occur if activity is continued in that facility, or with that equipment, or with that behavior, or in that situation, **and** should take action to prevent the activity from continuing without correcting the problem.
10. **Duty to Report Alleged Sexual Misconduct**...ANY allegation involving sexual abuse/misconduct must be immediately reported to the principal and also to the Director of Insurance Services for the Diocese.

*#1-9 Excerpt from: Sport Risk Management Program  
Associates in Education and Sports Research*

## *Student Athletes*

- Act in a Christian way exhibiting good sportsmanship both on and off the court/field. Respect opponents, officials, coaches, teammates, and spectators at all times.
- Remember sport team participation is a privilege, not a right. Remember it is an opportunity to learn and have fun, not just to please parents or coaches.
- Start each competition with a team prayer. Welcome your opponents when they arrive and congratulate them sincerely at the end of a competition.
- Accept both victory and defeat with pride and honor—never be boastful or bitter.
- Maintain grades (classwork, homework, projects, tests) and effort in schoolwork. Always work to your potential.
- Maintain good behavior in school and at school events. Choose to make yourself proud. Remember you represent your school in all you do.
- Use self control.
- Listen and learn from the coach. Work hard to improve skills and help the team.
- Follow all the rules and regulations set by the school, coach and sport.
- Respect the judgment of the officials. Never argue or show disrespect to the officials. Only the captain should communicate with the officials regarding clarification of a rule.
- Attend all practices and competitions. If unable to attend, notify the coach in advance.
- Attend the full school day of a practice or competition.
- Accept the responsibility of representing the school and community.
- Return all school property, including uniforms, to the coach in a timely manner. If the uniform is not returned, the student's report card can be withheld. If the uniform is lost, the school may assess a fee to replace it and the report card can be withheld until the fee is paid.

## *Parents*

- Encourage good sportsmanship, effort, and teamwork from student athletes, coaches, and spectators.
- Model Christian behavior for all students, spectators, and coaches. Remember you represent your school and your child in the community.
- Respect the judgments of the officials and efforts and strategies of the coaches.
- Remember the athletic experiences are learning opportunities for the players. It is supposed to be fun for the student. Encourage, but don't pressure participation in sports. Make sports part of your child's life, not everything in his life.
- Keep winning in perspective, help your child do the same.
- Help your child meet the responsibilities to the team and coach.
- Place academics as first priority...schoolwork is still the primary task of elementary students.
- Let the coach guide and instruct your child during competitions and practices.
- Cheer for your team. Acknowledge the efforts and successes of the opponents.

## ELEMENTARY SCHOOL ATHLETIC PROGRAM POLICIES

*These policies embody the minimum requirements that must be observed by any elementary school participating in the Diocesan Elementary Athletic Leagues. More stringent policies may be imposed on academic eligibility at the local level by the administration. Each school should have these regulations written in its School Athletic Handbook.*

1. Each school will be responsible for establishing, implementing, and enforcing an eligibility code uniform for all sports.
2. The roles and responsibilities for the Department of Catholic Education, Administrators, Officials, League Coordinators, Coaches, Student Athletes, and parents are clearly indicated on pages 7-10. It is expected that all parties adhere to these responsibilities for the safety and benefit of the students in the Diocesan Athletic Program.
3. All student eligibility policies are found on pages 13. Considerations for eligibility include: registration status, academic/behavior/effort standing, age, grade level, submission of required forms, roster inclusion, sportsmanship, and removal of jewelry.
4. All leagues in which a school participates must be registered with the Department of Catholic Education. This is essential for insurance and liability reasons.
5. All leagues must furnish a list of participating schools an explanation and accountability of fees.
6. All leagues must follow the mission, goals, and policies of the Diocesan Elementary School Athletic Handbook.
7. The Diocesan league rules are found on pages 16-29 of this handbook. Each coach is expected to have a copy of the Diocesan modifications.
8. The sports rules listed on page 14-15 are consistent with all like leagues and are expected to be followed by students, coaches, league coordinators, and officials.
9. No cheerleading pyramids are permitted in your facility by any cheerleading team. Cheerleaders are to remain on the floor during all cheering activities. The cheerleaders must be supervised by an adult at all times, one that is not involved with coaching the game in progress. Selection of music, moves, and chants must support Catholic values. Using a student mascot is discouraged.
10. All equipment mandated by the specific sport rulebook must be provided for the athletes.
11. If a school is closed due to inclement weather or sickness, no students from that school are allowed to participate in practice or competition of any nature (tournaments, games, scrimmages) on that day. The school administration makes this decision and communicates to all affected schools or coaches.
12. A team roster must be submitted at the preseason meeting, with league payment, to the League Coordinator before the team can be scheduled for competitions. Each team roster must be signed by the principal (athletic director, if applicable) and the coach.

13. Notification of tryouts for a team, whether JV or Varsity, must be made public to all eligible students.
14. Team practices and competitions limits must be adhered to. (see page 15)

### **ELEMENTARY SCHOOL TRANSPORTATION POLICY**

Elementary School student athletes are responsible for their own transportation to and from athletic practices and competitions/games unless the school has arranged transportation for a specific competition/game/event. In this case, contract bus transportation (including a driver) is the most desirable method to use. Use of 15 passenger vans is strictly prohibited.

Carpooling with parents as volunteer drivers is very often utilized as the most convenient method of transporting elementary school athletes to and from athletic competitions. If a parent/volunteer drives athletes other than their own child(ren) in their own vehicle, it is important to note that the insurance on that vehicle is primary (first to respond in the event of an accident). Diocesan insurance provides excess liability protection once the underlying insurance is exhausted. Due to the potential exposure associated with this form of transportation, the following rules and regulations must be followed:

1. The driver must be 21 years of age or older, have a valid, non-probationary driver's license and not physical disability that could in any way impair his/her ability to drive the vehicle safely.
2. The driver must have an acceptable driving record that may be subject to verification through obtaining a motor vehicle report. Any occurrence of a DWI, DUI, or any combination of 3 or more accidents/moving violations in the past three years will make the driver ineligible to drive students to or from athletic events.
3. The vehicle must have a valid and current NYS Inspection sticker, a valid and current registration, and valid and current license plates.
4. The vehicle must be insured with liability limits no less than \$100,000 per person/\$300,000 per accident for bodily injury and \$100,000 per accident for property damage.
5. A signed School Safety Driver Information Sheet (Appendix A-4) must be submitted for each driver.

## STUDENT ATHLETE ELIGIBILITY

1. The student athlete must be registered in and attending the school that he or she represents. The school must be a member of the Elementary Diocesan League.
2. The student athlete must be in good academic standing (earning a passing grade in each class or working to potential) in order to start on the team and /or continue on the team. Failing grades, lack of effort, or inappropriate behavior will result in temporary suspension of eligibility. At that time, the student may not attend or participate in any team practice, competition, or event. The decision to allow the return of the student athlete is made by teachers and administrator. The parent may request permanent release from the team for academic priorities.
3. A student may not be 15 years old by Labor Day of the approaching school year to participate on any athletic team. (In other words, he or she must be no older than 14 through the end of the 8<sup>th</sup> grade year.)
4. Students who have completed 8<sup>th</sup> grade and enroll in another school as an 8<sup>th</sup> grade student are NOT eligible to participate in athletics if they participated in 6<sup>th</sup>, 7<sup>th</sup>, or 8<sup>th</sup> grade of the school previously attended.
5. With the exception of Track, Soccer, and Swimming 3<sup>rd</sup> grade students are not permitted to participate in team practices or competitions.
6. “Redshirting,” retaining a student for the sake of increased sports participation, is neither ethical or permitted.
7. The student must have on file in the school office: current year physician’s release to participate, a sports physical within the last 12 months of the sports season, written parent permission, signed Sports Code of Ethics, emergency contact numbers. The student must have all these on file before participating in any team activity (practice or competition).
8. A student must be on the roster submitted at the time of team registration with the league and Department of Catholic Education.
9. A student athlete who was excluded by an official from a competition for unsportsmanlike conduct is ineligible to play in that sport until after the next previously scheduled contest in that sport on that level.
10. Just as in gym class, jewelry must not be worn during practices or competitions. This includes taped earrings, any type of bracelet, rings, earrings, and necklaces or chains. If a religious medal or medical identification tag is worn, it must be off the chain and taped or sewn under the uniform.

# SPORTS SEASONS

**FALL...**begins on the 3<sup>rd</sup> Monday in August, ends on the last day in October

- Boys' Varsity and JV baseball
- Girls' Varsity and JV Volleyball

**WINTER...**begins **November 1**, completed with the end of league play/Diocesan Tournament

- Boys' Varsity and JV basketball
- Girls' Varsity and JV basketball

**SPRING...**begins on March 1, completed at end of league play/Diocesan Tournament

- Girls' Varsity and JV softball
- Boys' volleyball
- Track and Field (co-ed) **Diocesan Track Meet**

**OTHER...**

- Soccer (co-ed)
- Swimming (ends Nov. 13) co-ed
- **These sports are not Diocesan sponsored**

*There may be no co-ed practices or competition events unless the sport is indicated as co-ed above.*

## GRADE LEVEL PARTICIPATION

<u>Sport</u>	<u>permitted grade levels</u>
Varsity baseball	(6)-7-8
JV baseball	(4)-5-6
Girls' Varsity volleyball	(6)-7-8
Girls' JV volleyball	(4)-5-6
Varsity basketball	(6)-7-8
JV basketball	(4)-5-6
Varsity softball	(6)-7-8
JV softball	(4)-5-6
Boys' volleyball	(6)-7-8
Track and Field	3-4-5-6-7-8
Soccer	4-5-6-7-8
JV Soccer	PreK-K-1-2-3
Swimming	K-1-2-3-4-5-6-7-8

*(4),(6) indicates prior permission to participate must be made by written request, of the principal and insurance form on file with the Dept. of Athletics. Smaller schools may invite participation of a neighboring Catholic school for the sole purpose of fielding a team. Special consideration may be granted by the Dept of Athletics to 5<sup>th</sup> & 6<sup>th</sup> graders in order for a school to field a team.*

## TEAM PRACTICE AND COMPETITION LIMITS

<i>SPORT</i>	<i>Min # of practices prior to 1<sup>st</sup> contest</i>	<i>Max # of practices prior to 1<sup>st</sup> contest</i>	<i>Max # of practices per week</i>	<i>Max # of contests</i>	<i>Min time between contest</i>	<i>other</i>
V. baseball	5	15	4	20	1 night	
JV baseball	5	14	4	14	1 night	
Girls' V. volleyball	5	15	4	20	1 night	
Girls' JV volleyball	5	15	4	14	1 night	
V. basketball	5	15	4	30	1 night	
JV. Basketball	5	10	3	20	1 night	
V. softball	5	15	4	20	1 night	
JV softball	5	15	4	14	1 night	
Boys' volleyball	5	15	4	20	1 night	
Track and Field	5	15	4	10	1 night	
Soccer	5	15	4	20	1 night	1 contest = 60 minutes of team play
Swimming	3	15	4	20	1 night	

### **PRACTICES**

Only 1 practice per day is permitted... a minimum of 1 hour in length, not exceeding 2 hours.

### **CONTESTS**

The # of contests includes tournament games. Count only the # of tournament games you are guaranteed. The school's team uniform may only be worn at school-sponsored events.

Only 1 sport competition per day is permitted, **with the exception of the Diocesan Track meet**

### **RATIONALE FOR PRACTICES/COMPETITIONS**

1. Academic study and schedules are top priority.
2. Team schedules should not burden family life.
3. Instruction and conditioning is important prior to competition.

DIOCESAN LEAGUE RULE MODIFICATIONS  
**BOYS' BASEBALL GUIDELINES**

- 1) All boys playing Varsity will be in 7th or 8th grade unless a written request is made by the school and approved by both the Department of Catholic Education and the League Coordinator. JV teams **should** consist of 5th & 6th grade students.
- 2) No jewelry of any kind will be worn by any player. This includes: string bracelets, earrings, body piercings, hair clips-metal or plastic. Only cloth or rubber bands will be permitted in player's hair. Headbands are allowed. No items may be taped over.
- 3) EQUIPMENT:
  - a) Each team shall furnish a baseball at the start of the game, supplied by the League Coordinator prior to opening day. The winning team shall receive the better ball and the losing team the other - if not lost.
  - b) Metal spikes are not allowed.
  - c) Batters and baserunners must wear approved helmets.
  - d) Aluminum bats may not have a rating above five unless stated on the bat that it is Little League approved.
- 4) No hidden ball play.
- 5) When a play is being made on a baserunner, he cannot go into a base standing up; he must slide and AVOID CONTACT.
- 6) Intentional walk - a batter may take first base without any pitches being thrown.
- 7) There is no limit to the number of trips to the mound by coaches. Please do not over do it.
- 8) DESIGNATED HITTER: A DH may be used for any player in the starting lineup. If he enters the game on defense, the DH is terminated for that team.
- 9) LIMITED SUBSTITUTION RULE: Players in the starting lineup may be replaced and returned to the game later. They must return to the same place in the batting order. Upon entering the game, the substitute is inserted in the same place in the batting order as the starter he is replacing. There is no restriction on where he plays on defense. There is no minimum time the sub must play. If the starter re-enters the game, the substitute leaves the game permanently. Each starter may be replaced only once under the rules of baseball. No further re-entry.
- 10) TWO OUT CATCHER RULE: If a team's catcher is on base with two outs, any player in the game or on the bench, except for the three subsequent batters, may run for the catcher so that he may prepare for the next inning. This is an option on the part of the offensive coach in order to speed up the game.
- 11) 10th BATTER: A 10th batter may be inserted into the lineup at the start of the game. He may be substituted for at any time but his replacement must be a player who has not yet been in the game. The 10th batter may enter the game on defense but such action eliminates the 10th batter arrangement for that team. Upon entering the game on defense, he does not bat in the position of the player he replaces but remains in his original batting

position. The player he replaces may re-enter the game under the limited substitution rule. The re-entering player does not bat in his original position; he bats in the position of the former 10th batter.

- 12) **RULE CHANGES TO 10th BATTER RULE:** You may bat 9-10 players, or your entire bench - If using 9 or 10 players in the batting order and there is a re-entry, the player must go in the same spot in order. If all players bat, free substitution may be used but must stay in same order. If player leaves or is hurt, there is no penalty, just delete from order (exception for the third out). If player is ejected from the game and there are no subs available, an automatic out will occur in the batting order for the player ejected. This will maintain the integrity of the batting order.
- 13) **GRACE PERIOD:** A 15-minute grace period will be granted to a team having less than nine players. Following that waiting time the game will start with the shorthanded team at bat. If three outs are made before the ninth player arrives, the team in the field will be declared the winner.
- 14) **TIME LIMIT:** Games will be seven innings. In the event of a tie score, the game will be continued. If a game is extremely one sided and has already lasted two hours, and in the judgment of the umpire nothing more would be gained by prolonging the contest except to make the score even more one sided, the full seven innings need not be completed. Five innings must be completed, four and one half if the home team is ahead, unless both teams agree to end it sooner. Any game that is started and halted for any reason and is not an official game (as mentioned above) will be considered a suspended game and continued at a future date from the point the game was stopped. In playoff games both coaches must agree regardless of the inning.
- 15) **NON-FORFEIT RULE:** In the event a team having player(s) on the bench but none eligible to return to the lineup to replace an active player unable to continue play due to injury, illness, ejection, etc., this special rule applies. The team will not forfeit provided it has any player available on the bench. The coach may select any player on the bench to replace the one having to leave the game. The selected player remains in the game permanently, unless he too becomes incapacitated. The player who had to leave the game may not return. It is expected that this rule will be used only under extreme and rare circumstances. The purpose of this rule is to not penalize a team that has less than nine eligible players to continue a game.
- 16) **PROTESTS:** Protests must be lodged with the umpire before the next pitch is thrown, except for protests regarding ineligible players. The League Coordinator must receive protests within 48 hours from the end of the game, within four hours if a playoff game. Once playoff games begin, no protests involving regular season games will be considered.
- 17) **SCORES:** The coach of the winning team should call in the game score to his League Coordinator within 24 hours.

DIOCESAN LEAGUE RULE MODIFICATIONS  
**BOYS' BASKETBALL GUIDELINES**

- 1) All boys playing Varsity will be in 7th or 8th grade unless a written request is made by the school and approved by both the Department of Catholic Education and the League Coordinator. JV teams **should** consist of 5th & 6th grade students.
- 2) No jewelry of any kind will be worn by any player. This includes: string bracelets, earrings, body piercings. Headbands are allowed. No items may be taped over.
- 3) The game shall consist of four periods that are six minutes in length.
- 4) The clock is NOT provided by the League or by the referee. This is the obligation of the schools competing. The same is true of the scorebook.
- 5) There will be a one minute rest period between each quarter and a five minute rest period between halves.
- 6) In the event of a tie, an overtime period of three minutes in length will be played. Three-minute overtime periods will continue until a tie is broken.
- 7) The three point basket will not be in effect in our league.
- 8) A team should be present at least fifteen minutes before game time; a team that is fifteen minutes late without legitimate excuse forfeits the game.
- 9) Play-off games will be used to break ties at the end of the regular season. Every attempt will be made to get a neutral site.
- 10) A team may have as many players on its roster as it wishes. There is no limit to the number of players that may be used in a game.
- 11) The referee's decision in all cases of interpretation of rules will be FINAL.
- 12) No player and/or team may participate in more than ONE game per day.

## **BOYS' BASKETBALL PLAYOFF RULES**

1. The Diocesan Boys Basketball Playoffs shall be a single-elimination-type competition.
2. Playing time shall be four quarters of six minutes each, with intermissions of one minute after the first and third quarters and six (6) minutes between halves. If score is tied after four quarters, play continues with extra 3-minute periods and a one-minute intermission before each extra period.
3. The higher seeded team is the "home" team, which shall use the host school's "home" team bench area. The lower seeded team is the "guest" team. If the host school does not provide a game ball, either the "home" team or "guest" team shall provide a game ball subject to the referees' approval.
4. Three-point goals are not allowed. Any successful goal, even beyond the 3-point arc, will be awarded only two points.
5. Each team will be allowed four, full, 60-second time-outs, which can be taken at any time. One additional full time-out will be allowed for each overtime period.
6. Each team should have jerseys or pinnies of another color, in case the competing teams have uniforms of similar color. The "home" team is obligated to change uniform color by wearing its jerseys or pinnies of another color. The referees will settle any controversy regarding color of uniforms.
7. Upon the seventh through ninth team fouls in each half, the one-and-one free throw bonus will apply. Upon the tenth and subsequent team fouls in each half, the double bonus (two free throw attempts) will apply.
8. A neutral score book or score sheet shall be used for official scorekeeping purposes. The official score book or score sheet may be provided by the host school, the coordinator or coordinator's representative in attendance, or the "home" team. Only the official scorekeeper (someone from host school, coordinator or coordinator's representative, or "home" team scorer) will be allowed at the table with the scoreboard operator.

DIOCESAN LEAGUE RULE MODIFICATIONS  
**GIRLS' BASKETBALL GUIDELINES**

*The league was formed to emphasize the fundamentals of basketball, sportsmanship, and team play. As you read these Modifications that apply to both the Varsity (Gr.7-8) and Junior Varsity (Gr.5-6), please encourage your coaches and players to uphold the spirit of sportsmanship. Competition is enjoyed by all teams when the contest remains interesting. Dominating a team and running up the score is not necessary, and is discouraged. Using all your players will improve the skills of all players and emphasize the aspects of team play.*

1. No jewelry of any kind will be worn by any player. This includes: string bracelets, earrings, body piercings, hair clips-metal or plastic. Only cloth or rubber bands will be permitted in player's hair. Headbands are allowed. No items may be taped over.
2. **All games must be played as scheduled.** Only the Division Coordinator can authorize a postponement. This request must reach the Division Coordinator 48 hours prior to the scheduled contest. Both teams must mutually agree to the postponement, and the team requesting the postponement must be responsible to arrange the make up game. The rescheduled event must be completed before the end of the season, and any additional costs for officials will be paid by the team(s) requesting the delay.
3. A 15-minute grace period will be established, to allow each team time to assemble, particularly during poor weather. If a delay is longer, the coaches can mutually agree to play, if the officials are in agreement and the delay does not impact another scheduled contest. Any rescheduled games will result in additional officials' costs, which will be paid by the offending team. If the game is not rescheduled, a forfeit loss will be charged to the offending team.
4. An OFFICIAL SCORER and TIMEKEEPER will be provided by the **HOME TEAM**. These individuals must be trained in the use of the equipment, and the method of scoring. At halftime of each game, the visiting team should verify their scorebook with the Official scorebook. Any discrepancies will be brought to the attention of the Game Official for clarification.
5. Each team is responsible to keep a scorebook throughout each game. The OFFICIAL scorebook will be that of the **HOME TEAM**. The scorebook will contain the full name and jersey number of each player.
6. The winning team will be responsible to notify the Division Coordinator of the score within 48 hours of the end of the contest. The Division Coordinator will notify the League Coordinator weekly, as to the scores and standings of the division.

## **Varsity Basketball (Girls') Rules**

1. All girls playing Varsity will be in 7<sup>th</sup> or 8<sup>th</sup> grade unless a written request is made by the school and approved by both the Department of Catholic Education and the Director of Elementary Athletics.
2. Over and Back rule is in effect.
3. Pressing is allowed throughout the game. IF A TEAM IS AHEAD BY 15 POINTS, THEY WILL REMOVE THE PRESS. IF THE PRESS IS NOT LIFTED, A TECHNICAL FOUL will be assessed to the offending team.
4. There is no 3-point shot.
5. Time will be 6 - minute quarters with the clock stopping for each whistle. There will be a 1 minute break between quarters, and a 5 minute break at half time. In the event of a tie, a 3-minute period will be played, to be continued with 3 minute periods until the tie is broken. No Sudden Death.
6. There is no 30 second clock.
7. We will enter the bonus on the 7<sup>th</sup> accumulated team foul in each half. Double bonus will take effect on the 10<sup>th</sup> accumulated team foul in the half.
8. Diocesan playoff participants will consist of League champions with at large bids given to schools worthy of participation based on league coordinators and the Athletic Departments recommendations.

## **Junior Varsity Rules**

1. JV teams **should** consist of 5<sup>th</sup> & 6<sup>th</sup> grade students.
2. PRESS RULE: No press AT ALL with the exception that the losing team may press the last 2 minutes of the game. Once the defensive team gains control of a rebound, no pressure is allowed. Everyone must drop back past half court until the offense has an opportunity to advance the ball.

<p>LEAGUE RULE MODIFICATIONS</p> <p><b>CO-ED SOCCER GUIDELINES</b></p>
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1. We use FIFA Laws of the Game Guide for Referees United States Soccer Federation, most recent edition, as our final reference in the game. The referee's call is the final decision in disputes. We rely on the FIFA sanctioned referees we hire to call games. Referees may not be perfect however they are the ultimate authority. A review may be requested with the board and they will make the final decision in disputes.
2. The league is divided into four divisions:
  - Mites (1st& 2nd grades)
  - Peewee (3rd & 4th grades)
  - Junior Varsity (5th & 6th grades)
  - Varsity (7th & 8th grades)
3. No jewelry of any kind will be worn by any player. This includes: string bracelets, earrings, body piercings, hair clips-metal or plastic. Only cloth or rubber bands will be permitted in player's hair. Headbands are allowed. No items may be taped over.
4. Younger players can move up a division and play; older players MAY NOT move down.
5. Younger players who are playing up a division MUST have a release form signed by a legal guardian/parent before stepping on the field to play. ANY team or coach caught not following this procedure is subject to league action or sanctions. Coaches you are responsible! No one wants to be a party to a lawsuit. Only students in grades 2, 4, or 6 can move up.
6. Schools that field more than one team in a division must divide the team evenly, preferably a random pick process. There will be no stacked teams.
7. Each team will have their players in some sort of uniform, which can be as simple as t-shirts, preferably numbered. Each player MUST wear the appropriate equipment (shin guards, soccer socks & shorts). If cleats are worn they must be molded plastic.
8. The mite division teams play on a modified field, roughly half the size of a regular field, with seven players on the field per team. The peewee, junior varsity, and varsity play on a full size field with 11 players per team on the field.
9. In the event a team cannot field the specified number of players, it is up to the coaches to work out a compromise.
10. Gender issue: RULE FOR ALL DIVISIONS--There must be a minimum of 2 girls on the field at all times if there are 4 girls or fewer present. If each team has 5 or more girls present then there must be 3 girls on the field.
11. Win by default: When a team is not able to meet the gender rule, and there's NO gentlemen's agreement to break the rule, the opposing team wins by default. The game is still played but regardless of the actual goals scored, the outcome of the game was pre-determined. (1-0)
12. Game results will be reported by the referee. Coaches may file game comments.
13. If a team cannot play the game as scheduled, the team forfeits the game to the opponent and is solely responsible for the referees' fees. There is no rescheduling.
14. Game times and Ball sizes:
 

Mites	(4) 10 minute quarters	Ball size 3
Peewee	(2) 30 minute halves	Ball size 4
Jr Varsity	(2) 30 minute halves	Ball size 4
Varsity	(2) 30 minute halves	Ball size 5

15. There is no overtime period for games that end in a tie.
16. There is NO offside for MITES games only.

### **BASIC GUIDELINES**

- The mite tournament is to be left as-is.
- There must be at least 2 coordinators for each level coaches cup from different schools. The cup coordinators must step up before the season starts. Lack of coordinators will result in no coaches' cup being held for that age level.

### **GUIDELINES FOR COACHES' CUP**

- Single Elimination format
- Minimum # of teams to have a Coaches' Cup is 4. There will be no max number of teams, assuming the coordinators can locate enough fields to allow all teams to play.
- We will not limit the number of teams per school, assuming again there are enough fields to play all games.
- Teams **MUST** be registered before or on the deadline set by the league. This is 28 days before the first cup game is scheduled to allow time to create brackets and insure fields can be scheduled. Late registrants will be put on a list and can be added due to odd #'s of teams for scheduling purposes.
- **FINAL** cup bracket will be complete **NO LATER** than 10 days before scheduled first day of cup play.
- Teams will be placed into brackets and schedules released the Tuesday after the season ends. We will assume games start the Saturday after the last regular season games.
- A combination of location and record will be used to set the brackets, based on coaches location preference if at all possible. Teams will **NOT** be re-ranked after each round. Cup coordinators have final say on brackets, disputes will go to league coordinator.
- Register online through [Parochialkickers.org](http://Parochialkickers.org). All communication will be via web site and email.
- We will follow the same rules as the reg. season - i.e. gender rule. No exceptions to this, if a team cannot follow the guidelines, they should not register to play.
- Original league rosters to be mailed, emailed or turned in at check-in. No additional players can be added to the teams, no call-ups, etc.
- Game length will follow regular season times (subject to change by cup coordinators or league coordinator).
- Tie games will be determined immediately by a shoot-out for preliminary games. Semi-final and finals will have 15-minute overtime followed by shoot-out.
- Cost: subject to # of teams participating. This is due no later than 1 week before the games start.
- 1-man referee system for all games; 3-man referee system for semis and finals.
- Alternate jerseys, tees, or pinnies are recommended to avoid conflicts.
- Trophies will be awarded to the 1st and 2nd place teams. Medals will be awarded to the individual players of the championship team at the end of the final game.

DIOCESAN LEAGUE RULE MODIFICATIONS  
**GIRLS' SOFTBALL GUIDELINES**

- 1) All girls playing Varsity will be in 7th or 8th grade unless a written request is made by the school and approved by both the Department of Catholic Education and the League Coordinator. JV teams **should** consist of 5th & 6th grade students.
- 2) No jewelry of any kind will be worn by any player. This includes: string bracelets, earrings, body piercings, hair clips-metal or plastic. Only cloth or rubber bands will be permitted in player's hair. Headbands are allowed. No items may be taped over.
- 3) **Base Running** : First Base must be double base.
  - a. Stealing will be allowed. Base runner may leave base when the ball leaves the pitchers hand.
  - b) Runner on third base cannot steal home, come home on a passed ball or come home as the result of another runner being played on.
  - c) All runners must be batted, walked, or awarded home.
  - d) The dropped third strike rule will not be in effect.
  - e) The infield fly will be in effect.
- 4) **Pitching**
  - a) The pitching rubber will be at 40 feet.
  - b) The pitcher must have both feet in contact with the pitching rubber when starting their windup.
  - c) All A.S.A. pitching styles are allowed.
- 6) **Line-Up**
  - a) Nine players will play in the field at any time.
  - b) Teams may use up to 15 players in the batting order. Batter must bat in the original batting order.
  - c) A minimum of 8 players are needed to start a game.
  - d) We will be using the Re-entry rule as such: Any starter can re-enter the games once, after being taken out...but can only replace the girl who replaced her. Substitutes can re-enter once. Original batter order cannot be changed.
- 7) **Batter Rule**
  - a) After 10 batters have batted in any one inning, teams will change sides. Note: Last batter must be allowed to hit or strike out, no base on balls or hit batsman! Play stops when play is made to any base or back to the pitcher within a 10' radius on the mound. (This rule does not apply in the 6th and 7th innings.)
- 8) **Coaching**
  - a) Games will be 7 innings long. However, there is a 2-hour time on these games. The games will start promptly at 3:30 and end at 5:30. No inning will start

after 5:15 p.m., but you can finish an inning that started before 5:15 p.m. If that inning takes too long and the game has to be called. Then the score must revert back to the last full inning completed. An umpire will call a game due to darkness, rain or thunder and lightning or another authorized league demanding to the use of the field. Four innings will constitute a complete game.

- b) There will be one visit or conference allowed in an inning. Keep the time of these conferences to a minimum. On the second visit the pitcher must be removed.
- c) A pitcher, who has been taken out as a pitcher, can return as a pitcher as long as that girl has not been taken out of the game.
- d) Mercy Rule: Up 10 runs after 5 innings.
- e) The winning team must call in the score to the League Coordinator.

#### 9) **Safety**

- a) All helmets **MUST** have chin straps.
- b) Catcher helmets must have double earflaps.
- c) Helmets and all other protective equipment required in the rulebook must be worn. All offensive players (batter, base runners and on-deck batter) and players acting as coaches must wear a batting helmet. Catchers must wear a mask with throat protector, helmet, shin guards with protection to kneecaps and body protector. Any player warming up - the pitcher must wear a mask with a throat protector. Pitchers must wear a helmet when warming up.
- d) Base runners must slide or avoid contact or the umpire will call them out.

DIOCESAN LEAGUE RULE MODIFICATIONS  
**BOYS' VOLLEYBALL GUIDELINES**

- 1) All boys playing Varsity will be in 7th or 8th grade unless a written request is made by the school and approved by both the Department of Catholic Education and the League Coordinator. JV teams **should** consist of 5th & 6th grade students.
- 2) No jewelry of any kind will be worn by any player. This includes: string bracelets, earrings, body piercings, hair clips-metal or plastic. Only cloth or rubber bands will be permitted in player's hair. Headbands are allowed. No items may be taped over. Wrist bands may be worn on the wrist only. Knee pads are encouraged.
- 3) Length of court: 30'            Height of net: 7'4"    Attack Line: 10 feet from net
- 4) The **FIRST** team listed on the schedule is the home team. The home team must provide: the game ball (approved by Official), a competent scorer, and one line judge. The visiting team may provide the other line judge, but 2 line judges are mandatory. In the case of a controversial call, the referee always has the final decision.
- 5) Serve/Side will be decided by a coin toss for 1st and 3rd game. 2nd game choice goes to the loser of 1st coin toss.
- 6) **Warm ups** will be shared until referee's call for captains. After flip, 12 minutes of warmup will commence as follows:
  - 2 minutes shared court
  - 5 minutes court time **ALONE** - Serving Team
  - 5 minutes court time **ALONE** - Receiving TeamFor doubleheaders, the team that just played will get only 3 minutes for alone time.
- 7) Each team must submit a lineup prior to the beginning of play for each **GAME** in a match. The lineup should also designate a floor captain, who may have discussions with the official. No other players are allowed to converse with the official during the match. A coach may ask for a lineup check at anytime.
- 8) Free **Substitution** will be allowed with no limit on the number of substitutions per game. A player who leaves a game may not serve again until her service position is due to serve again. For example, a player serves and after serving is removed for a substitution (therefore they are removed from the #1 spot). Assume that 2 serves later, they wish to reenter the game. They could only reenter in the 5 (which is where they would be had they remained in the game) or the 6 spot. This will ensure that a player can only serve once every 6 rotations.
  - a. Substitutions may take place on any dead ball or after any blown whistle.
  - b. Any team that rotates out of order or puts a player into play illegally will be penalized. The serve goes to the opposing team with a point. If a second violation occurs, the player put in sits out the rest of that game.
- 9) **Serving**: If a 6" clearance is not available behind the service line only, then one step may be taken over the service line. The players may serve from anywhere behind the back line.
  - a. A player is allowed **ONE** drop prior to each serve attempt. The drop must hit the floor after server's toss and cannot be caught or touched in any way. A second

- drop will be a side-out.
- b. Servers will be allowed 8 seconds prior to each serve from the time the referee blows the whistle for service. Infraction will result in loss of serve.
  - c. The Let Serve WILL be utilized.
- 11) **Serve Receive:** The serve may be contacted in any legal fashion. This will include an overhead pass as well as a forearm pass.
- a. The front row cannot "attack" a serve. An attack of the serve is defined as "the ENTIRE ball must be above the height of the net AND the ball does not become illegal until after it has crossed back into the serving teams court".
  - b. When a player is hit inadvertently by the ball anywhere on his body, the ball is still in play and counted as a hit.
  - c. The ball may be played off the ceiling of your own side, but it is dead if it hits the opposing team's ceiling.
  - d. All balls hitting an obstruction on your side are playable (third hit is out). It will be a re-play if the obstruction is BELOW 15 feet.
- 12) **Timeouts:** There are TWO-thirty second time outs per team in each game. No time limits or scoring limits are in place, unless agreed upon by both coaches and the referee prior to a match due to time constrictions.
- 13) Rally **scoring** will be utilized. A point will be scored on each service whether the team that won the point was serving or not. Teams will play 3 games to 25 points, win by 2, no cap in scoring.
- a) HOME TEAMS shall report scores the following day. Please include number of games won (ie. Team 1 beat Team 2, 2 games to 1).
- 14) **Communication:** All reschedules MUST have a minimum of 2 day advance. A reschedule of greater than 7 days would be greatly appreciated. If a referee shows up for a match and the match has NOT been properly rescheduled, the home team will be responsible for fees.
- 15) **Records:** Records will be determined by MATCH wins and losses. Therefore, each match will count as a win or a loss. If a team wins the first 2 games, the teams may elect to NOT play the third game IF part of a doubleheader. If the teams cannot agree, the game should be played.
- 16) **Tiebreakers:** At season's end, standings will be determined by game record. In the event of a tie, the tie breakers will be as follows stated in order of precedence:  
(Highest Ranked opponent is defined as the highest remaining seed excluding the two (or 3) tied teams.)
1. Head to Head Matches
  2. Match record vs. Highest Ranked Opponent
  3. Game Record vs. Highest Ranked Opponent
  4. Match record vs. Next Highest Ranked Opp.
  5. Game Record vs. Next Highest Ranked Opp.
  6. Coin Flip

DIOCESAN LEAGUE RULE MODIFICATIONS  
**GIRLS' VOLLEYBALL GUIDELINES**

- 1) All girls playing Varsity will be in 7th or 8th grade unless a written request is made by the school and approved by both the Department of Catholic Education and the League Coordinator. JV teams **should** consist of 5th & 6th grade students.
- 2) No jewelry of any kind will be worn by any player. This includes: string bracelets, earrings, body piercings, hair clips-metal or plastic. Only cloth or rubber bands will be permitted in player's hair. Headbands are allowed. No items may be taped over.
- 3) Length of court: 30'            Height of net: 7'4"    Attack Line: 10 feet from net
- 4) The **FIRST** team listed on the schedule is the home team. The home team must: provide the game ball (approved by Official), provide a competent scorer, and provide one line judge. The visiting team may provide the other line judge, but 2 line judges are mandatory. In the case of a controversial call, the referee always has the final decision.
- 5) Serve/Side will be decided by a coin toss for 1st and 3rd game. 2nd game choice goes to the loser of 1st coin toss.
- 6) **Warm ups** will be shared until referee's call for captains. After flip, 12 minutes of warmup will commence as follows:
  - 4 minutes shared court
  - 4 minutes court time **ALONE** - Serving Team
  - 4 minutes court time **ALONE** - Receiving TeamFor doubleheaders, the team that just played will get only 3 minutes for alone time.
- 7) Each team must submit a lineup prior to the beginning of play for each **GAME** in a match. The lineup should also designate a floor captain, who may have discussions with the official. No other players are allowed to converse with the official during the match. A coach may ask for a lineup check at anytime.
- 8) Free **Substitution** will be allowed with no limit on the number of substitutions per game. A player who leaves a game may not serve again until her service position is due to serve again. For example, a player serves and after serving is removed for a substitution (therefore they are removed from the #1 spot). Assume that 2 serves later, they wish to reenter the game. They could only reenter in the 5 (which is where they would be had they remained in the game) or the 6 spot. This will ensure that a player can only serve once every 6 rotations.
  - a. Substitutions may take place on any dead ball or after any blown whistle.
  - b. Any team that rotates out of order or puts a player into play illegally will be penalized. The serve goes to the opposing team with a point. If a second violation occurs, the player put in sits out the rest of that game.
  - c. An injury substitution can take place at any time, however, the injured player must sit out at least one point.

- 9) **Serving:** The players must serve behind the end line.
- A player is allowed ONE drop prior to each serve attempt. The drop must hit the floor after server's toss and cannot be caught or touched in any way. A second drop will be a side-out.
  - Servers will be allowed 8 seconds prior to each serve from the time the referee blows the whistle for service. Infraction will result in loss of serve and a point to the opponent.
  - The serve may contact the net prior to an untouched drop on the opponent's court, but must be inside the net antenna or tape markers. It cannot hit the post or ceiling.
- 10) **Serve Receive:** The serve may be contacted in any legal fashion. This will include an overhead pass as well as a forearm pass.
- The front row cannot "attack" a serve. An attack of the serve is defined as "the ENTIRE ball must be above the height of the net AND the ball does not become illegal until after it has crossed back into the serving teams court.
  - When a player is hit inadvertently by the ball anywhere on his body, the ball is still in play and counted as a hit.
  - The ball may be played off the ceiling of your own side, but it is dead if it hits the opposing team's ceiling.
  - All balls hitting an obstruction on your side are playable (third hit is out). It will be a re-play if the obstruction is BELOW 15 feet.
  - Any ball contacted with an open hand will be called a carry.
  - Contact with the net during play will result in a point and serve to the opponent.
  - A player is allowed to cross the court center line as long as some body part remains on her side and there is no interference/contact with a defending player.
- 12) **Timeouts:** There are TWO-sixty second time outs per team in each game. No time limits or scoring limits are in place, unless agreed upon by both coaches and the referee prior to a match due to time constrictions.
- 13) Rally **scoring** will be utilized. A point will be scored on each service whether the team that won the point was serving or not. Teams will play 3 games to 25 points, win by 2, no cap in scoring.

# ATHLETIC OVERSIGHT COMMITTEE

## PURPOSE:

The Athletic Oversight Committee will establish and enforce the policies (see page 11-15) in the Diocese of Buffalo Elementary School Athletic Handbook. The Committee will review and determine facts regarding any incident in violation of a Diocesan policy then rule on the severity, intent, circumstance, and causes of the rule/policy violation. It will determine the consequences of the actions and any sanctions to be made. The decision of this committee is binding.

The Diocesan-recognized sports leagues will be monitored by the Oversight Committee and will influence their course of action.

The Elementary School Athletic Handbook will be reviewed annually and updated when needed based on recommendations of the Oversight Committee and Principals' Council.

## MEMBERS:

The panel will be appointed and led by the Department of Education and will include the following Diocesan personnel:

- a staff member of the Department of Education
- the Director of Insurance Services
- a priest, pastor, or canonical administrator of a school

It may also include the following volunteer appointees:

- a league coordinator
- a representative from the Officials' Organization
- a High School Athletic coordinator

## PROCEDURE:

1. The proper channels to address a concern must be followed. For example, the principal of the school should be approached first. Often, an incident can be cleared up quickly when the principal is made aware of a problem. At this level, consequences may be determined based on the school's Athletic Handbook. It may be necessary to refer the concern to the Oversight Committee.
2. A concern of policy/rule violation must be presented to the Oversight Committee in written form no longer than 10 days after the incident or violation. The concern can originate from a student, parent, administrator, coach, official, league coordinator or sports event organizer. **No anonymous concerns will be addressed.**
3. Members of the Oversight Committee will be in communication with those involved in the incident to determine facts.
4. The facts will be presented to the Committee and the severity, frequency, intent, and causes of the violation will be reviewed.

5. The Oversight Committee will determine the level of intervention or consequences of the violation. Discipline will be progressive unless the violation was determined to be criminal or cause undue risk of liability or exhibits extreme resistance to Catholic values and the goals of the Athletic Program. In which case, it may be severe enough to warrant a ban, expulsion, or criminal charge.
6. The determination will be made by consensus, impartially, and binding. There is no recourse for a hearing.

*The following examples of Violations and Consequences are not all-inclusive and are subject to change. It serves to provide an idea of some of the concerns that may be brought to the Athletic Oversight Committee and the consequences that may follow. All are subject to the interpretation of the Oversight Committee and the Department of Catholic Education.*

SAMPLE VIOLATION LEVELS

- Level 1.....Flagrant disrespect  
                   Flagrant harassment  
                   Flagrant lack of sportsmanship  
                   Disregard to sport rules
- Level 2.....Intentional injury  
                   Repetition of Level 1 offense
- Level 3.....Use of drugs, alcohol, or tobacco products  
                   Destruction or trashing of school property  
                   Repetition of Level 1 or 2 offenses  
                   Disregard of Diocesan athletic policy

SAMPLE CONSEQUENCES OR SANCTIONS

- Level 1.....Written reprimand and probation  
                   Ejection from competition
- Level 2.....Suspension (excludes a player, team, coach or other adult for a predetermined period of time or number of games)
- Level 3.....Expulsion from league, all sports leagues, or all competitions

**FAILURE TO ABIDE BY THE RULES SET FORTH BY THE DEPARTMENT OF EDUCATION AND THE DIRECTOR OF ELEMENTARY ATHLETICS WILL JEOPARDIZE ANY POST SEASON PLAY BY THE SCHOOL TEAM(S) IN VIOLATION.**

# APPENDICES

Place on school letterhead.  
To be completed annually.  
Distribute to students in June for next school year.  
Keep on file in school for each athlete.

**MEDICAL RELEASE FOR SPORTS PARTICIPATION**

NAME \_\_\_\_\_ PHONE # \_\_\_\_\_

SEX: M \_\_\_ F \_\_\_ DATE OF BIRTH \_\_\_\_\_ GRADE \_\_\_\_\_

HT \_\_\_\_\_ WT \_\_\_\_\_ B/P \_\_\_\_\_ P \_\_\_\_\_

IS THERE HISTORY OF:

\_\_\_ Diabetes  
\_\_\_ Epilepsy  
\_\_\_ Seizures  
\_\_\_ Asthma  
\_\_\_ Hernia  
\_\_\_ Heart Disease

\_\_\_ Fracture  
\_\_\_ Dislocation  
\_\_\_ Knee Problems  
\_\_\_ Other Joints  
\_\_\_ Operations  
\_\_\_ Lung Disease

Regular medications: \_\_\_\_\_  
Date of last Tetanus shot \_\_\_\_\_

ALLERGIES:

\_\_\_ Pollen  
\_\_\_ Insect  
\_\_\_ Drugs (please list) \_\_\_\_\_  
\_\_\_ Other (please list) \_\_\_\_\_

PHYSICAL EXAMINATION (N-NORMAL, P-PATHOLOGY)

\_\_\_ Heart  
\_\_\_ Hernia  
\_\_\_ Orthopedic  
\_\_\_ Extremities  
\_\_\_ Lungs  
\_\_\_ Abdomen  
\_\_\_ Abnormalities  
\_\_\_ Tanner Stage

Indicate any known congenital defects:

ADDITIONAL COMMENTS:

The above exam shows satisfactory condition to engage in athletic participation. YES \_\_\_ NO \_\_\_

SPORT: (circle all sports with permission to participate)  
baseball      volleyball      basketball  
soccer      swimming      softball  
lacrosse      track/field

REASON FOR DENIAL OF PERMISSION :

Signature of Physician: \_\_\_\_\_ Date of Exam \_\_\_\_\_

*Place on school letterhead.  
To be completed annually for each sport.  
Distribute to students in June for next school year.  
Keep 1 copy in school file and  
1 copy with coach at all times.*

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**PARENT PERMISSION FOR SPORTS PARTICIPATION**

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Name of Parent/Guardian(s) \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

\_\_\_\_\_ has my permission to participate in \_\_\_\_\_  
\_\_\_\_\_ during the school year \_\_\_\_\_. He/she will be expected  
(sport)  
to attend all scheduled practices and games. If needed, I understand that my  
son/daughter is responsible for all equipment/uniforms issued, and if any of the  
equipment/uniforms issued are not returned in proper condition, I am liable for their  
replacement value.

**In case of an emergency and I cannot be reached, call:**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship to student \_\_\_\_\_

or

Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship to student \_\_\_\_\_

**If I cannot be reached, I give my permission for the coach or a responsible school representative to have my child treated by a physician.**

My child has received a medical release to participate in \_\_\_\_\_ and  
(sport)  
he/she has been in good health since, having no accidents or major illnesses.

Please indicate any allergies or health conditions that we should be aware of: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Insert school name

# SPORTS CODE OF ETHICS

## PARENTS

**I hereby pledge to provide positive support, care, and encouragement for all children participating in youth sports by following this Parents' Code of Ethics.**

*I will remember my behavior, and that of my child, represents my school and reflect its philosophy.*

*I will practice and encourage good sportsmanship, effort, and teamwork from players, coaches, officials, and other parents at every game and practice.*

*I will not place a burden on my child to win games. The purpose of youth sports is to develop physical, mental, and social skills.*

*I will do my very best to make youth sports fun for my child.*

*I will never argue with or complain about a referee's call or decision.*

*I will support efforts to remove verbal and physical abuse from youth sports activities.*

*I will refrain from being a sideline coach or referee. I will attend games to provide positive support for all players on all teams.*

*I will support efforts to provide an environment for my child that is free from drugs, alcohol, and tobacco. I will personally refrain from their use at all youth sports events.*

*I will remember the game is for the players and not for the parents.*

*I will ask my child to treat ALL players, coaches, fans, and officials with respect regardless of race, gender, creed, or ability.*

## PLAYERS

**I hereby pledge to provide positive support, care, and encouragement for all children participating in youth sports by following this Players' Code of Ethics.**

*I will remember to start each game with a prayer and model Christian values throughout any game or practice.*

*I will remember my behavior, and that of my players, represent my school and reflect its philosophy.*

*I will practice and encourage good sportsmanship from fellow players, coaches, officials, and parents at every game and practice.*

*I will remember that sports participation is an opportunity to learn and have FUN, not just to please my parents or coach.*

*I will be on time for every practice and game that I can, and will notify my coach in advance if I cannot.*

*I will do my very best to listen and learn from my coaches.*

*I will try to do my best at every practice and game, working hard to improve my skills and self-discipline, and to help my team.*

*I will never argue with or complain about a referee's call or decision.*

*I will control my temper and resist the temptation to retaliate if I feel I've been wronged.*

*I will treat my coaches, other players, officials, and fans with respect regardless of race, gender, creed, or abilities, and I will expect to be treated accordingly.*

*I will do my very best in school.*

*I will play using the Laws of the Game.*



I have read and will follow the **Sports Code of Ethics**.

Player \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

**SCHOOL SAFETY DRIVER  
INFORMATION SHEET**

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**Driver**

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Address \_\_\_\_\_ Social Security # \_\_\_\_\_  
\_\_\_\_\_ Phone # \_\_\_\_\_  
Driver's License # \_\_\_\_\_ Date of Expiration \_\_\_\_\_

**Vehicle That Will Be Used**

Name of Owner \_\_\_\_\_ Model of Vehicle \_\_\_\_\_  
Address of Owner \_\_\_\_\_ Make of Vehicle \_\_\_\_\_  
\_\_\_\_\_ Year of Vehicle \_\_\_\_\_  
License Plate # \_\_\_\_\_ Date of Expiration \_\_\_\_\_  
Registration Expiration Date \_\_\_\_\_

*If more than one vehicle is to be used, the aforementioned information must be provided for each Vehicle.*

**Insurance Information**

When using a privately-owned vehicle, the insurance coverage is the limit of the insurance policy covering that specific vehicle.

Insurance Company \_\_\_\_\_  
Policy # \_\_\_\_\_ Date of Policy Expiration \_\_\_\_\_  
Liability Limits of Policy\* \_\_\_\_\_

*\*Please note: the minimal, acceptable liability limit for privately-owned vehicles is \$100,000/\$300,000.*

**Certification**

I certify that the information given on this form is true and correct to the best of my knowledge. I understand that as a volunteer driver, I must be 21 years of age or older, possess a valid driver's License, have the proper and current license and vehicle registration, and have the required insurance coverage in effect on any vehicle used to transport students.

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

DIOCESE OF BUFFALO  
DEPARTMENT OF CATHOLIC EDUCATION

**ELEMENTARY SCHOOL  
ATHLETIC LEAGUE REGISTRATION FORM**

SPORT \_\_\_\_\_  
(Indicate Girls', Boys' or Co-ed)

SEASON \_\_\_\_\_  
(Ex: Fall '05)

LEAGUE NAME \_\_\_\_\_

DIVISION (IF APPLICABLE) \_\_\_\_\_

LEAGUE COORDINATOR \_\_\_\_\_

HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_

SCHOOLS PARTICIPATING:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please attach a copy of all league rules, schedule, sportsmanship policy and fee structure.

I have read the elementary School Athletic Handbook and this League agrees to comply with all regulations set forth.

Signature of League Coordinator \_\_\_\_\_

Date \_\_\_\_\_

Please return to: Director of Athletics  
Department of Catholic Education  
795 Main St.  
Buffalo, NY 14203

Place on school letterhead.  
Copy as needed.

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## SPORTS TEAM ROSTER

School \_\_\_\_\_

Principal \_\_\_\_\_ Coach \_\_\_\_\_

Address \_\_\_\_\_

City/Town/Zip \_\_\_\_\_

Phone \_\_\_\_\_

**SPORT** \_\_\_\_\_  
(note girls', boys' or co-ed)

<u>Student</u>	<u>Grade</u>	<u>Date of Birth</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____

**LEAGUE FEES AND ROSTER MUST BE SUBMITTED  
BEFORE TEAM IS SCHEDULED FOR COMPETITION.**

### COACH'S AGREEMENT and CODE OF ETHICS

*This form must be completed by each coach before the beginning of the sports season.*

**I hereby pledge to provide positive support, care, and encouragement for all children participating in youth sports by following this Coach's Code of Ethics.**

*I will remember to start each game with a prayer and model Christian values throughout any game or practice.*

*I will remember my behavior, and that of my players, represent my school and reflect its philosophy.*

*I will practice and encourage good sportsmanship from players, fellow coaches, officials, and parents at every game and practice.*

*I will place the emotional and physical well being of my players ahead of the desire to win.*

*I will keep myself informed of sound principles of coaching and child development.*

*I will never argue with or complain about a referee's call or decision.*

*I will do my best to provide a safe, supervised playing situation for my players. I will check players' equipment and fields.*

*I will treat each player as an individual, remembering the large range of emotional and physical development within the same age group.*

*I will do my best to organize practices that are FUN and challenging for all my players.*

*I will teach my players the Laws of the Game.*

*I will remember that I am a youth sports coach and that the game is for the players.*

*I will maintain an open line of communication with the school principal and the players' parents.*

I, \_\_\_\_\_ understand the policies in this handbook that apply to athletic competition in our school and the Diocese of Buffalo. I will follow these guidelines and uphold them I all circumstances. I have read and will follow the Coach's Code of Ethics.

**SPORT** \_\_\_\_\_

Coach's signature \_\_\_\_\_ Date \_\_\_\_\_

CPR/AED certification  
Date expires \_\_\_\_\_

Protecting God's Children  
Training date \_\_\_\_\_

First Aid certification  
Date expires \_\_\_\_\_

Other \_\_\_\_\_

Principal's signature \_\_\_\_\_ Date \_\_\_\_\_

**SUBMIT WITHIN 24 HOURS TO:**

Diocese of Buffalo  
Department of Insurance Services  
795 Main St. Buffalo, NY 14203  
Ph: 716-847-8396 Fax: 716-847-5538  
<http://www.buffalodiocese.org/insurance/forms.html>

**INCIDENT REPORT**

Date \_\_\_\_\_

Parish/Institution Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Claimant Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # (home) \_\_\_\_\_ (work) \_\_\_\_\_

If minor, names of parents \_\_\_\_\_

Activity taking place/Reason on premises: \_\_\_\_\_

Date of Incident \_\_\_\_\_ Time of Incident \_\_\_\_\_

Where did incident occur? \_\_\_\_\_

Type of injury \_\_\_\_\_

Treatment (if any) rendered at scene \_\_\_\_\_

Destination \_\_\_\_\_

Describe incident \_\_\_\_\_

Witness Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

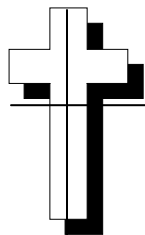
Name of person reporting incident \_\_\_\_\_

**The Accident Claim Form**

can be accessed  
from the Insurance Services link  
on the Diocesan web site.

It should be completed by the Principal and submitted on line.

[http://www.buffalodiocese.org/insurance/forms/K-12\\_student\\_accident\\_claim\\_form.PDF](http://www.buffalodiocese.org/insurance/forms/K-12_student_accident_claim_form.PDF)



Department of Catholic Education  
Diocese of Buffalo  
Athletic Department

**MUST BE RETURNED BY MARCH 30, 2007**  
**DIOCESE OF BUFFALO ELEMENTARY GIRLS' ATHLETICS**  
**PARTICIPATION SHEET**  
**2007-2008**

**SCHOOL**\_\_\_\_\_

**PRINCIPAL**\_\_\_\_\_

**ATHLETIC DIRECTOR**\_\_\_\_\_

**PLEASE PUT AN X NEXT TO THE SPORTS YOUR SCHOOL WILL BE PARTICIPATING IN FOR THE 2007-2008 SCHOOL YEAR**

**SOFTBALL**            **VARSIITY**\_\_\_\_            **JR. VARSITY**\_\_\_\_

**BASKETBALL**        **VARSIITY**\_\_\_\_            **JR. VARSITY**\_\_\_\_

**VOLLEYBALL**        **VARSIITY**\_\_\_\_            **JR. VARSITY**\_\_\_\_

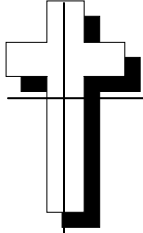
**TRACK & FIELD**    **VARSIITY**\_\_\_\_            **DIOCESEAN TRACK MEET**

**\*\*\*\*\*PLEASE INDICATE BELOW YOUR SCHOOLS HOME SITE AND DATES YOU CANNOT HOST HOME GAMES\*\*\*\*\***

**PRINCIPAL SIGNATURE**\_\_\_\_\_

**ATHLETIC DIRECTOR SIGNATURE**\_\_\_\_\_

**PLEASE RETURN BY MARCH 30, 2007 TO: MR. BRIAN KISZEWSKI**  
**DIRECTOR OF ELEMENTARY ATHLETICS**  
**DIOCESE OF BUFFALO**  
**795 MAIN ST.**  
**BUFFALO, NEW YORK 14203**



*Department of Catholic Education  
Diocese of Buffalo  
Athletic Department*

**MUST BE RETURNED BY MARCH 30, 2007  
DIOCESE OF BUFFALO ELEMENTARY BOYS' ATHLETICS  
PARTICIPATION SHEET  
2007-2008**

**SCHOOL**\_\_\_\_\_

**PRINCIPAL**\_\_\_\_\_

**ATHLETIC  
DIRECTOR**\_\_\_\_\_

**PLEASE PUT AN X NEXT TO THE SPORTS YOUR SCHOOL WILL BE  
PARTICIPATING IN FOR THE 2007-2008 SCHOOL YEAR**

**BASEBALL**            **VARSIITY**\_\_\_\_            **JR. VARSITY**\_\_\_\_

**BASKETBALL**        **VARSIITY**\_\_\_\_            **JR. VARSITY**\_\_\_\_

**VOLLEYBALL**        **VARSIITY**\_\_\_\_            **JR. VARSITY**\_\_\_\_

**TRACK & FIELD**    **VARSIITY**\_\_\_\_            **DIOCESEAN TRACK MEET**

**\*\*\*\*\*PLEASE INDICATE BELOW YOUR SCHOOLS HOME SITE AND  
DATES YOU CANNOT HOST HOME GAMES\*\*\*\*\***

**PRINCIPAL  
SIGNATURE**\_\_\_\_\_

**ATHLETIC DIRECTOR  
SIGNATURE**\_\_\_\_\_

**PLEASE RETURN BY MARCH 30, 2007 TO: MR. BRIAN KISZEWSKI  
DIRECTOR OF ELEMENTARY ATHLETICS  
DIOCESE OF BUFFALO  
795 MAIN ST.  
BUFFALO, NEW YORK 14203**

DIOCESE OF BUFFALO  
DEPARTMENT OF CATHOLIC EDUCATION

**TOURNAMENT REGISTRATION**

Date of Event: \_\_\_\_\_

Name of School Hosting Event: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone Number of Contact Person \_\_\_\_\_

Type of Tournament \_\_\_\_\_

Date(s) and Time(s) \_\_\_\_\_

Participant Schools:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Was an Insurance Certificate requested? Yes \_\_\_\_\_ No \_\_\_\_\_

Signature of Hosting School's Principal \_\_\_\_\_

*Please submit all tournament information to the Coordinator of Athletics 30 days prior to the tournament date. No insurance certificate will be issued unless the tournament has been register with Department of Catholic Education.*

## ASSESSMENT OF GOALS

This instrument is designed to be used by administrators, athletic coordinators, or coaches to assess the performance of a specific sports team. It can also be used in a peer or self-assessment context. It can be modified to assess a student athlete's athletic performance.

**Directions: A separate score is tallied for each of the four goals---COMPETENCE, CHARACTER, CIVILITY, and CITIZENSHIP. The overall score is the average of the scores on the four goals. For all items, ratings should be based on observed behavior.**

School \_\_\_\_\_

Team \_\_\_\_\_

Coach \_\_\_\_\_

Date \_\_\_\_\_

Observer \_\_\_\_\_

**COMPETENCE**  
 (skill development, knowledge of the game and strategies, fitness/conditioning/healthy behavior)

Has this team developed the skills necessary to participate competently in the game?

1	2	3	4
Not evident <span style="float: right;">strongly evident</span>			

Has this team demonstrated knowledge and strategies of the game?

1	2	3	4
Not evident <span style="float: right;">strongly evident</span>			

Has this team demonstrated a level of physical conditioning and fitness sufficient to participate competently?

1	2	3	4
Not evident <span style="float: right;">strongly evident</span>			

Has this team demonstrated knowledge of healthy behaviors, including nutritional issues?

1	2	3	4
Not evident <span style="float: right;">strongly evident</span>			

**COMPETENCE SCORE** \_\_\_\_\_

**CHARACTER****(responsibility, perseverance, pride, trustworthiness, fair play, self control)**

Was this team dependable in fulfilling obligations and commitments?

1	2	3	4
Not evident		strongly evident	

Did this team accept responsibility for consequences of actions, didn't make excuses or blame others?

1	2	3	4
Not evident		strongly evident	

Did this team give 100% effort, didn't give up in the face of setbacks?

1	2	3	4
Not evident		strongly evident	

Did this team play by the rules of the game?

1	2	3	4
Not evident		strongly evident	

Did this team control anger and frustration, refrain from inappropriate language or displays of temper?

1	2	3	4
Not evident		strongly evident	

Did this team accept winning and losing gracefully (congratulated opponents, didn't sulk or brag)?

1	2	3	4
Not evident		strongly evident	

Did this team take pride in doing their best?

1	2	3	4
Not evident		strongly evident	

**CHARACTER SCORE \_\_\_\_\_****CIVILITY****(respect, fairness, caring)**

Did this team treat all persons respectfully, refrain from put downs of opponents or teammates regardless of individual differences or skills?

1	2	3	4
Not evident		strongly evident	

Did this team show respect for legitimate authority—officials, coaches, and captains?

1	2	3	4
Not evident		strongly evident	

Did this team demonstrate fairness in treating others as they wished to be treated?

1	2	3	4
Not evident		strongly evident	

Did this team listen to and try to understand the ideas and needs of others?

1	2	3	4
Not evident		strongly evident	

Did this team actively support teammates and others?

1	2	3	4
Not evident		strongly evident	

**CIVILITY SCORE** \_\_\_\_\_

**CITIZENSHIP**  
(loyalty/commitment, teamwork, integrity)

Was this team diligent about practice and following training rules?

1	2	3	4
Not evident		strongly evident	

Did this team show team spirit, putting the good of the team ahead of personal gain?

1	2	3	4
Not evident		strongly evident	

Did this team set a good example for younger players, spectators, and the school community?

1	2	3	4
Not evident		strongly evident	

**CITIZENSHIP SCORE** \_\_\_\_\_

*Adapted from: Educational Framework for Interscholastic Athletic Programs  
NYS Education Dept*

Transfer the following scores:

Competence \_\_\_\_\_

Character \_\_\_\_\_

Civility \_\_\_\_\_

Citizenship \_\_\_\_\_

TOTAL \_\_\_\_\_

divide by 4=

**OVERALL ASSESSMENT SCORE**

## PRAYER SPORTSMANSHIP PLEDGE PLEDGE OF ALLEGIANCE

The Officials, Coaches, and Players should line up at center court/field facing the spectators. (Officials in the center, coaches on either side, players next to coaches) The coach of the home team, or a player from the home team, should read the Prayer and Sportsmanship Pledge stopping at the designated spots ☆ so all others (and spectators) can repeat the words.

### PRAYER

*In the name of the Father, the son, and the Holy Spirit, Amen.*

God of play, ☆  
we ask for your blessings ☆  
on both teams and their coaches. ☆  
We ask You to help us ☆  
play fair and with good sportsmanship. ☆  
Give us the joy of Your Spirit. ☆  
Amen.

*In the name of the Father, the son, and the Holy Spirit, Amen.*

### SPORTSMANSHIP PLEDGE

We pledge ☆  
to model sportsmanship, ☆  
support and encouragement ☆  
for all attending this sporting event today. ☆

### PLEDGE OF ALLEGIANCE (no repeat necessary)

I pledge allegiance to the flag of the United States of America,  
and to the Republic, for which it stands,  
one nation under God, indivisible,  
with liberty and justice for all.