



# Sports Association Parent's Handbook

Mr. Joseph SanGiacomo – Principal  
Mr. Joseph P. Pagliuca – Athletic Director

Revised August 2005

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Academic Excellence  
In the Catholic Tradition

Co-Sponsored by the Catholic Churches of:

Saint Aloysius  
Caldwell  
Msgr. Michael Desmond (Pastor)

Our Lady of the Blessed Sacrament  
Roseland  
Rev. Theodore Osbahr (Pastor)

Notre Dame  
North Caldwell  
Msgr. Edward Ciuba (Pastor)

Principal  
Mr. Joseph SanGiacomo

Vice Principal  
Mr. Paul Petruzzi

School Nickname: **Trailblazers**  
School Colors: **Black and White**

**Trinity Academy Sports Association  
Mission Statement**

The Trinity Academy Sports Association (TASA) was organized to stimulate interest in athletics, provide the opportunity for wholesome recreation, and to standardize and uphold the ideals of good sportsmanship and community.

In conjunction with the mission of Trinity Academy, our sports program respects the uniqueness of each child, and helps us to round out the development of the whole person. We strive to develop a sense of personal fulfillment, team sportsmanship skills, respect and fairness. All Trinity students are encouraged to participate in each sport, regardless of ability or experience. Our *Fall Soccer Program* offers a Kindergarten Clinic, with team play in grades 1 to 8. Our *Winter Basketball Program* offers a clinic for children in grades K-2, with team play in grades 3 to 8. Our *Spring Baseball/Softball Programs* offers a Kindergarten Clinic, with team play in grades 1-8.

**General Statement**

All policies, procedures and/or directives in this handbook are assumed to be in compliance with all relevant state laws. Whenever a conflict may be found to exist between this handbook and any enforceable law, that law, takes precedent.

If any portion of this handbook is found to be unenforceable, the remainder of this handbook will still remain valid.

**Trinity Academy  
Sports Association (TASA)**

**ADVISORY BOARD  
MEMBERS**

Principal: Mr. Joseph SanGiacomo  
Vice Principal: Mr. Paul Petruzzi

Athletic Director: Mr. Joseph P. Pagliuca (Chairman)  
(973) 226-4903

Coordinator for Soccer: Mrs. Janet Gill  
(973) 618-1634  
Coordinator for Basketball: Dr. Thomas F. Dorrity, Jr.  
(973) 226-1178  
Coordinator for Softball/Baseball: Mr. Steven Smith  
(973) 599-9759  
Parent Representative: Mrs. Mary Ellen Salamone

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## **Athletic Programs**

Trinity Academy participates under the guidelines of the Grammar Independent League (GIL), West Essex Junior/Senior Soccer League, and the West Essex Youth Sports Alliance and other leagues as chosen by the TASA Advisory Board

**ALL APPLICABLE SECTIONS OF THE N.J. LITTLE LEAGUE LAW, N.J.S.A. 2A:62A-6, ARE ACKNOWLEDGED AS BEING APPLICABLE HEREIN, AS WELL AS THE N.J. GOOD SAMARITAN STATUTE, N.J.S.A. 2A:62A-1.**

**Prayer for Trinity Academy  
Athletic Programs**  
(To be recited as a team before all contests)

Dear Lord:

As we begin this athletic event, we ask your support and guidance throughout the game.

May you help us to realize the importance of good sportsmanship, maximum performance of our athletes, and to understand that competition is not only about winning. We ask you to watch over us and the safety of all involved.

Should we play well enough to succeed and win, grant us the wisdom to accept our victory graciously, but if we should fail to achieve this triumph, give us the courage to embrace the defeat, knowing we played to the best of our ability, which is all that You ask of us.

We ask this through the Blessed Trinity, Father, Son, and Holy Spirit.

Amen

NOTE: Athlete's may substitute the "Our Father" or "Hail Mary".

### **Goals and Objectives**

The goals and objectives of athletics at Trinity Academy are based on the belief that the growth and well being of each student can be nurtured and enhanced through a comprehensive program of extra curricular activities.

The Trinity Academy Sports Association Advisory Board, therefore, provides leadership, planning and financing to provide a variety of activities and events designed to promote personal, recreational and enrichment experiences.

Following is a list of specific goals and objectives that are the basis upon which programs are offered:

1. To develop athletic skills and strength;
2. To learn and practice positive and lasting health habits;
3. To attain emotional maturity by having to make meaningful decisions;
4. To develop self reliance by accepting responsibility;
5. To foster social growth by learning the dynamics of human behavior and learning about others;
6. To practice and learn good sportsmanship as a useful and contributing human being.

When appraising athletics at Trinity Academy, our analysis must come from the viewpoint that an interscholastic sports program is an important and integral part of our educational system. In part, the success or failure of such responsibility can only be assessed by the availability, scope, and effect of the sports program, and how influential it is in the growth and maturation of our student athletes.

## Athletic Program General Guidelines

1. Each team will have a mandatory meeting for parents/guardians. Parents/guardians will have an opportunity to meet the coaches and receive information regarding Trinity Academy's expectations of the athletes and parents/guardians. **Attendance will be taken.**
2. Registration fees will be determined by the Trinity Academy Sports Association Advisory Board.
3. In order for a student athlete to participate on any team the athlete and his/her parent/guardian must sign a mandatory "Code of Conduct".
4. Under no circumstances may a student athlete participate on more than one team in the same league.
5. All coaches must successfully pass the Archdiocese of Newark approved criminal history check. Anyone who has been convicted of sex crimes, crimes of violence, drug offenses (including alcohol), or indictable offenses will not be permitted to coach. Conviction of a disorderly or petty disorderly persons offense may also disqualify any person from coaching any sport, in the discretion of the Principal. All reports shall be reviewed by the Principal only, to maintain all individuals' privacy.
6. Players, parents/guardians, and spectators must maintain individual self control at all times.
7. Players, parents/guardians, and spectators must refrain from use of obscene or abusive language.
8. Players, parents/guardians, and spectators must refrain from using noise-makers (e.g., cowbells, whistles, air horns).
9. Players, parents/guardians, and spectators must refrain from throwing objects.
10. Parents/guardians, and spectators must refrain from smoking, alcohol consumption, and other drugs at any athletic contests.
11. Any student athlete who requires prescription eyeglasses must wear an approved sport goggle at all practices and contests.
12. No jewelry of any kind is to be worn at any practice or contests, with the exception of Medic Alerts.
13. All coaches are to be respected. If a parent/guardian has a concern or problem, please arrange to speak with the coach the day after the game or practice. If a satisfactory resolution is not achieved, then the parent/guardian and the coach should seek resolution from the Coordinator of that particular sport; if a satisfactory resolution is not achieved, then the parent/guardian and the coach should seek resolution from the Athletic Director. The principal must be notified in writing within 24 hours of any action that reaches the Athletic Director.
14. Medical releases are required for all athletes. Failure to return the medical release form will render the athlete ineligible for participation in any team function.
15. Whenever there is a satisfactory number of student athletes' available, grades 5 and 6 must play on the junior varsity team, and grades 7 and 8 must play on the varsity team. Final determination of team size will be made by the Athletic Director.
16. In those leagues where drafts are necessary, the draft will be performed by the Coordinator for that sport along with the Athletic Director and respective coaches. Final rosters will be forwarded to head coaches.
17. Coaches are encouraged and expected to utilize all team members. League rules regarding playing time must be followed.
18. Players, parents/guardians, and spectators are never to reprimand referees, coaches, or players from any team. Always show a positive attitude in cheering. Booing is never appropriate.
19. If a child is unable to attend practice or a game, please contact the coach directly. No messages are to be delivered through the children. Please remember that practices are important.
20. All athletes must participate in Physical Education classes. Any athlete with an excuse from Physical Education will not be permitted to participate in athletics.
21. **Should your child be absent from school or serve an in-school or out of school suspension, after school detention, he/she will not be allowed to practice or play in a game that day. Parents/guardians must inform the coach.**
22. All students must be current with homework, class work, projects, etc. Students must be respectful and cooperative at all times. Teachers will notify the Principal when there is an academic or disciplinary concern. The Principal may place the student(s) on probation, suspend, or remove a child from the team when necessary. The Principal will inform the Athletic Director of any disciplinary action taken and the Athletic Director will inform the respective Coordinator, who will inform the respective coach. Coaches and teachers work together!

23. Any participant must have no less than a **C** in any subject. The Principal will verify eligibility and submit a list of ineligible students to the Athletic Director. The Principals decision in this regard will not be challenged absent a gross abuse of discretion. The Athletic Director will follow up with the Coordinator who in turn will inform the head coach.
24. Parents/guardians are responsible for transporting their child to and from all practices and games. All athletes must be picked up by an adult **on time** from practices and games. Coaches' time is valuable. **Please be prompt.**
25. Siblings of players must have a parent/guardian with them when attending games.
26. All ancillary personnel, i.e. scorekeepers, timers, etc. must be high school students or older.
27. Parents/guardians are required to assist in selling tickets and refreshments, they are also required to assist in the set-up and clean-up at home contests.
28. The entry fees for home games are determined by the Grammar Independent League (GIL).
29. TASA will supply all current second graders with a Trinity Academy (hoodless) sweatshirt, whether they have competed on any athletic teams or not.
30. Only parents/guardians or relatives of currently enrolled Trinity Academy students may serve as head coach or assistant coach. They do not need to have a family member on their respective team.
31. Rosters, including name and date of birth of student athletes must be submitted to the Athletic Director no later than one (1) week after the first practice session. This roster must be approved and signed by the Principal. A copy of the roster must be on file in the school office. Rosters may only be modified after this date to accommodate a child who recently transfers to the school, otherwise the roster may not be modified after this date.
32. Proper issued uniform is to be worn at all games. There is no substitution permitted. Failure to wear proper uniform means the athlete will not compete at that event. **NO EXCEPTIONS**
  - a. Soccer Uniform: Jersey, Shorts, Socks supplied by TASA
  - b. Basketball Uniform: Jersey and shorts will be supplied by TASA; only white tee shirts are permitted to be worn under the jersey.
  - c. Baseball/Softball: Jersey, Hats (boys)/Visors (girls), and socks supplied by TASA; Black baseball pants will be provided by the parents.

If these guidelines are not obeyed there will be consequences.

## **TASA Athletic Recognition Awards**

Championship trophies will be provided by TASA to any team in the 5/6 or 7/8 grade level that wins the league championship.

All athletes in the kindergarten through grade 4 level will receive participation trophies presented by TASA.

TASA will supply all current second graders with a Trinity Academy (hoodless) sweatshirt, regardless of participation.

Other awards and recognition for teams and individual coaches may at times be purchased by coaches, parents, etc. with the approval of the TASA Advisory Board. Discretion, relevance, modesty and respect will be evaluated when approving these items.

## **Code of Conduct**

The Code of Conduct is an instrument to keep our student athletes aware of their responsibilities to themselves and Trinity Academy.

All athletes must sign this Code of Conduct along with a parent/guardian in order to be eligible to participate in any sport sponsored by Trinity Academy.

All coaches are expected to emphasize and reinforce the importance of a Code of Conduct before, during and after the season. All coaches are responsible for collecting these forms and returning them directly to their Coordinator. These records will be kept on file in the Principal's office.

Please read and familiarize yourself with the Code of Conduct and endorse with your child(ren).

In addition to our Code of Conduct, please review and discuss the "Zero Tolerance Policy For Athletes" (see page 14) with your child(ren). Explain this policy is in effect for all students of Trinity Academy.

Trinity Academy also has a Parent's Code of Ethic's which must be signed and followed by all parents/guardians.

### Uniform Code of Conduct

I hereby request the privilege of playing for the Trinity Academy \_\_\_\_\_ team. As a member of the interscholastic team, I agree to the following conditions for participation:

1. I will safeguard and properly care for all equipment issued to me. I understand that I am financially responsible for this equipment.
2. I understand that my academic commitments have the highest priority and I will make every effort to maintain a good scholastic record.
3. I will follow the training rules and practice schedules that are established by the coach. I will also follow the "Code of Conduct" established by the Trinity Academy Sports Association Advisory Board.
4. I will adhere to the eligibility standards as established by the league in which Trinity Academy participates.
5. I will conduct myself on and off the playing field so as to bring credit upon myself, my team, and Trinity Academy.
6. I understand that I may not participate in any practice or competition during the period of any school suspension or detention.
7. **Zero Tolerance Policy For Athletes**

I am fully aware of the dangers and illegalities inherent with drugs, alcohol, and any form of tobacco. I will not use, sell, distribute, or be in possession of alcohol, drugs, or tobacco at any time. I understand that the violations of the agreement will result in the following penalty:

- a. IMMEDIATE FORFEITURE OF ALL PRIVILEGES OF REPRESENTING TRINITY ACADEMY IN ANY ATHLETIC COMPETITION FOR THE REMAINDER OF MY SCHOLASTIC CAREER AT TRINITY ACADEMY.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Printed Name

### **Parents' Code of Ethics**

We hereby pledge to provide positive support, care and encouragement at all times for our child participating in youth sports by following the Code of Ethics.

We will encourage good sportsmanship by demonstrating positive support for all players, coaches and officials at every game, practice or other youth sport events.

We will place the emotional and physical well-being of our child ahead of any personal desire to win.

We will insist that our child play in a safe and healthy environment.

We will provide support for coaches and officials working with our child to provide a positive, enjoyable experience for all.

We will demand a drug, alcohol and tobacco free sports environment for our child and agree to assist by refraining from their use at all youth sports events.

We will remember that the game is for the children and not for adults.

We will do our very best to make youth sports fun for our child.

We will ask our child to treat other players, coaches, fans, and officials with respect regardless of race, sex, creed, national origin, handicap, personal background, or ability.

We will promise to help our child enjoy the youth sports experience within our personal constraints by assisting with coaching, being a respectful fan, providing transportation or whatever we are capable of doing.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Printed Name

Date: \_\_\_\_\_

Adapted from the National Youth Sports Coaches Association

## **Procedures for Handling Player or Parent/Guardian Complaints**

The coaching staff is responsible for determining, team selection, length and content of practices, game strategy and individual playing time. These decisions will be based on the best judgment of the coach and the league rules where applicable. If concerns arise on any of the above, the procedure below should be followed.

- 1. The player should talk to the coach. If no resolution...**
- 2. The player and parent/guardian should talk to the coach. If no resolution...**
- 3. The parent/guardian should talk to the Coordinator of that sport. If no resolution...**
- 4. The parent/guardian should talk to the Athletic Director. If no resolution...**
- 5. The parent/guardian should talk to the Principal.**

### **“Please follow the protocol”**

Any action that reaches the Coordinator level must be reported to the Principal, in writing, within twenty-four (24) hours.

Such other concerns as illegal activities, immoral conduct, disrespectful treatment of players, failure to follow school policies, or behavior that is unbecoming or degrading to the athletic program.

1. Discuss concern with the Athletic Director. If no resolution...
2. Discuss concern with the Principal.

Any action that reaches the Athletic Director must be reported to the Principal, in writing, within twenty-four (24) hours.

Parents/guardians, players and others should feel free and are encouraged to express concerns, register complaints, or protest unfair actions without fear of retaliation or future prejudice.

## **Safety in Athletics**

1. All participants should be made aware of safety fitting rules and regulations in each particular sport, i.e., correct equipment, equipment care, injury reports, following instructions, physical conditioning, etc.
2. Coaches should make daily safety checks of equipment used by all athletes.
3. Locker rooms must be supervised at all times by coaches or designee before and after practices or games. A coach in the locker room will prevent “horseplay” and perhaps injury. Teams should never be left unattended in locker rooms whether home or away.
4. Coaches must not leave the premises until all athletes have been properly picked up.
5. No athlete is permitted in the building unless a head coach, assistant coach or other adult designee is in the building.
6. Report all safety hazards, in writing to the Coordinator so that steps can be taken and correct immediately.
7. Coaches should exercise good judgment in deciding to compete or practice during inclement weather conditions reflecting the safety of the athletes. This includes mini camps and clinics.
8. All cleats must be removed before entering any building.
9. All facilities should be checked regularly for safety. Inspection should include fields, courts, and apparatus of all kinds.
10. Proper supervision will be provided for all participants at all practices, games, and pre and post game activities.
11. A properly stocked training kit of first-aid supplies should be available during all practices, scrimmages, and games. The kit must be checked for supplies before every practice, scrimmage, or game by coaches or trainers.

## Accident/Injuries

### Emergency Medical Procedures:

In the event of a serious accident or injury occurring when the school nurse is unavailable, coach or designee, will follow the procedures noted below.

1. Call the police or 911
  - a. Caldwell (973) 226-6100
  - b. North Caldwell (973) 226-0800
  - c. West Caldwell (973) 226-4114
  - d. Fairfield (973) 227-1400
  - e. Roseland (973) 226-8700
  - f. Essex Fells (973) 226-3000
2. Call the parents/guardians and advise them as to what has occurred, if medical treatment is required inform the parents/guardians what hospital will be involved and ask they meet their son/daughter there.
  - a. Note: phone numbers of parents/guardians can be obtained from the yellow emergency cards. Each coach is responsible for maintaining and having this information available at all times.
3. The coach or designee should accompany the injured athlete to the hospital. The coach should follow up after the practice, game, etc., with the parents/guardians as well as the Athletic Director. The Principal shall be notified of the injury by the Athletic Director, in writing, within twenty-four (24) hours.
4. Be sure to check and collect all the injured athlete's belongings which may have been left at the site; such as books and clothes.
5. Any time an athlete requires medical attention, a written accident report, describing the circumstances in detail, must be completed within 24 hours of the event. Copies of the report must be submitted to the Athletic Director and the Principal.
6. Any athlete who sustains an injury or has an illness that required medical attention or loss of a minimum of five (5) days from his/her current sport must have a written clearance (a completed return to activity form) from his/her own doctor prior to returning to practice.
7. Accident report forms and return to activity forms are available in the school office. The head coach should maintain a supply of blank forms and a file of reports that have been sent to the Athletic Director and Principal.
8. A well stocked first aid kit must be a part of regular team equipment. Head coaches or designee should check this before every practice or contest to be sure that adequate supplies are available.

## Insurance

All students are covered by the school insurance (Archdiocese of Newark). The school insurance is an excess policy that can be used only after the parents/guardians own health insurance has paid the portion their insurance covers.

The Coordinator is responsible for seeing that each athlete has a properly filled out Emergency Form and Personal Insurance Information Form. A copy of which must be kept with the head coach at all practices and contests.

## Transportation

Parents/guardians are responsible for transporting their child to and from all practices and games. All athletes must be picked up by an adult **on time** from practices and games. Coaches' time is valuable. **Please be prompt.**

The coaches will supply directions to all away contests. Directions will also be posted on the Trinity website as available. Trinity Academy does not provide transportation services. Coaches are not to be asked to transport athletes to or from practices or contests.

## **General Eligibility**

Eligibility requirements are determined by the leagues in which Trinity Academy participates. Final determination of an athlete's eligibility will be determined by the eligibility requirements of Trinity Academy. (No grade lower than a **C** in any subject!) If in doubt, contact the school office.

1. All coaches are responsible for knowing and following the eligibility rules for their respective team. Copies of all eligibility regulations are on file with the Athletic Director. Information regarding player eligibility should be passed on to respective team members' parents/guardians so they are aware of the various rules they must follow.
2. League eligibility forms and rosters will be filled out by the head coach of each team and returned to the Athletic Director one week after the first scheduled practice. Forms are on file in the school office. Accuracy is important as a mistake could bring harsh consequences from the various leagues.
3. Permission forms, properly completed, must be kept on file with the Athletic Director. Head coaches are responsible for this file and are to see that all athletes have both the doctor's physical card and the parent/guardian permission card on file with the Athletic Director before they are issued any equipment or participate in any sport or activity.
4. Our Code of Conduct is a favored control factor for our athletic teams. Coaches are responsible to obtain the student and parent/guardian signatures. No athlete will be issued equipment or participate in any sport or activity without a properly signed Code of Conduct.
5. Any participant must have no less than a **C** in any subject. The Principal will verify eligibility and submit a list of ineligible students to the Athletic Director. The Athletic Director will follow up with the Coordinator who in turn will inform the head coach.

**Eligibility to Participate  
On Trinity Academy Athletic Teams**

All students must present a TASA Registration Form, by the registration deadline, in order to participate.

Other required forms are:

1. Uniform Code of Conduct
2. Parent's Code of Ethics
3. Physical Examination Questionnaire
4. Pre-participation Physical Examination
5. Health History Questionnaire
6. Emergency Form
7. Personal Insurance Information Form

**Physical Examinations**

1. No athlete is permitted to practice with a school athletic team unless he/she has been given a physical examination by his/her family doctor. There are no exceptions to the rule.
2. Coaches should take note of any physical problems of his/her players reported by the family physician, and adjust player's activities with safety as the most important factor.
3. The examining physician must sign the athlete's pre season physical form before any equipment is issued or any participation in any sport or activity.

### **Policy Statement on Harassment**

Trinity Academy maintains an atmosphere free of violence, personal abuse or any other form of harassment. Harassment may be student-to-student, student-to-teacher, teacher-to-student, employee/volunteer-to-student, or employee/volunteer-to-employee/volunteer. Threats of violence and other abusive expressions, physical harassment, corporal punishment, use of inappropriate sexual words, actions or innuendos, comments directed at a person's gender are all inappropriate and will not be tolerated. Violations of this no-harassment policy will be treated as a significant disciplinary matter. Trinity Academy, therefore, will tolerate no violations of this policy and will abide by all relevant statutes including, but not limited to, N.J.S.A. 10:5-1, et seq.

### **Policy Statement on Bullying**

Bullying Policy (18A:37-13 ET SEQ) prohibiting harassment, intimidation, and bullying on school property, at school sponsored functions, sporting events and on school buses.

Trinity Academy prohibits these acts and will take action.

A THOUGHT FOR EVERYDAY

**DON'T QUIT**

When things go wrong, as they sometimes will,  
When the road you're trudging seems all uphill,  
When the funds are low and the debts are high,  
And you want to smile, but you have to sigh,  
    When care is pressing you down a bit-  
        Rest if you must but don't quit.  
    Success is a failure turned inside out-  
    The silver tint of the clouds of doubt,  
And you never can tell how close you are,  
    It may be near when it seem afar'  
So stick to the fight when you're the hardest hit-  
It's when things seem worse that you mustn't quit.

Author Unknown