



Athletic Handbook

2025 - 2026

(Revised 3/26)

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I. Mission Statement

“St. Mary, a Christ-centered community rooted in Catholic tradition, empowers students academically, encourages selfless sacrifice, and nurtures learners to become a positive influence on others.”

II. Handbook

The purpose of the St. Mary Athletic Handbook is to provide a basic framework for the continued development, organization, and understanding of the St. Mary athletic program. For any organization or business to be successful, there must be a set of written guidelines that the people involved (administrators, coaches, students, and parents) are aware of, have access to, and understand.

The rules and policies contained herein are not intended to hinder an athlete in any way, but rather to make him/her more responsible to self and school. Everyone must have guidelines within which to work. We have included the major policies of St. Mary and the KHSAA, however, no handbook can cover all situations. The school reserves the right to amend this handbook with just cause. It is the athlete's responsibility to see if a coach requires any rules or regulations in addition to the ones contained in this handbook.

III. Creed

A St. Mary athlete and coach is one who strives for the virtues of Charity, Honesty, Humility, Meekness, Moderation, Purity, and Sportsmanship through athletics, giving all thanks and glory to God for the opportunity to compete, no matter the outcome of competition.

IV. Sportsmanship

A. It is expected that all athletic activity involving St. Mary students be characterized by the fullest and most cordial spirit of Christianity and be in conformity with the Mission Statement of the St. Mary School System. Plainly, it is our intent to welcome our competition and demonstrate to them at all times the warm and friendly spirit which is our calling and our tradition.

B. The values of sportsmanship in a Catholic school system are reflected in the conduct of all who belong, or are associated with that system: students, faculty, administration, cheerleaders, players, coaches, and parents. To wear the name of St. Mary on a uniform, or any other piece of clothing, obliges the wearer to be conscious of, and committed to, the good name of St. Mary. In other words, those who represent St. Mary, on and off the playing arena, are expected to display the kind of self-discipline that exemplifies Christian values.

V. Sportsmanship Expectations

- A. Faculty/Staff
 - 1) Attending athletic contests as much as possible.
 - 2) Encouraging students to cheer positively.
 - 3) Setting a good example of sportsmanship in their behavior and speech.
- B. Coaches
 - 1) Teach players to play their best within the rules of the game.
 - 2) Maintain self-control in their behavior and speech during a contest.
 - 3) Teach and demand self-discipline from their players.
 - 4) Be positive and constructive in their relationships with their players.
 - 5) Be respectful to game officials, opposing coaches and players.
- C. Parents/Fans
 - 1) Attend athletic contests as much as possible.
 - 2) Support the team with positive cheering.
 - 3) Provide an example of self-discipline and control in their behavior and their speech.
 - 4) Be respectful of game officials, coaches and players, and fans.
 - 5) Encourage St. Mary players to do their best.
- D. Players/Athletes
 - 1) Play hard and to the best of their ability.
 - 2) Abide by the rules of the game.
 - 3) Control their behavior and speech before, during, and after a contest.
 - 4) Be coachable
 - 5) Be respectful to game officials, coaches, teammates and opposing players.

The behavior of a true Christian is ALWAYS POSITIVE. It is a behavior that encourages, congratulates, applauds, reconciles differences, and rejoices in victory without demeaning the defeated.

(*Please refer to KHSAA Bylaw 21 for additional information on Sportsmanship.)

VI. Athlete Code of Conduct

A. In any sport, practice is essential. Therefore, athletes are expected to attend practice regularly. In the case that an athlete needs to miss practice or a contest, the coach must be notified, and an adequate explanation must be given. Unexcused absence from practice will result in disciplinary action.

B. Have a purpose when you practice. Most of you will only have four years to participate in organized athletics. Your career is short! Work hard!

C. Athletes must be in attendance a minimum of half a school day on the day of a sporting event in order to participate. Athletes are expected to be in class at regular time the day following a sporting event.

D. Be the best student that you can possibly be. Athletes are leaders in school. Leaders lead by example.

E. Treat all faculty and staff members, coaches, managers, officials and teammates with respect.

F. Obey team dress codes for games and wear uniforms in the manner they were designed. Dress neatly. Practice attire should reflect our Christian atmosphere.

G. Refrain from the use of alcohol, drugs and tobacco products. An athlete's body should be clean inside and out. It is impossible to achieve peak performance with foreign chemicals in your body.

H. Be on time for all games and practices. Players should be ready to leave for games at scheduled times. For practices, players should arrive at least 10 minutes prior to practice starting.

I. Accept constructive criticism from your coaches.

J. Follow instructions on the use and care of your uniform. Be responsible for returning the uniform at the end of your season.

K. These rules regarding conduct of student athletes are put in place to ensure that our athletic program is one that represents the values of CHRIST. We expect all of our athletes to compete to the best of their abilities with the intention of being successful. We also expect our athletes to represent St. Mary as fine young men and women.

L. Failure to adhere to any and all of these expectations may result in disciplinary action. It is the job of the coach to ensure that his/her team operates under these basic rules and regulations. If a coach has a discipline problem with a student athlete that he/she cannot fully address, the coach should first consult with the Athletic Director before making any other decisions. The Athletic Director, in consultation with the Principal, may revoke a student athlete's eligibility for not conforming to the Code of Conduct.

VII. Required Forms

The head coach shall see that each player has completed and turned in the following forms before being allowed to tryout, practice, or play:

- Permission to Participate (available in office and online)
- High School or Middle School KHSAA Physical Form (available in office and online)
- Medical Eligibility Form (available in office and online)
- Medical History Form (available in office and online)
- Signed Athletic Handbook (available in office and online)

KHSAA Physical is good for one calendar year.

(*Please refer to KHSAA Bylaw 12 for additional information on Required Forms)

VIII. ELIGIBILITY

Prior to any PRACTICE OR PLAY (including tryouts) by a student athlete, that athlete must be eligible at that time. KHSAA rules concerning transfer, age, academics and enrollment affect eligibility. The Athletic Office will keep a list of students ineligible for the year on file for reference. In addition to the required forms the following rules affect an athlete's eligibility:

a. Weekly grade check: Athletes with a failing grade will be placed on Academic Probation and will be ineligible to play, practice, or participate in extracurricular activities. Per the Parent/Student Handbook: Students with a failing grade below seventy (70) in any course, will be placed on Academic Probation and will be ineligible to play, practice, or participate in extracurricular athletic activities. Any student having an official connection in any capacity with any extracurricular program must comply with this rule.

The procedure for Academic Probation will be as follows:

- Each Friday morning the Athletic Director will run a "Failing Grade Report" for both Middle and High School. The Athletic Director will cross-check the report with in-season rosters.
- The athletic director will notify the student, parents, coach, and administration of the athlete being placed on academic probation.
- The probation period starts on the following Saturday and ends on Friday of the next week.

b. Grade Level: To be eligible for athletic competition in the state of Kentucky, a

student must be at his/her proper grade level (on track to graduate). The following chart shows the number of credits a student must earn to be at grade level. Students not at grade level on the first day of the school year are ineligible for the entire year.

Grade Level (Credits)

Freshman	(0-5)
Sophomore	(6-12)
Junior	(13-20)
Senior	(21+)

c. Transfer Students: Students transferring to St. Mary after the beginning of their 9th grade year are ineligible until the Principal or Athletic Director notifies the coach and athlete otherwise.

d. Students must be fully enrolled at St. Mary and meet all eligibility requirements to participate in workouts, tryouts, practices, and games.

e. Guest Player- St. Mary School System shall consider home schooled students as students in another, completely separate, school district. Thus, it shall be the policy of the St. Mary School System not to allow home-schooled students to participate, on a part-time basis, in any class or student activity maintained by the St. Mary School System for the benefit of its own tuition-paying students. Home school or other private school students may play on athletic teams (grades 5-8) when St. Mary does not have the numbers needed to fill a team for competition at the Middle School level. The Principal must approve their participation before joining the team.

KHSAA Bylaw 4, in regards to students grades 9-12, states "A student who is legally enrolled or connected with any other school than the one he or she represents shall not take part in any contest."

f. Attendance- Participants in extracurricular activities must be in attendance for the second half of the school day (210 minutes) in order to be eligible to compete, practice or participate that afternoon or evening (unless otherwise approved by the principal). Any afternoon absence must be deemed "Excused", and cannot be due to illness, to be eligible to participate that evening. Examples include, but are not limited to, doctor's appointments, dentist appointments, funerals, school related travel, etc...

An unexcused absence on a Friday will determine ineligibility for all weekend games or activities.

Presence on the last day of school before a school break denotes eligibility for events taking place during the break.

Extraordinary circumstances that present themselves from time to time which may prevent a student's attendance all day may be appealed. A parent who wishes to appeal should notify the principal in advance of the day of the absence.

In addition to St. Mary eligibility requirements, student athletes must meet all KHSAA eligibility requirements prior to workouts, tryouts, practice, or game play.

(*Please refer to KHSAA Bylaws 1-15 for additional Eligibility Requirements)

IX. Recruiting

KHSAA rules state that only the principal may talk to a student or parent of a student from another high school about transferring to St. Mary. If approached, the coach, parent, player, etc... is to cut off all discussion on the subject immediately and tell the parent or student that he or she is to contact the principal of St. Mary Middle and High School.

(*Please refer to KHSAA Bylaw 16 for more information regarding Recruiting)

X. Supervision of Students

Student athletes may not practice or meet without a coach or other staff member supervising. This includes all sports and extracurricular activities, including the use of the weight room. A coach is to remain after practices or games until all students are picked up.

a. Hazing/Initiations

Hazing, initiations, or harassment that degrades or humiliates another is not permitted and all incidents should be reported to the Principal and Athletic Director. Coaches should make this known to players and should establish a tone of respect for all members of the team. Coaches are required to have a specific plan in place to monitor locker rooms, rooming on trips, down time during overnight stays, aboard busses, and any other situations that may provide this opportunity especially involving younger members.

b. Overnight trips

All overnight trips must be approved by school administration. Email a list of all overnight trips to the Athletic Director and the Principal requesting approval before signing contracts. Include in the request for travel, rooming and supervision plan that includes names of all adults who will be supervising students including any parents or non-coaching staff and certify that all have been Safe Environment trained. The must include a detailed itinerary with non-sport activity times listed and the names of the supervisors of the students during those times. It should also include curfew times and who is responsible for bed checks.

XI. Transportation

The major mode of transportation to and from events is by parents. Under rare circumstances, a charter bus is used. In order to request a charter bus, the team must be transporting more than 20 students and coaches for a distance of over 80 miles.

Under no circumstances should an athlete drive to or from a contest outside of McCracken County. Driving to a contest in McCracken County is permitted if the student leaves home after regular dismissal from school.

XII. Budgets

It has always been St. Mary High School's policy to include in their athletic budgets the basic equipment needed to function as an athletic team. All expenses beyond the basic budget would have to come from an athletic team's own fundraising endeavors, and must be approved by the Athletic Director and submitted to the System Director for final approval. The athletic director should have a list of the proposed expenditures from a sport's extra-curricular fund.

The Finance Manager has access to financial information and can be contacted by the head coach to check on the financial status of each sport's extracurricular fund.

XIII. Accounting and Purchases

The Financial Manager, along with the Athletic Director maintains financial records for the "general" athletic fund, as well as each sport's extracurricular fund.

Directions for Athletic Department Purchases:

All general booster and sport's extracurricular fund purchases require an approved purchase order (PO). The PO is to be approved by the Athletic Director and Principal. All purchases should go through the school PO process and coaches/volunteers should not make purchases with the intent of being reimbursed. Coaches can "check out" a credit card when traveling with a team.

The booster club general fund covers the following expenses:

- Hotel rooms for players at state championships
- Meals for players at state championships
- Plaques and awards earned by players (typically issued at the sport's annual banquet)

- Main course for annual banquet
- Uniforms (typically one away jersey and one home jersey)
- Game balls
- Field/Gym maintenance
- Umpires/Officials/Assigning Fees/Game Announcers

Sport's extracurricular accounts should cover the following expenses:

- Sweatshirts/t-shirts
- Warm up jerseys and travel sweatsuits
- Sport specific equipment
- Meals outside of the annual banquet
- Umpires/Officials for tournaments held outside of the traditional schedule

XIV. Fundraisers

A. A team(s) may choose to engage in fundraisers to raise extra funds for that respective team(s). Prior to implementation, the fundraiser must be submitted in writing to the Athletic Director for approval to ensure there is no overlap of similar fundraising activities, etc... *See B.*

B. The project must not conflict or interfere with any school-wide, class, or booster club/athletic department fundraising event(s).

C. All funds raised during the project are to be turned into Finance Manager for deposit. The funds will be deposited into the activity account for use by the respective team(s) that raised the funds. "All cash received by the organization should be receipted and go through the school site." This means that ALL money raised for any fundraiser or project in the school is to be deposited by the school. Money should never be taken out of proceeds to pay anyone helping out or to go purchase any needed items. (*See XIII Accounting and Purchases*)

D. Players may not earn Christian Service Hours in addition to fundraising for their sport.

XV. Equipment and Inventory

Coaches are asked to complete and submit to the Athletic Director an equipment list of items that are owned by the school and used by the team, two weeks prior to the beginning of their respective season. This does not include smaller items. Ex: number of baseballs, soccer balls, tennis balls, etc... Primarily larger items including, but not limited to golf bags, hurdles, catchers equipment, volleyball nets, practice equipment, etc... If items owned by the school have been damaged, please notify the Athletic Director as soon as possible if the item needs to be repaired or replaced.

Uniforms are to be stored in labeled totes in the weight room closet, unless arrangements have been made with the Athletic Director to store them elsewhere. Each tote will include an inventory list of sizes, numbers, etc... This list will be used to track uniform distribution, as well as uniform returns following each season. Uniforms that need to be replaced will also be tracked on this list.

Uniforms need to be returned within two weeks of the team's final contest. Students who do not return their uniforms will be responsible for paying the full replacement cost of the uniform. Students who have not returned their uniforms, and have not paid replacement fees will not be allowed to practice, or play in the following sporting season until the uniform is returned or the replacement cost has been paid to the Athletic Office. Seniors who have not returned uniforms, or paid replacement fees by graduation will not receive their diplomas until they have done so.

XVI. Uniform Rotation

Uniform rotation is available from the Athletic Director and Finance Manager.

XVII. Limitations of Seasons (*per KHSAA as of July 2025*)

No organized practice prior to:

- Baseball - February 15
- Basketball - October 15
- Cross Country - July 15
- Golf - July 15
- Soccer - July 15
- Softball - February 15
- Tennis - February 15
- Track - December 1
- Volleyball - July 15

(*Please refer to KHSAA Bylaw 23 for more information regarding Limitation of Seasons)

XVIII. Rosters

Coaches should submit rosters to the Athletic Director once available following tryouts. Rosters should include grade level, jersey number (if applicable), height, weight, and position(s) (if applicable). Please notify Athletic Director if any changes are made to the roster after the initial roster has been submitted. All varsity rosters must be entered into Arbiter prior to the athlete participating in any scrimmage or regular season competition.

The Athletic Director will enter and update rosters in the Arbiter system.

(*Please refer to KHSAA post-season roster limitations)

XIX. Regular Season/Tournament Scheduling

Coaches (with assistance from Athletic Director, as needed) are responsible for creating their game schedules, and should submit the schedule to the Athletic Director as soon as possible.

The Athletic Director will enter the game schedule into the Arbiter system.

Any change in scheduling must be approved by the Athletic Director and/or Principal. All overnight trips must be approved by the Principal.

(*Please refer to KHSAA Bylaws 22 and 23 regarding scheduling limitations)

XX. Game Contracts

All game contracts are on file through Arbiter. Contracts that are not available through Arbiter will be on file in the athletic office. It is the coach's responsibility to make sure contracts that are not available through Arbiter are signed. Notify the Athletic Director if signature is required.

(*Please refer to KHSAA Bylaw 22 regarding Game Contracts)

XXI. Reporting Scores and Statistics

The coach is responsible for reporting the results of all home games to the KHSAA and the media. Scores and stats (when required) should be reported into Arbiter per KHSAA rules.

XXII. Prohibited Days (Games/Practice)

A. It shall be the policy of the St. Mary School System that athletic teams will not schedule practices or games on Sundays, or Holy Days of Obligation.

B. There will be no games or practices on Christmas Eve, Christmas, Ash Wednesday, during the Sacred Triduum (beginning noon on Thursday of Holy Week and extending through Easter Sunday), or on Mother's Day.

C. Exceptions to this policy must have the permission of the Principal and the Episcopal Vicar.

D. Sunday practices must be approved by the Principal/Athletic Director and should only be held when the team has a district, regional, or championship game the following day.

XXIII. Travel and per Diem

A. The school will not cover or pay for room expenses or meals for tournaments out of town, unless they are state tournaments (i.e. All "A," KHSAA, state tournament, etc.). Only the regular season tournament fees will be paid by the booster club. All other expenses will be covered either from your sport's athletic account or by the parents. Please see Accounting and Purchases, and consult Athletic Director and Finance Manager for specifics.

B. Lodging will require the following amenities:

- Interior access to rooms
- No less than three (3) and no more than four (4) student-athletes to a room. Diocesan policy states that no student of the age of 18 may room with students under the age of 18, therefore these students will require their own room.
- Hotels must include breakfast, if applicable
- Tax exempt form must be presented to the hotel and approved by the athletic director.

C. Per Diem

- St. Mary General Athletic Fund will cover the cost of meals for State Tournaments (ALL-A and KHSAA), providing lodging- \$145 per night, per room, and meals, \$25 per athlete and coaches, per day. Regular season and special holiday tournaments must be paid for out of individual team fundraising accounts and must meet lodging requirements. Meals are the responsibility of players/families and/or team fundraising accounts.

XXIV. Lettering / Individual Awards / Championship Banners

Varsity letters are awarded the first year of participation in a varsity sport for athletes. In subsequent years, and subsequent sports, athletes will receive a pin denoting the sport, and a bar denoting varsity participation for each year following year one of participation.

Athletes earning a letter must be on the varsity roster and participate in a varsity contest. Other important criteria must be taken into account for all sports, including commitment, dedication, and improvement in the sport. If an athlete attends practice on a regular basis, works hard, and improves, but does not participate in a varsity event, the coach may nominate the athlete to the athletic director for a varsity letter.

Varsity Letter Criteria:

- Meet disciplinary requirements set forth by the St. Mary High/Middle School administration, athletic director, and coaching staff.
- Complete the season in a given sport. Injured players may be awarded a letter at the coach's discretion.

- Athletes must be present at awards ceremonies, unless excused by the coach.
- Uniforms and equipment purchased by the school must be returned by the athlete in good condition, or have arrangements made to reimburse the school for uniform/equipment.

Individual awards will be ordered by the Athletic Director, as requested by the Head Varsity Coach to honor individual accomplishments and effort of student-athletes. Awards and individual award winners will be selected by the Head Varsity Coach (with guidance from assistant coaches and Athletic Director - if needed)

The Athletic Director is responsible for ensuring parity in awards/banners/recognitions for like-sports.

Banners/Recognition: In order to receive recognition on the championship banners located in the gymnasium, the team must win the championship (KHSAA or ALL-A) of the respective title banner: District, Region, Sectional, or State.

Any retirement of jersey/special individual recognition will be taken before the St. Mary Educational Committee (SMEC) and the Booster Club to be decided upon.

XXV. Banquets

Banquet dates and times must be scheduled with the Athletic Director and/or Principal. St. Mary general athletic fund will supply the main course (meat). Side items, drinks, and desserts are to be provided by parents, or paid for through individual sport's fundraising account. All banquets will be held at St. Mary High School, unless otherwise arranged with the Athletic Director and/or Principal.

The Athletic Director is responsible for ensuring parity for banquets.

XXVI. Coaching Requirements

All persons designated as coaches (paid or unpaid) must meet the following:

Must be 21 years old and a high school graduate
 Certified CPR including AED training
 Diocese of Owensboro Safe Environment Program every five years
 Diocese of Owensboro Code of Conduct
 Criminal background check completed on MYB form every five years
 KHSAA Sports Safety Course every two years

KHSAA Sports Specific Rules Clinic yearly
Physical and TB test for paid coaches
Meet with and be approved by the Principal and Athletic Director.
KY Coaches Education Program (good for lifetime) within one year of date hired

(*Please refer to KHSAA Bylaw 25 for more information regarding coaching requirements)

XXVII. Coaching Duties/Responsibilities

- 1) St. Mary High School and Middle School represent the values and attitudes of CHRIST. Therefore, let us as teachers/coaches display these within ourselves and our teams.
- 2) Coaches report directly to the Athletic Director. Coaches must submit their policy/procedure/expectations for the team to the AD at the start of the season.
- 3) Varsity coaches are required to attend and represent St. Mary High School at the rules clinic and scheduling meeting for his/her sport. If a coach is unable to attend, contact the Athletic Director to ensure that St. Mary will be represented.
- 4) Varsity coaches must meet diocesan and KHSAA Coach's Requirements
- 5) Coaches are responsible for uniform distribution and collection. A "Uniform Listing Form" is available to coaches to assist them in this process. All uniforms must be turned in for storage within two weeks of their final contest. Final payment of coaches' increment will not occur until the coach has verified to the Athletic Director that the uniforms have been returned. If the coach has a problem with a student not returning his/her uniform, or with any other rules or disciplinary problems, he/she must let the Athletic Director know immediately.
- 6) It is the coach's responsibility to organize a parent/student athlete organizational meeting prior to the start of the season. Expectations for the season, policies and procedures for practices and games, as well as practice and game schedules should be distributed.
- 7) The coach must organize and arrange for transportation of his/her athletes to and from contests. Under no circumstances should an athlete drive to or from a contest outside of McCracken County. Driving to a contest in McCracken County is permitted if the student leaves from home after regular dismissal from school.
- 8) It is the coach's responsibility to secure the coach's office, equipment storage room (cage), and all other doors after practices and games. Please turn off all lights.
- 9) Coaches are responsible for locker room and cage maintenance during his/her season.
- 10) Coaches are to be in the weight room supervising the athletes when the weight room is in use. Under no circumstance is a student to be unattended by an adult while using the weight room.
- 11) Coaches are responsible for making sure that weights are returned to proper places when their weight room session is over.
- 12) If a player is injured during a practice or a game, the coach must fill out a "Student Accident Report" as soon as possible and give one copy to the athletic director and one copy to the parent. The AD is responsible for giving the report to the bookkeeper.
- 13) The coach is required to have a fully stocked medical kit, physical forms, and releases at all practices and games.

- 14) Basketball coaches must make sure that the gym floor is dust mopped before and after practices.
- 15) Coaches are required to submit to the Athletic Director, written schedules of all games and practices as soon as possible.
- 16) Coaches are responsible for submitting team rosters to the Athletic Director following tryouts.
- 17) Coaches are responsible for ensuring that each of his/her athletes has a completed and updated physical and a medical release form on file in the Athletic Director's office.
- 28) Coaches are responsible for carrying out other duties as assigned by the Athletic Director and/or the principal.

XXVIII. Athletic Director Duties/Responsibilities

- 1) Oversees the entire athletic program.
- 2) Supervises all coaches and assists them in scheduling and contracting all athletic contests. All contracts for athletic contests must be signed by the Athletic Director and/or Principal.
- 3) In conjunction with the administration and the Athletic Booster Club, makes plans for transportation, security, press and radio accommodations and other necessary arrangements for the proper functioning of athletic contests.
- 4) Ensures the compatibility of the coaches on the athletic staff.
- 5) Shows interest in and gives direction, including scheduling, to the middle school "feeder" program.
- 6) In conjunction with the respective coach, is responsible for purchasing, tracking, collecting, and storing all uniforms and equipment.
- 7) In consultation with the administration, coordinates and approves any use of athletic facilities by outside organizations.
- 8) Assists coaching staff in scheduling athletic facility usages for practices and games.
- 9) Is responsible for monitoring academic eligibility of all student athletes, and ensuring St. Mary and KHSAA eligibility requirements are followed.
- 10) Advises the administration on the hiring of coaches, assistant coaches, sponsors and all other personnel associated with athletics.
- 11) With guidance from the Financial Manager, prepares and maintains a budget for the athletic program.
- 12) Coordinates (with coaches) the banquets and awards for all high school athletic teams.
- 13) Supervises the payments to officials and umpires of high school and middle school sporting events.
- 14) Prepares medical kits for each sport.
- 15) Schedules (if possible) the annual physical night for St. Mary athletes.
- 16) Maintains records of coaching requirements per KHSAA.
- 17) Ensure St. Mary Athletic Department is adhering to KHSAA Bylaws.

XXIX. Facility Usage

All facility usage by St. Mary athletic teams and outside groups must be approved by St. Mary administration.

St. Mary team and/or individual workouts must be coordinated by a coach, and follow Diocese of Owensboro Safe Environment guidelines.

No student-athletes are to use facilities without adult supervision.

Key fobs are only to be used by St. Mary staff, and those who have received the key fob from St. Mary School System. Sharing of key fobs will result in disciplinary action.

Outside organizations must follow St. Mary guidelines prior to facility use.

XXX. Weight Room Policy

Scheduling of the weight room must be submitted and approved by the Athletic Director and posted on the monthly calendar in the weight room. Teams that are currently in season have first priority of the weight room.

St. Mary High School weight room is available for use by all St. Mary students, under the supervision of an adult.

No students are to use the weight room without adult supervision.

Those using the weight room must adhere to Facility Usage policies (see above).

All weights should be returned to proper storage areas following use.
All benches and equipment should be cleaned following usage.

XXXI. Injury

Coaches and student-athletes should report injuries sustained during St. Mary practices, competitions, etc... as soon as possible.

Student Accident Report Form must be filled out by the Head Coach and returned to the Athletic Director as soon as possible following a student-athlete injury suffered while participating in practice or competition for St. Mary.

XXXII. Insurance

All St. Mary student-athletes are covered under the Christian Brothers Student Accident Plan as a supplemental plan only. If an athlete does not have a primary insurance provider, literature/

information on obtaining coverage is available through the finance department. This plan covers accidents that occur during practice sessions or athletic contests. The explanation of what is covered, how much Christian Brothers will pay and medical claims is on file in the Athletic Director's office. All accidents must be reported on the "Student Accident Report Form".

Every St. Mary student-athlete must have a physical examination, performed by a licensed medical doctor, in order to participate and/or practice in any sport. The physical examination forms are located in the athletic director's office, and online. The physical examination form should be filled out completely, signed by the student and the parent/guardian, and returned to the Athletic Director.

Physicals are required every year that the athlete participates in the athletic program. A physical is valid for one year from the date shown on the physical examination form.

Traditionally, the St. Mary Athletic Director has organized a "physical night" on which St. Mary parents who are licensed medical doctors volunteer to perform physicals for any St. Mary student athlete free of charge. Those student athletes who do not attend physical night, but want to participate in athletics, must have a physical performed at their own expense.

A signed "Emergency Information & Treatment Release Form" must be on file in the office for all St. Mary athletes.

XXXIII. Communication

All communication between coaches (paid and unpaid) must follow SB 181 guidelines per the Diocese of Owensboro. Please contact the Athletic Director or Principal to confirm that communication guidelines are being followed. The safest form of communication between adults (coaches and staff) and students is via school email.

Parent/Athlete Communication with Staff

When you have concerns and questions please address them in a courteous and civil manner and do it at the right time and in the proper setting. Generally, on the field or court before or after a contest is not the proper place to communicate. Request a meeting with the coach. If the matter is not resolved, you may request a meeting with the Athletic Director. If still not satisfied, you may request a meeting with the Principal.

If an athlete encounters a problem, he/she should discuss the matter with the coach and resolve it there. If there is a need for a policy or rule interpretation, the athlete is free to come to the Athletic Director and/or Principal for clarification.

XXXIV. Contact Information (to be updated as needed to keep staff current)

Principal- Kathi Falk

Phone- 270-442-1681

Email- kathi.falk@smss.org

Athletic Director- Tim Stewart

Phone- 270-442-1681

Email- tim.stewart@smss.org

Finance Manager- Robin Mowers

Phone- 270-442-1681

Email- robin.mowers@smss.org

Episcopal Vicar- Father Mike Clark

Phone- 270-534-9000

Email- mike.clark@pastoral.org