

# St. Joseph School Athletic Handbook



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## Board Members

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## **Mission Statement**

As an integral part of the parish, the St. Joseph School Athletic Department is strongly committed to emphasizing the dignity of every student athlete as a child of God, while supporting their pursuit of athletics. We believe that all players, coaches, and parents will do their best to promote Christian values, and play/coach/support at levels of their respective leagues' competitiveness.

Positive sportsmanship and respect for our coaches, players, and competitors must NEVER be compromised. We strive to maintain a cooperative spirit among parents, coaches, teachers, and student athletes that will make it possible for our student athletes to develop into Christian leaders and role models in the parish and community.

## **Purpose Statement**

The Athletic Program, as established at St. Joseph School, is an extracurricular activity operated under the direction of the St. Joseph Athletic Board.

The Athletic Board's purpose is to provide opportunities for intermediate and middle school youth to play in well-organized, supervised sports leagues. The St. Joseph Athletic Board will strive to select volunteer coaches willing to teach sportsmanship at all times and in all situations, while participating in these sports leagues; and to teach the participants to play the sport well. The teaching of young people to develop their God-given talents to the best of their ability while gaining a sense of good sportsmanship, fair play, and Christian values in a healthy, fun environment is of primary importance.

The Athletic Director will select and approve all team managers, coaches, assistants, etc. for the programs they organize, fund, and/or direct.

The Athletic Program will be open to all St. Joseph School students in grades PreK through 8th. Student athletes from local (Archdiocese of Louisville, non-Jefferson County) Catholic schools or parishes may, on occasion, be granted permission by the St. Joseph Athletic Board to participate in a St. Joseph program, if such a program is not offered at their school. Students attending other local, non-public schools may on occasion be granted permission by the board to participate, if they are members of the St. Joseph Church parish, actively participate in the Parish's Religious Education Program, and there is no program offered at their school.

Winning is inherent to competition. The St. Joseph Athletic Board believes that there is an obligation to take sports seriously and that each player should be taught to play to their best of his or her ability to prepare for a contest. Teams should be coached so that progress is made in the techniques of the game being played and a competitive spirit is positively displayed at all times.

## **Responsibilities of the Athletic Director**

The St. Joseph School Athletic Directors must uphold and aid in the implementation of the philosophy and guidelines established by St. Joseph School and the Athletic Board.

It is the responsibility of the Athletic Director to:

1. Establish an athletic board of up to ten people.
  - a. Members selected by the Athletic Director.
  - b. There are no term limits of board members.
2. Develop an agenda for all quarterly athletic board meetings.
3. Provide the athletic board with a quarterly financial statement.
4. Recruit coaches who are willing to abide by the philosophy and guidelines established by St. Joseph School and its athletic board.
  - a. ALL coaches must have an up-to-date background check and have successfully completed the Archdiocese of Louisville's Safe Environment Training: Honor Thy Children.
5. Communicate to coaches the St. Joseph School Athletic Board's philosophy and guidelines; as well as the league rules for the league in which they have been chosen to coach.
6. Attend all league organizational meetings and ensure all related league fees are paid promptly. He/She should also disseminate information to the assistant athletic director as well as the grade level/gender athletic director.
7. Meet with the school principal on a regular basis to communicate effectively the goals and challenges of the athletic program, as well as with Bethlehem's Athletic Director and the St. Joseph Church Priest.
8. Manage an equal share of games with the Assistant Athletic Director and the Grade Level/Gender Athletic Director for each sport. Make certain the gym is clean and safe before and after games and/or other athletic functions, especially proper maintenance and cleaning of the gym floor.
9. Schedule one sports banquet for all middle school teams for the school year; including acquiring all trophies and the main dish for the event.
10. Schedule the tryout dates/times.
11. Attend Open House and Back to School Night as the Athletic Board Representative
12. Take nominations and tally votes for the Knight/Lady Knight Awards and the Rick Smith Award; speaking at the appropriate venues for these awards.
13. Contact the Marketing Manager of St. Joseph School to ensure that all information on the St. Joseph School website is up-to-date for the athletic program.

## **Guidelines for St. Joseph Coaches**

1. Each coach selected by the AD must be willing to abide by the philosophy and guidelines established by St. Joseph School and its Athletic Board as outlined in this document.
2. All coaches are required a background check and to attend the Safe Environment Training, Honor Thy Children, offered by the Archdiocese of Louisville.
3. Each team is required to enter and/or exit the gymnasium for practice by using the double red doors located on the church side of St. Joseph School. In addition, each team, coach, and/or manager is responsible for leaving the gymnasium, locker rooms, and restrooms neat and orderly after each practice.

4. Each coach is responsible for all students involved with their team's practice inside the gymnasium during scheduled practice times. Any scrimmages, games, and/or practice sessions involving anyone other than St. Joseph School student athletes must be approved by the Athletic Director.
5. Each coach is required to maintain an attendance/participatory log for all practice sessions and games relating to each player. Should a parent and/or player present a formal, written complaint to the Athletic Board, this log and coaches' notes will be used to evaluate a player's conduct, attitude, and participation.
6. Each team's coach will be responsible for issuing and ensuring the prompt return of all sports equipment and the uniforms approved and issued to them by the St. Joseph Athletic Board. This includes keeping an inventory of which athlete has which jersey/short number and size, and turning that list in to the appropriate athletic director.
7. Each coach should have available, at each practice session and game, a first aid kit and the "Authorization for Treatment" form for each player.
8. Coaches are encouraged to have CPR/AED/First Aid Training.
9. Each coach shall request the Athletic Director's approval for play in tournaments, special games, etc. other than year-end league tournaments. Each coach shall consult with their parents before entering tournaments to ensure that parents are in favor of playing in the tournament. St. Joseph Athletic Board will pay for TWO tournaments per season per sport.
10. All uniforms and equipment purchased by the Athletic Board shall remain the property of St. Joseph School. All uniforms and equipment damaged beyond normal wear or not returned will be replaced at the expense of the athlete's family. All uniforms will be returned to the faculty representative at the end of each season for inventory and inspection.
11. Only those students, coaches, and parents involved with a team's practice will be allowed inside the gymnasium during the scheduled practice times. Any scrimmages, games, and/or practice sessions, etc., involving anyone other than St. Joseph student athletes, must be approved by an Athletic Director.
12. Transportation to all games will be provided and/or arranged by the parent(s), NOT THE COACH and/or THE ATHLETIC DEPARTMENT.
13. Any St. Joseph student athlete may be dismissed from athletic competition for the remainder of the school year if they are caught smoking, drinking, and/or using any illegal drugs while in uniform.
14. A St. Joseph student athlete may be a member of only one team unless otherwise approved by the Athletic Director.
15. Athletes who have practice before or at 3:00, and stay at school, must remain with After School Care until a coach arrives. Athletes will NOT change clothes for practice until the coach arrives.

**Other Expectations of Coaches Include:**

1. Promote good sportsmanship and solid Christian conduct on and off the court. .
2. Devote enough time to each child so that he/she may progress.
3. Be prompt with the start and finish of practice as scheduled.
4. Have all practice sessions open for parent observation.
5. Collect permission form/athlete pledges (and current KHSAA physicals for middle school) from all student athletes.
6. Collect the predetermined participation fee by the designated date, and return it to the Athletic Director or his/her designated representative or have parents pay through FACTS.

## **Tournaments/A.A.U. Competition**

Student athletes at St. Joseph School are allowed to compete in A.A.U. competition and any approved tournament associated with school teams outside the regular season. However, all student-athletes, within the designated age bracket, must be invited to participate (although playing time will not be guaranteed) before a team can use the St. Joseph School name or request use of any of the Athletic Department's resources.

## **Team Practice Requirements and Scheduling**

The Athletic Director/Assistant Athletic Director will schedule practice sessions/games as near as possible to the following plan and each coach will follow these guidelines:

1. St. Joe Middle School teams get priority of gym time. Priority will be given after middle school teams to: 5th grade first, 4th grade second, 3rd grade then 2nd then 1st then Pre-K.
2. As of midnight on Saturday, teams cannot be bumped from their scheduled practice time for the following week.
3. 6th, 7th & 8th grade boys'/girls' sports will be allowed a maximum of six hours of practice time (Monday-Thursday) while school is in session. An additional two hours will be granted for Saturday and/or Sunday practice. Note: Each game played will subtract one hour of practice time for the week of the game.
4. PreK-5th grade boys'/girls' sports will be allowed a maximum of three hours of practice time per week while school is in session. Teams in these divisions may be granted additional practice time during the Fall, Winter, and Spring Breaks.
5. Any off-campus practice should be approved by an Athletic Director.
6. St. Joseph teams will not be allowed to practice within 30 minutes of a scheduled mass.
7. All equipment should be securely stored before leaving the gym or field.

## **Eligibility for St. Joseph School Student Athlete**

1. Student athletes must abide by the philosophy and guidelines established by St. Joseph School and its Athletic Board as outlined in this document, "The Athletic Handbook."
2. Student athletes must provide a Permission and Student/Parent Pledge Form and KHSAA Physical (6th-8th grades), to the coach or Athletic Director by the third practice session or by a designated date.
3. The primary and ultimate purpose for the existence of St. Joseph School is to assist parents in fulfilling their role of educating their children with a quality Catholic education. Therefore, the following Academic Standards have been set by the St. Joseph School and approved by the St. Joseph Athletic Board.
  - a. Students are required to maintain a "C" in all core content classes. Core content classes consist of Religion, Social Studies, Language Arts, Science, and Math.
  - b. Each Thursday the AD will review the academic status of each student participating in athletics. If the student athlete is failing to meet the standard set the AD will inform each student of his or her present status. The student athlete will be given a form to give to their parents regarding the academic status.
  - c. The first Thursday a student athlete is notified of their failure to meet the academic standards they will be given an academic warning for one week. This week they may practice and play in their respective sport. If by the following Thursday they still have not met the academic standards they will be placed on probation and can participate in

games and practice. The third Thursday not meeting academic expectations, they will be ineligible for games, they can practice. They will remain ineligible until the academic standards have been met.

- d. Students with documented learning needs i.e. a SSP, are required to maintain a "D" average in all core content classes.
4. All St. Joseph School student athletes must attend school for 50% of the school day to attend practice or to participate in that day's game. There are exceptions to this rule (funeral, scheduled doctor's appt, etc), however, the player should get consent from the principal prior to play.
5. Each St. Joseph student athlete should remember that he/she is an ambassador for our school and is to set a good example by demonstrating leadership, good sportsmanship, self-control, and courtesy to all at each and every contest. Any conduct which is regarded by the student's coach or school administrator as being in poor taste will result in penalties dependent upon the severity of the offense.

### **Guidelines for PreK-5th grade St. Joseph Team Selection**

Winning is inherent to any competition. There is however, an obligation to take the competitions and practices seriously. Each player should be encouraged to play to the best of his or her ability, prepare for each contest, and progress in the techniques of the sport in which they have chosen to participate. Therefore, under the directive of the St. Joseph School Board, the Athletic Board will implement the following policies concerning team selections.

1. The division of teams for youth league basketball at St. Joseph School will be conducted in a consistent and organized manner. Our goal is to ensure that all teams are divided into teams that can play in different divisions of the Nelson County Little League, while giving consideration to student athlete and parent needs in regard to transportation to practices, games, etc.
2. Coaches selected for each grade level will be contacted by the AD who will share the expectations of the St. Joseph School.
  - a. A portion of these expectations shall focus on following the rules set forth by the Nelson County Little League program. All players in the 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade level are guaranteed playing time (unless the player is ill, injured, on inactive status due to disciplinary action, academics, or unable to play for other reasons).
  - b. Each student athlete should receive a fair amount of playing time during each and every game, to exceed the standard league rules for the league in which they participate. In an effort to make this easier for our coaching staff, the St. Joseph Athletic Board and the Athletic Director will attempt to keep the number of players on each team at a modest level.
3. Grade checks will be done by the A.D. weekly. All 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grade students must maintain higher than an F. The first week with an F the student will receive a warning and a letter will be sent home with the student for a parent signature and returned to the office. Coaches will be notified by email that a player has received an academic warning. Students will still be able to practice and participate in games. The second consecutive week with an F in the same subject will result in being placed on probation. Students are still allowed to practice and participate in games. A letter will be sent home with the student for a parent signature and returned to the office. Coaches will be notified by email that a player has been placed on

probation. The third consecutive week with a grade of an F in the same subject will result in the student being ineligible to participate in games. Coaches will be notified by email of players who are ineligible. A letter will be sent home for a parent signature and returned to school.

Division of teams will be based on the total number of players signed up and/or present at the evaluation sessions, and the Athletic Director will follow as near as possible the model described below:

- \* 7-13 players = 1 team
- \* 14-20 players = 2 teams
- \* 21-28 players = 3 teams

#### **Selection of Teams:**

- A. Prior to the start of the basketball season, a form will be sent home giving students the opportunity to sign up. At that time information will be given to the parents regarding the date(s) for the evaluation practice sessions for basketball in their respective grades.
- B. Any question or comments concerning the division of players for PreK-5th grade boys' or girls' teams should be addressed to the Athletic Director.

#### **Guidelines for St. Joseph Team Selection**

6th, 7th & 8th Grade Level Girls' and Boys' Basketball and Volleyball

- A. St. Joseph competes in the Mid-Kentucky Athletic Conference. This conference consists of schools in Nelson, Marion, , Bullitt, Washington, and Hardin counties.
- B. Sign-up sheets will be distributed to each 6th, 7th, and 8th grade boys/girls class at the appropriate time to determine the number of players for each grade level. The number of players at each grade level will determine the number of teams that will be formed.
- C. The selection of players for the 6th, 7th, and 8th grade basketball teams at St. Joseph School will be conducted in a consistent, fair, and organized manner. Our goal is to select the players to the team that best meets the student athlete's skills, goals, playing time, self-esteem, opportunity for skill development, and the student athlete's general happiness as well as being competitive in the league.
- D. Prior to team selection, coaches selected at each grade level will be required to attend a coaches meeting. There is no guarantee that you will coach the team that you have applied for until team selections are complete, even though your son/daughter may be selected for the Division 1 or Division 2 team. At this meeting the Athletic Director will share the expectations of the St. Joseph School Board and the Athletic Board. A portion of these expectations shall focus on playing time for both St. Joseph Black and St. Joseph Red teams. Coaches at all levels will be urged to play all players as much as possible, but the St. Joseph Division 1 has no guaranteed playing time.

- E. If we have sufficient numbers to establish a second team then try-outs will be scheduled to select teams. The decision-making process regarding which team a student athlete will play on will be decided at these try-outs. All student athletes that signed up to play will practice together once. At the completion of the practice a non-coaching representative will select the Division 1 team members. A skills checklist can be used to assist in this decision-making process by the evaluators. The Division 1 team should have a maximum of 10 players but in the absence of enough players to constitute a Division 2 team this number could be lowered to eight. The size of each team will be based on the number of participants that sign up.
- F. In some cases, the 6th, 7th, & 8th grade players not selected for the Division 1 team could be combined to constitute an 8th grade Division 2 team, thereby ensuring that all students will have an opportunity to play. If sufficient numbers of participants are not met to constitute a Division 2 team then all players will be assigned to the Division 1 team, reiterating that there is no guaranteed playing time on the Division 1 teams.
- G. Non St. Joseph Student Athletes that have been approved to participate in the St. Joseph 6th, 7th, & 8th Grade Athletic Program in accordance with the Guidelines of the Purpose of the Athletic program, page 4 of the Athletic Handbook shall be signed up at the start of the respective sport sign-up period.
- I. Fifth grade students will be allowed to try out for the sixth grade teams but are not guaranteed to make the team.
- H. Players can play up two years.

The St. Joseph Athletic Board realizes that evaluations regarding skill level will always be subjective, but our goal will always to be as objective as possible to make the process as fair as possible and to strive to help the player be the best that they can be. Selection of team for siblings will be determined on the ability of the less skilled player. Parents can agree to split children between Division 1 and Division 2 teams if they desire.

## SKILLS EVALUATION CHECKLIST (IF NEEDED)

### OFFENSIVE SKILLS (rate 1-5)

1. Dribbling
2. Passing
3. Shooting

### DEFENSIVE SKILLS (rate 1-5)

1. Positioning (1-on-1)
2. Rebounding (1-on-1)

### SCRIMMAGE POINTS (rate 1-5)

1. Defensive techniques
  - a. Stance
  - b. Jump to the ball
  - c. Deny
  - d. Help out
2. Rebounding
  - a. Box out
3. Hustle
4. Scoring Ability
5. Ball Handling

### OVERALL SCORE

## St. Joseph School Gymnasium Rules for Practice and Game Days

1. Coaches are responsible for ensuring the gymnasium, bathrooms, and locker rooms are left clean after each practice and/or game. This means general items such as coke cans, bottles, paper towels on the floor, are put into trash cans and basketballs are returned to proper location, etc. There will be dust mops available to clean the gymnasium floor before practice. The dust mops are to be returned to the appropriate location when they are not being used. The swept dust **MUST** be put in the trash and **NOT** left in a pile.
2. Tennis shoes only are on the playing area. No wet shoes, no bare feet, no cleats.
3. No tobacco products or e-cigarettes are allowed in the school.
4. Coaches are to ensure that all lights are turned off and the building is locked and secure before leaving the premises.
5. Student athletes will be allowed in the gymnasium or main school building only when the coach or other school personnel are present.
6. Student athletes shall not be allowed to leave the gymnasium without the coach's permission.
7. Persons other than St. Joseph students may not practice or use the gymnasium without prior permission from the Athletic Director.
8. Coaches will be given a Door Code and Pass key which must not be given/loaned to others.
9. Middle School teams are given priority of the gym for practice times.

St. Joseph School sport teams will be assigned to and allowed to practice during the following times:  
Monday-Friday, the gymnasium will be used for practice and games from 3:00 p.m. - 9:00 p.m.  
Saturday, the gymnasium will be used from 9:00 a.m. – 7:30 p.m. Sunday practice **will not be allowed** prior to 1:00 p.m. or after 9:00 p.m.

\*Note: KHSAA regulations now include a “dead period” for all practices for a two week period each summer. .

The following list is the general responsibility of the coaching staff for closing the gymnasium if you are the last team present:

1. Gym floor swept/spills mopped up.
2. All doors closed and locked.
3. Bathrooms left clean and lights turned off.
4. Hall lights turned off.
5. Locker rooms left clean, lights turned off and locker room doors closed.
6. Stage lights and sound system turned off.

## **St. Joseph School Athletic Grievance Procedure**

Authority as exercised in the Catholic School System depends in a large measure upon a spirit of willing cooperation among administrators, coaches, parents, and athletes.

The Athletic Board does realize that honest disagreements can and sometimes will occur. Likewise, the Athletic Board believes that these disagreements or complaints can and should be discussed and resolved at the level closest to the dispute.

The sequence for discussion of issues or grievances should be as follows:

1. Athlete/Parent
2. Team Coach
3. Athletic Director
4. The Athletic Board (which includes the school principal)
5. The School Advisory Council
6. Pastor

Grievances will not be addressed at any level unless the proper sequence of levels has been followed, unless the safety of an athlete, coach, etc. is in question.

## **Guidelines for St. Joseph Athletic Board Members**

Implement the philosophy and guidelines established by St. Joseph School and its Athletic Board.

Attend regular scheduled meetings of the St. Joseph School Athletic Board and any special sessions called.

Aid the Athletic Director in recruiting coaches who are willing to abide by the philosophy and guidelines established by St. Joseph School and its Athletic Board.

Assist the Athletic Director in organizing teams and equipment as needed.

Help with the Athletic Awards Banquet preparation, set up, and clean up.