

Updated
10/14/25

Saint Timothy Catholic School Athletic Policies /Procedures

Effective __October_____, 2025

Policy No. 1: Sportsmanship/ Participation and Athletics/Extra-Curricular Probation

No. 1.1: Participation

No. 1.2: Athletics/Extra-Curricular Probation

Policy No. 2: Registration and Fees

No. 2.1: Registration

No. 2.2: Fees

Policy No. 3: Coaching

Policy No. 4: Equipment/Uniforms/Facilities

No. 4.1: Equipment

No. 4.2: Uniforms

No. 4.3: Facilities

Policy No. 5: Technical Fouls

Policy No. 6: Responsibilities & Expectations for Student-Athletes

Policy No. 7: Responsibilities & Expectations for Parents/Guardians

Policy No. 8: Playing Up

Policy No.9: Roster (splitting/combining teams)

Policy No.10: Playing Time

Policy No.11: Practices

Policy No. 1: Sportsmanship/ Participation and Athletics/Extra-Curricular Probation

Sportsmanship

The honorable conduct of an athlete brings esteem to Saint Timothy's and to the athlete's teammates. Good conduct especially includes the way the athlete receives the judgments of the officials. First and foremost, the athlete is courteous and respectful. Team leadership, fair play, and humility are paramount virtues to be built into the character of the athlete. Each Saint Timothy's athlete plays as part of a team. Personal gain and glory are sacrifices for the sake of the team.

Profanity, lack of sportsmanship, poor conduct, disrespect of any form or inappropriate behavior at any Saint Timothy's athletic function (i.e., games, practices, tournaments, etc.) shown towards any person or property will not be allowed and will be subject to discipline by the Saint Timothy's Boosters and/or Principal and may result in loss of play time, suspension or dismissal from the team.

Athletic Teams

All students wishing to participate on an athletic team will be placed on a team roster. The Athletic Administrator will determine the number of players on a team, giving consideration to the minimum needed to field the team and the maximum number that still allows for sufficient playing time. If needed, a mixed team of children from consecutive grades may be formed to ensure that a team meets the minimum number of players needed. If more than one team per grade level is needed, teams will be divided as fairly and evenly as possible after thorough assessment by the Athletic Administrator and coaches. The Athletic Administrator will make every attempt to find league space and coaches for each team.

Middle School Teams

Athletes in grades 6-8 may play at a more competitive level. Teams may be determined by an evaluation process held by the Saint Timothy Catholic School Boosters Executive Committee and coaches. Tryouts will be announced and athletes must attend to be considered for the team. Placement may depend on the number of athletes and skills.

No. 1.1: Participation

St. Timothy follows a universal ("no cut" rule) participation, whereby every child is offered the opportunity to be a member of the team. The program offers 6 activities with various levels being open to students in Kindergarten through 8th grades. The programs run as follows:

Girls Volleyball 3rd – 8th Jul. – Oct.

Boys Volleyball 3rd – 8th Mar. – Apr.

Boys & Girls Basketball 1st – 8th Nov. – Feb./March

Boys & Girls Cross Country – 1st – 8th Jul. – Oct.

Girls & Boys Running Club K-8th Mar. – May

Girls & Boys Golf Aug.5th – Oct.8th

Girls & Boys Archery Oct.4th- March 8th

Membership in the sports program is voluntary and should never be used as an excuse for not having homework completed on time, or as an excuse for missing school.

- No student athlete will be able to join the team after the registration date has passed, unless they are a newly enrolled student.
- All athletes must complete the registration, any other required documentation and pay fees before the student athlete can participate in any practices or games.
- Normally, Saint Timothy sports will take priority over any non-school organized sports. If participants have prior commitments, these must be brought to the Coach's attention prior to the sports season to determine conflicts that could affect playing time.
- No student will be denied sports participation because of financial burden. Parents should see the Principal for waiver of fees because of such a burden.
- Students must attend Saint Timothy Catholic School in order to participate in school sponsored athletics. The only exception may be if a Diocese of Covington student is not offered a team at their school, then they may be able to participate in Saint Timothy Catholic School Athletics.

No. 1.2: Athletics/Extra-Curricular Probation /Sports Eligibility (Middle School)

In order for any Middle School student to participate in a sports activity, it is necessary for the student athlete to maintain a "D" or above in all classes. Grades will be checked every week and eligibility will be determined not only on grades, but attendance and behavior expectations. Ineligibility may be considered under any of the following circumstances:

1. The student athlete has a "F" or below in one academic area during grade checks.
2. The student athlete has a "F" or below in one academic subject on their report card.

A student is not permitted to practice or play in any game during this time. Eligibility will be determined on a weekly basis and the student athlete will only be reinstated once their grades are passing.

- *Absence:* If a student misses school due to an absence (i.e, illness, or any other reason), they may not be permitted to participate in the sport that night. If they miss on a Friday, they will not be permitted to participate in weekend games.
- *Disciplinary:* A student that receives a detention may be prohibited from participating in any school athletics for 1 or more weeks after serving detention. (at the discretion of the principal)

A student that is suspended or placed on probation may not be permitted to participate in any school athletics for the rest of the season. (discretion of the principal)

Administration will notify the Athletic Administrator of any student not eligible to participate. The Athletic Administrator will notify the coach and the Principal will notify the parents.

No. 2.1: Registration

Registration dates for various athletic programs will be communicated through the weekly school flocknote.

No. 2.2: Fees

Athletic Fees – fees are used to subsidize the cost of leagues, referees, equipment and tournaments.

Registration fees will be collected through givesmart at the time of registration.

No.2.3: Check Requests/Purchase Order Requests (tournaments, uniforms, equipment etc.)

The check request process shall proceed as follows:

- The sport coordinator/league coordinator will email the Athletic Administrator and provide an invoice with the cost, what the check is covering, (ex. volleyball Mary Queen of Heaven League), check made payable to and the address to send check.
- The Athletic Administrator, with the help of the Principal and Office Manager, will determine if funds are available.
- The check will be processed if funds are available.

Note: The check request must be submitted at least 2 weeks before the payment is due. There will be no refunds to coaches.

Policy No. 3:**No. 3.1: Coaches**

The process for selecting Coaches for all Saint Timothy Sports shall proceed as follows:

- Saint Timothy Catholic School Athletic Boosters Club Executive Committee will advertise for Coach Positions as needed.
- At least three advertisements shall be communicated in three consecutive school newsletters and at least one advertisement shall be communicated in the Church bulletin.
- All potential Coaches must be 21 years of age or older and shall contact the Saint Timothy Catholic School Boosters Club Executive Committee and the Athletic Administrator, expressing their interest in a coaching position.
- For the 7th-8th grade levels, the head coaches for each team will be volunteers from the community who are not parents of boys/girls on the team. Two exceptions to this general rule are as follows: (1) For a parent with an extensive coaching background that precludes his/her own children, or (2) If there are simply not enough non-parent volunteers available.

- If more than one person wishes to coach the same team, the decision will be made by the Saint Timothy Catholic School Boosters Club Executive Committee, as far as who will be designated “Head Coach”.
- Interviews of all new coaching candidates will be conducted by members of the Saint Timothy Catholic School Athletic Boosters Executive Committee prior to each sport's first practice sessions.
- Coaches must adhere to the Saint Timothy Catholic School Philosophy, the Diocese Handbook for Athletics, and the Saint Timothy Athletics Bylaws.
- All Coaches and Assistant Coaches are subject to an online background check and Virtus training required by the Diocese. All Coaches must keep up to date on all Virtus training material required by the Diocese each month. Failure to complete monthly Virtus Bulletins may result in suspension from coaching until requirements are met.
- All coaches must sign a code of conduct.
- All coaches must sign a gym responsibility waiver.
- Two virtus trained adults must be present at all practices
- All coaches must be First Aid/CPR/AED certified. (training will be paid for)

Each team will have one Head Coach and preferably one Assistant Coach. Head Coaches may engage the help of teen coaches with the approval of the Saint Timothy Catholic School Boosters Club Executive Committee. Teen Coaches will never hold practice without an adult present. Teen Coaches are to act under the supervision/guidance of the Head or Assistant Coach at all times. Teen coaches only act in the capacity of an aide to Head and/or Assistant Coach.

While it is most desirable for the program to have a main coach continue to teach a curriculum of skills repetitively to a grade level, a coach may have the option of continuing coaching for the same team up to the 8th grade level with the approval of the Saint Timothy Catholic School Boosters Club Executive Committee.

Coaches’ performance will be monitored on a regular basis by the Saint Timothy Catholic School Boosters Club Executive Committee..

Policy No. 4: Equipment/Uniforms/Facilities

No. 4.1: Equipment

Parents/guardians may be charged for property or equipment damaged by the child.

No. 4.2: Uniforms

Uniforms should be returned to the athletes coach, a maximum of two weeks after the conclusion of the season. If the uniforms are not turned in within this timeframe, the Coach will contact the Athletic Administrator. The Athletic Administrator will send an email to the student athletes' parents. If the uniform is not returned a fine up to \$120 may be assessed to the parent. The student athletes report card may be held until fine is paid.

Coaches must collect **ALL** uniforms before turning them into the Athletic Department. Students should not individually return uniforms.

No. 4.3: Facilities

Each event will require a coach to be on-site. A check- list will be provided by the Athletic Administrator to ensure everything has been taken care of, before the facility is locked.

Policy No. 5: Technical Fouls

Any player or coach receiving a technical foul (basketball) or yellow/red card (volleyball or soccer) due to unacceptable behavior will be expected to serve a one game suspension immediately effective the next game. The Athletic Administrator must be notified of any technical fouls, yellow/red cards received by a player and/or coach, immediately following the game, in order to maintain our relationship with the school league host.

Any athlete who places his/her health or team in jeopardy by failing to observe the team training rules is subject to suspension or dismissal from the team.

Any player or coach who has been reprimanded for the aforementioned behavior may appeal to the Saint Timothy Catholic School Boosters Club Executive Committee for reconsideration.

Policy No. 6: Responsibilities & Expectations for Student Athletes

Student athletes are to decide if they want to participate in the interscholastic athletic program. To be eligible, the student athlete is required to:

- submit all documentation within an established timeline
- meet basic academic requirements
- turn in all necessary permission forms
- sign acknowledgements of expectations of behavior, effort and attitude
- sign an agreement of support of the guidelines and policies of the athletic program
- pay all required fees

Consequences of disrespectful behavior can include a reduction in playing time or even suspension or termination from the team. Saint Timothy Catholic School Athletic Boosters Club Executive Committee will govern all such incidents and these consequences will be enforced. Student athletes will be suspended from practicing with the team and/or participating in interscholastic competition for the following behaviors:

- inappropriate language, as deemed by the coach, officials, or school administration
- physical or emotional abuse of teammates, opposing players, coaches, spectators, or officials
- destruction of facilities and equipment
- disrespect toward any coach or official in games or practices
- lack of academic performance – see No. 1.2 – Athletics/Extra-Curricular Probation
- lack of effort and/or positive behavior in the classroom
- violations of “Student Athlete Code of Conduct”

Policy No. 7: Responsibilities & Expectations for Parents/Guardians

Parents/guardians are expected to support and encourage their child’s efforts. All comments from the stands should be supportive of the team’s efforts. No negative comments or criticisms should ever be directed towards student athletes. In addition, public criticisms directed towards the coaches or school administration is absolutely unacceptable. In addition, it is expected that parents/guardians act as role models for their children by putting wins and losses in their proper perspective.

It is critical for parent/guardians to display the following behaviors:

- trust in their child’s ability to have fun as well as to perform and achieve excellence on their own
- help their child to learn lessons from winning and losing and from individual accomplishments and mistakes
- respect their child’s coaches, teammates, and fellow parents as well as the players, parents, and coaches from opposing teams
- give only encouragement and applaud positive accomplishments, whether for their child, his/her teammates, their opponents or the officials
- show respect towards all officials and their decisions
- never coach their child or other players during games and practices, unless they are one of the official coaches of the team.

Parents will be required to work 3 hours of Athletic Events that take place at Saint Timothy Catholic School gym. This may include concessions, admissions, clock keeper, score keeper, and gym manager. These hours will count toward your required twenty service hours.

All student athletes and parents are required to sign a Conduct Form. Coaches will be responsible for distributing forms to players and parents. Student athletes will not be allowed to participate until the conduct forms have been completed.

Policy No.8: Playing Up

Based on the number of registered athletes, the Saint Timothy Catholic School Athletic Group will set and finalize the team rosters.

In the event that a team does not have enough registered athletes to complete a roster, (i.e., only four athletes registered for basketball), the Saint Timothy Boosters Club Executives will consult with the parents of the athletes that did register and will make final decisions on “combining” a team or “playing up”, athletes from a lower grade. Students may only play up 1 grade level. No athlete is allowed to play at a level “lower” than his/her grade level.

Policy No. 9: Roster (splitting/combining teams)

In the event that a team has too many athletes on its roster (i.e., 20 volleyball players), the Saint Timothy Catholic School Boosters Club Executive Committee and Athletic Administrator will make the final decision on “splitting” the team. If splitting teams occurs, they will be split by equal talent, grades 1-5. This also may include grade 6, depending on numbers and ability.

Policy No. 10: Playing Time

Every eligible athlete on the team bench will play in every game.

The playing time guidelines are as follows for each grade level:

- 1st - 5th Grade - All student athletes will participate in at least 50% of each game (equivalent to 2 quarters of playing time in basketball)
- 6th - 8th Grade - All student athletes will participate in at least 25% of each game (equivalent to 1 quarter of playing time in basketball). This will be based on ability, effort, practice attendance with playing time at the discretion of the coach. Missed practices or other issues impacting the team may also impact playing time beyond the one quarter minimum.

At the coach’s discretion, a student returning from Athletic/Extracurricular Probation may not be able to play. If the student is reinstated from probation and is able to get in a practice or two, then the student may play in the next game. If the student misses practice(s) and returns just before a game, the coach has the discretion to determine the appropriate playing time, if any, based on grade level.

For those students that are not at practice due to extra homework / project, parents should call or at the next practice or game, send a note to the coach stating why the student did not attend practice.

Playing time can also be reduced for disciplinary reasons, (i.e., losing one’s temper or unbecoming conduct of a Saint Timothy student).

Policy No. 11: Practices/ Extra Gym Usage Request

The number and length of practices will depend on gym availability.

All practices and games at Saint Timothy Catholic School must be finished by 8:30 p.m.

Exceptions to this rule are if the team is playing in a tournament. This has to be approved by the Saint Timothy Catholic School Athletic Group.

There will be no practices scheduled or allowed on Sundays, unless deemed necessary to allow all teams to receive at least one practice time.

There will be no practices scheduled on holy days, Ash Wednesday, Easter Thursday-Easter Monday, Thanksgiving Day, Christmas Eve, Christmas, New Years Eve and New Years Day.

All scheduled school events will take precedence over athletics.

In season sports will take precedence over all other sports when scheduling the gym.