



# CHRIST THE KING ATHLETIC HANDBOOK

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## **ATHLETIC PHILOSOPHY**

The purpose of Athletics at Christ the King is to develop and enrich the whole person through an emphasis on Christian values. This process concerns the total person's growth as an individual spiritually, mentally, emotionally, physically, and socially.

Each individual is to be valued as a unique person, possessing in his or her own way unique gifts from God.

Maximum participation of all who desire to play sports in this parish is a prime value. Participation should provide:

- A learning experience
- A positive base for Christian development
- An understanding of competition, emphasizing sportsmanship and teamwork
- An opportunity for all participants to develop and share knowledge and skills appropriate to their grade level

All who wish to become involved are to have an opportunity to participate in accordance with established guidelines.

Primary emphasis is to be placed on providing educational experience rather than on producing winning teams or entertainment of the spectators.

The Athletic Staff shall exhibit/demonstrate the principles of athletics to all persons involved in the programs with a human, Christian attitude and approach.

## **AUTHORITY AND RELATIONSHIP TO THE ATHLETIC COUNCIL**

The Christ the King Athletic Program abides by all Diocese of Toledo Catholic Youth Organization policies relating to athletics, and our Athletic Council policies.

## **OBJECTIVES OF THE CHRIST THE KING ATHLETIC PROGRAM**

- To set a positive learning experience for Christian development.
- To emphasize sportsmanship, teamwork, discipline, and physical well-being.
- To help each individual understand competition and to cope properly with the results of that competition whether win or lose.
- To provide an opportunity for all participants to develop and share knowledge and skills appropriate for their grade level, both mental and physical.
- To foster school spirit and provide an opportunity for the student athletes to have some fun.

## ATHLETIC PROGRAMS

The following list includes all the sports Christ the King offers through CYO, other leagues, or intramural:

Fall:	Boys Football (5-8)	Spring:	Girls Softball (3-8)
	Girls Volleyball (5-8)		Boys Baseball (3-8)
	Coed Soccer (Pre-8)		Coed Soccer (Pre-8)
	Coed Cross Country (K-8)		Coed Lob Ball (1-2)
	Cheerleading (5-8)		Coed T-Ball (Pre-K)
Winter:	Girls Basketball (5-8)		
	Boys Basketball (5-8)		
	High School Girls and Boys (9-12)		

### TEAM FORMATION/PLAYING TIME

NOTE: Any changes to the following guidelines must be approved by the Athletic Council and must be presented to the parents and players before the season begins.

#### SIGN-UPS

All students will be notified by the Athletic Council of the sign-up dates for each particular sport. Late sign-ups are not allowed. Notices of sign-up dates are published in the church bulletin, provided to the Religious Education participants (i.e. CCD), and distributed to the students.”.

#### TEAM FORMATION

Any boy or girl who meets the eligibility requirements must be given the opportunity to participate on a team. The philosophy of our program does not include any “cutting” of student athletes who wish to participate.

Team size is guided by the following principles:

1. There must be enough players to permit the successful teaching of the game as well as accommodate for absences such as illness and academic ineligibility.
2. There must be enough coaches to teach the game.
3. It may be necessary or desirable to combine athletes from different grades to form a team or teams (e.g. combine 7<sup>th</sup> and 8<sup>th</sup> grade boys to form 1 team, combine 3<sup>rd</sup> and 4<sup>th</sup> grade to form 3 teams, etc.).
4. Where there are enough athletes to form two or more teams for a given level of competition, teams will be formed as follows:
  - a. Grades K – 6: teams will be divided up evenly with input from the selected coaches. The intent is to provide the athletes with an opportunity to have fun while learning new skills, to size the teams so that the athletes get sufficient playing time, and to ensure that there are enough coaches to provide adequate direction and oversight.

- b. Grades 7 – 8: teams shall be formed through a competitive tryout process to insure that all qualified students are provided with the greatest opportunity to achieve their maximum potential. During the tryout process, every attempt should be made to have independent persons perform the evaluations. Teams will be formed based on skill level and will be placed in a league commensurate with their overall abilities. Any player may choose not to play for the “A” team. However, this must be communicated at the sign up for the sport, and the player will not participate in the tryouts. When requested by the sport commissioner, input from previous year coach may be requested.
  - c. When there are enough players to form 2 teams, an “A” team and a “B” team will be formed. Any player that cannot attend the competitive tryout, they will automatically be placed on the “B” team unless previous arrangements were made with the sport commissioner.
5. Late sign-ups will be permitted until the maximum numbers of players are on each team. Christ the King must follow CYO guidelines on the number of players on each team.
6. No select teams will be formed under any circumstances by Christ the King coaches for tournaments.

### **PLAYING TIME**

It is important that all athletes get the opportunity to put the skills they’ve learned during practice into action on game day. Playing in a game situation allows athletes to put what they’ve been taught during practice into action; it also identifies areas that need more work. Sports are competitive by definition, and we encourage our kids to play hard and put forth their best effort. Athletes can learn from both winning and losing. But for this to occur, winning must be put in a healthy perspective.

Most of the sports that Christ the King participates in are governed by the Catholic Youth Organization (CYO) Athletic Program. One exception is boys’ baseball, which has participated in both the City League and Lucas County Recreation Center League in the past. Each of these entities has their own PLAY TIME rules. Christ the King will honor the rules as set forth by each organization, and retains the right to enforce rules that are deemed stricter. The PLAY TIME rules will be communicated to the players and parents at the preseason parent/coach meeting. Exceptions to these rules can be enforced based on practice attendance or for disciplinary reasons. Commissioner for each sport will closely monitor adherence to these rules.

## PLAYER ELIGIBILITY

Registered Parish youth who are presently enrolled with Christ the King School or are actively participating in the Christ the King Religious Education program will be eligible to participate in all athletic programs regardless of sex or skill level.

1. Academics are a student's primary obligation. However, when a student chooses to participate in extracurricular activities, he/she has made a commitment to that activity, and, thus it is his or her responsibility to budget his/her time between school and the other activities.
2. Eligibility based on academics will follow the policies set forth in the Parent Handbook & School Directory. The Athletic Director will receive a list of ineligible students from the School Office. The Sports Commissioner and coaches will be informed and it is expected that all who receive the list will treat it with confidentiality.
3. All student athletes must have the following two forms on file with the Athletic Director before they will be allowed to participate in any athletic activity:
  - Emergency Medical Authorization Form. This form gives permission to have qualified medical personnel provide treatment for players who become ill or injured while under coaches authority when parents or guardians cannot be reached. This form also provides a means for the parents/players to inform the coaches of any existing medical condition (i.e. asthma). This form will be given to the coaches to have with them at all practices and games.
  - Doctor's Release. This form is updated annually and must be signed by the student athlete's doctor.
4. No team using the parish name, uniforms or facilities can begin operation without explicit knowledge and approval of the Athletic Director.
5. All FEES must be paid prior to participation.
6. Participation in Christ the King Athletics is a privilege, NOT a right. A student-athlete who wishes to play on a school/parish team and another team such as a select all-star, club tournament, travel team or recreation league at the same time during the season must first discuss the situation with the coach. If playing on two different teams at the same time creates a burden to the coach or the team, it will be up to the student-athlete and their parents to determine which team they will play for. If it is decided that the student-athlete will be able to play on both teams without creating a burden, but will require the student-athlete to miss a number of practices and/or games, the play rules set forth in this handbook may not apply. The purpose of this policy is to encourage team spirit and to ensure that the student-athlete's primary responsibility is to the Christ the King program.
7. Student Athletes who are registered parishioners but who do not attend Christ the King must submit a Transfer Request Application to the Athletic Director.

## **PLAYER RESPONSIBILITIES**

1. Players must attend all practices, scrimmages, games, and tournaments. The coach must be notified of any absences for whatever reason. Unexcused absences may affect playing time.
2. Players are expected to conduct themselves as young ladies and gentlemen in an appropriate manner at all times whether as a participant or as a spectator. Inappropriate behavior, as determined by the coach, sport commissioner, or Athletic Director, may affect allotted playing time.
3. Any spectator/player found drinking alcohol, using drugs, smoking, fighting or otherwise abusing their physical well-being will be immediately suspended from all teams. Student/Parent Handbook policies will apply.
4. Inappropriate actions to parish property, facilities, equipment, or uniforms will be subject to disciplinary action deemed appropriate by the Athletic Director.
5. Players are responsible for all parts of their uniform and any equipment issued to them. They are to wear their entire uniform to all games and wash it afterwards.
6. All uniforms and equipment must be returned clean and in good condition at the end of each sport season. Failure to return a uniform in good repair at the end of the season may result in disciplinary action (e.g. withholding of report card/deposit) being taken by the Christ the King School and loss of eligibility for any other sport until damaged equipment or uniform is replaced.

## **PARENTAL RESPONSIBILITIES**

1. Parents are expected to set a good example for the student-athletes. All spectators are expected to act in a Christian and sportsmanlike manner at all times. Parents are encouraged to attend games in which their children participate. Cheer for your team, but do not abuse opponents, coaches, umpires or referees.
2. Ensure the Emergency Medical Form and the Doctor's Release is on file with the Athletic Director/Sport Commissioner before their child can participate in any sport. Be sure that physical exams are scheduled early in the year.
3. A participation fee is required for each sport to help defray the costs of each activity. The fees are different for each sport and are reviewed annually. All fees must be paid prior to participation.
4. Parents are expected to make travel arrangements to and from practices, scrimmages, games, and tournaments for their student-athletes. Parents are responsible to drop off and pick up their child promptly for these activities.

5. The athletic program cannot function without the support and involvement of the parents. The program needs volunteer help at every level covering a variety of jobs. Parents will be asked several times throughout the year to help with operation of the gym during volleyball and basketball league and tournament games.
  
6. Parents are expected to act as ambassadors and caretakers for Christ the King at all times when in the Christ the King gym, whether volunteering or as a spectator. Parents are expected to be attentive to the behavior of all in attendance and to assist in making the Christ the King gym a safe and efficiently run venue. Parents are expected to accompany their children or make arrangements with another responsible adult, in attendance, for their supervision. Children leaving the gym during an event to play outside should be accompanied by a parent or other responsible adult. The gym staff is not responsible for safety of the outside areas.

## **ATHLETIC STAFF RESPONSIBILITIES**

### **Coaches' Eligibility**

1. All head coaches and assistant coaches must meet all requirements set forth by the Athletic Council.
  - a.) All candidates for coaching positions are required by Christ the King Athletic Council policy to be fingerprinted by the Bureau of Criminal Identification and Investigation (BCII) every 3 years. (to be reimbursed by Athletic Council)
  - b.) Any coaching candidate who has lived outside of Ohio within the past five years must also have an FBI fingerprinting background check.
  - c.) The results of the background check will be forwarded to the parish pastor and kept on file at the parish office.
  
2. All head coaches must be 18 years of age or older.
  
3. All head coaches and assistant coaches are required by Diocese of Toledo and Christ the King Athletic Council to successfully complete an initial safety orientation and training program approved by Ohio Parks and Recreation. (to be reimbursed by Athletic Council)
  - a.) The initial six hour course is effective for one calendar year (12 months)
  - b.) The initial course includes the “Protecting Youth & Those Who Serve Them” workshop on the Diocesan Policy on Response to Child Abuse and Adult Sexual Misconduct. If a coach has already completed the educational session, he/she need not repeat the course. A certificate of completion must be presented in order to be excused from the session.
  - c.) If a coach completes an approved certification program other than those offered by the CYO office (i.e. NYSCA) he/she must submit a copy of the certificate received upon completion of the certification class to the CYO office and MUST also attend the Diocesan workshop on “Protecting Youth & Those Who Serve Them”.
  - d.) All coaches must be presented with the “Expectations For All Who Minister to Youth” brochure. This will be reviewed at all CYO Initial Certification & Re-certification sessions.
  - e.) The initial course must be followed annually by a three hour course.
  - f.) If a coach ceases to provide services for a period of twelve months and/or fails to maintain the annual three hour course of instruction, the coach must retake the initial six hour course to regain their certification.
  - g.) A certificate will be issued from the CYO Office for satisfactory completion of the course and is prima facie evidence of safety training.
  - h.) The CYO will not accept any type of certification program which allows you to send in money to renew your coaching certificate. All coaches must attend an approved renewal class every twelve months.
  
4. All head coaches and assistant coaches must sign a CYO Coaches' Code of Ethics and submit it to the CYO Office prior to the deadline set for the sport. This document will be signed at all CYO coaches' certification sessions.

5. Leagues other than CYO (e.g. Toledo City League, Lucas County Recreation Center, etc.) may require their own certifications. Many times proof of CYO certification will be sufficient. In some circumstances the coaches may be required to complete their specific certification. If a league does not require a certification, Christ the King still requires at least the CYO certification.
6. Teams may be coached by either men or women.
  - a.) If a man coaches a girls' team, he must have a female on the coaching staff that must be present at each CYO game and practice to supervise locker room facilities.
  - b.) If a woman coaches a boys' team, she must have a male on the coaching staff that must be present at each CYO game and practice to supervise locker room facilities.
7. Coaches provide a very worthy service to our school. They must remember that they play an important role in the development of the student-athlete under their supervision. Coaches must conduct themselves as Christians at all times. Coaches that fail to do so or coaches who commit actions that jeopardize the well being of our children will be subject to disciplinary action up to and including suspension from coaching.
8. Selection of coaches is based on their meeting the above requirements as well as their knowledge and ability to teach the sport, their previous experience, and input received from parents, players, coaches, and league officials.
9. In the event we have two or more coaches signed up to coach the same team or any team that was combined due to low numbers. The head coach will be determined by senior grade along with coaching experience in that sport at CK.

### **Coaches Responsibilities**

1. Coaches are responsible, with the help of the Athletic Director/Sport Commissioner, for the following:
  - Attending all coaches meetings and any coach's clinic sponsored by the league and/or Christ the King Athletics
  - Ensuring they are certified
  - Getting fingerprinted
  - Distribution of uniforms
  - Obtaining and checking out all of their equipment (report broken or faulty equipment to the Sports Commissioner and/or Athletic Director)
  - Collection of all outstanding player fees
  - Collection of all forms (Emergency Medical Authorization Form, Doctor's Release, etc.)
  - Submitting final rosters to the Sport Commissioner/Athletic Director

- Keeping an Emergency Medical Authorization form for each player with them at all practices and games
  - Scheduling practice times
  - Return of all equipment and uniforms upon completion of the season
- 2. Coaches should hold a pre-season meeting with parents of all student-athletes to familiarize the parents with the coach's practice and game schedules, player conduct expectations and other related topics.
- 3. Coaches are expected to provide coaching on the fundamentals of their respective sports commensurate with the player's ability.
- 4. Coaches will conduct themselves in a manner that brings credit to themselves, their players, and to our Christ the King Parish. Coaches will be held responsible for the actions of their players during games and should set a good example in terms of sportsmanship.
- 5. Coaches must ensure that their sport does not interfere with or impede, and must cooperate with the school's educational program. Imprudent actions on the part of the coaches are subject to disciplinary action by the Athletic Council.
- 6. In the event that a child's behavior warrants disciplinary action by the coach resulting in temporary suspension of playing rights, the coach will personally communicate with the parent and communicate circumstances of the disciplinary action to the Sport Commissioner as soon as possible.
- 7. Coaches will provide proper supervision at games, practices, and in locker rooms.
- 8. Coaches serve as the first step in grievance procedure concerning his/her team. If the issue cannot be readily resolved between the coach and the player/parent, the next step in the grievance procedure is to bring the issue to the attention of the Sports Commissioner.
- 9. Coaches will give players an equal opportunity to participate in practice and will follow the playing time rules as set forth in the CYO Handbook for the current year or specific league (e.g. City League, Lucas County Recreation Center) rules. Any coach defying the spirit of the playing time rules will be subject to disciplinary action by the Athletic Council up to and including suspension from coaching and game participation.

**Sport Commissioner Duties w/ the Asst. of the A.D.**

Commissioner will need gym and locker room keys

1. Assure all policies are being followed in accordance with the policies set forth in the Athletic Handbook

2. Meet with Athletic Director/ Coaches to coordinate the upcoming season for the purpose of setting clear the expectations and establishing an understanding of the Christian principles, rules, and policies of the Athletic Program
3. Help Recruit, Orient and supervise Coaches. Hold a Pre-season coaches meeting
4. Retrieve names from Athletic Director on who has signed up to play and forward to coaches
5. Help Athletic Director evaluate existing uniforms and equipment for upcoming season. Help organize and collect, distribute all uniforms and equipment.
6. Help Athletic Director with team selection/evaluations for upcoming season
7. Coordinate with all coaches that all fees have been collected.
8. Handle all Coaching/Parent issues ( In following the chain of command)
9. Set practice times for each team at coaches meeting
10. End of season report to Athletic Council

### **Parish/School Athletic Director Responsibilities**

The Athletic Director has the ultimate responsibility for the complete Athletic Program of the Parish. The goal is to establish and maintain quality athletic programs for all the children of the Parish. The program will provide a positive atmosphere, incorporate Christian values and philosophies, and insure some aspect of success for all involved.

The position of the Athletic Director is a part-time, twenty-four—(24) hour per week position to be exercised on a flextime schedule as necessary to insure the smooth operation of the program. The Athletic Director reports directly to the president of the council.

#### **Duties:**

1. To establish a means of recruiting, training and evaluating coaches for the various sports. The selection of all coaches is the responsibility of the Athletic Director.
  - Insure that all coaches attend required pre-season clinics offered by CYO
  - Insure that a pre season coaches meeting has been attended.
  - Insure that all coaching candidates have successfully attended all meeting and have had their fingerprinting requirements met. All records are to be kept with Brian Smith and filed in the Parish Center office.
  - Insure that all reimbursements have been made to CYO or Christ the King for coach's expenses.
  - Insure all unpaid fees have been collected
2. The Athletic Director will appoint a responsible individual to serve as a commissioner for each sport. The commissioner will take responsibility for the coaches and participants involved in their sport.
  - The Athletic Director will meet with the commissioner around one month before each season.
  - The commissioners will serve as assistants for the Athletic Director

- The commissioners will be the proper forum to receive, investigate, and resolve any complaints or problems within the Athletic Program
  - The commissioner will also be responsible for attending coach's pre season meeting.
  - The commissioner will be responsible for the distribution and collection of all uniforms and equipment
3. The Athletic Director will take complaints from the commissioner and resolve as needed. If complaint can not be resolved the Athletic Director will turn it over to the President of the Athletic Council. The Athletic Director will make sure all procedures are known to all athletes, coaches and parents.
  4. The Athletic Director will establish a clear procedures: to collect and account for all players' fees; to control the use and return of equipment and uniforms; and to maintain an updated inventory of equipment and uniforms
  5. The Athletic Director will be responsible for the scheduling of all gym and field times. He/She will provide an updated schedule to the Parish, School and Maintenance offices. He/She will coordinate the use of all facilities with the school.
  6. The Athletic Director will prepare an athletic budget to the Finance President of the Financial Council. Due by the end of April for the following year. He/She will be responsible for the collection of all fees and helping with the fund raising monies. The purchase of necessary equipment / supplies will be through the agreement of the Athletic Council.
  7. The Athletic Director will keep a tracking report on all expenses and deposits made through the Athletic account.
  8. The Athletic Director will be responsible for making all deposits and check requests through the Parish Center office.
  9. The Athletic Director will be responsible to get all CYO rosters and team entries in on time.
  10. The Athletic Director will be responsible for the procedures of pictures for every team. He /She will coordinate with commissioners or coaches for their assignments.
  11. The Athletic Director will be responsible for all responses via email or phone messages. These messages should be responded to with-in a 24 hr. window. All calls or emails over the weekend shall be returned by Monday evening. If the AD is on vacation/leave, the voice message will direct the caller to call the President of Athletics for immediate concerns or questions.
  12. The Athletic Director will be responsible for all concessions stand process. Involving, the purchase and distribution of all goods. He /She will track all expenses and income for the concessions stand and report those to the Athletic Council.
  13. The Athletic Director will be ultimately responsible for all brown envelope and bulletin deadlines. He /She will coordinate with the school office on sign ups to go out in the brown envelope.
  14. The Athletic Director will be responsible for all tracking, distribution and collection of key cards. He /She will report and coordinate this through Brian Smith.

15. All website updates and info will be put through Brian Smith or the President of the Athletic Council to be put on the web.
16. The Athletic Director will be responsible to give his/her cell phone number in case an emergency arrives after hours of normal operation.
17. The Athletic Director must provide hours of operation and be available during those time frames. Hours of operation should be posted by the AD office in the AB.
18. The Athletic Director must obtain 2-3 quotes yearly, to insure we are getting the best price for our types of uniforms.

## **PROBLEM SOLVING PROCEDURES**

It is the intent that all problems that develop regarding athletics be resolved quickly and amicably for all parties.

The Athletic Council urges parents to discuss personal concerns with the coaches before seeking help from Sport Commissioners or the Athletic Director.

1. If a problem should arise with regards to any aspect of the sports program, players and parents should first discuss them in detail with the coach involved. Most problems and misunderstandings can be resolved through discussions among players, parents, and coaches.
2. If after meeting with the coach, parents feel that their concerns have not been resolved, they should bring their problem to the Commissioner of the sport in question.
3. If no resolution can be attained at this point, they should bring the problem to the Athletic Director for resolution. The Athletic Director may choose to assign a neutral member of the Athletic Council to assist in resolving the issue.
4. If no resolution can be attained at this point, you may petition, in writing, the President of the Athletic Council, outlining their grievance. The President of the Athletic Council will review the decision made by the Athletic Director to insure that the decision was made within the guidelines of this Handbook. If the decision was made in accordance with the above stated guidelines, it will be final. If not, it will be returned to the Athletic Director for further review.
5. Another avenue available to assist in problem resolution is the Ombudsman. The Ombudsman is an individual appointed by the Pastor and stands as an independent and neutral evaluator. He/She is available for parents, players, coaches, or any member of the Christ the King community to confidentially report concerns regarding rules enforced by this handbook, or any issues regarding the safety, oversight, or behavior of the athletes in our program. The Ombudsman strives to ensure that Christian values, good sportsmanship, and fair play are upheld by all players, coaches, parents and spectators.

## **FUNDING**

In addition to the fees collected for each sport, Christ the King Athletics is primarily funded by the annual fall golf outing, the annual reverse raffle, and other fund raising events.

## **SUGGESTIONS**

If you have ideas on how Christ the King Athletic Programs can be improved or enhanced, please share your suggestions with the Athletic Council. We would welcome your suggestions and, as always, your help as a volunteer. If an idea is not used please do not conclude that it has been dismissed without consideration. We frequently look at the experiences of other schools and parishes to help determine the benefits and drawbacks of suggestions that are submitted. Almost anything can be accomplished given the time, money, and personnel. Like other parishes we are limited in all three areas. We must take these limitations into consideration when formulating a practical, productive, and worthwhile athletic program.

## **AMENDMENTS**

Policies included in this Handbook may be amended by proposals submitted to the Athletic Council for approval.

## REFERENCES

1. Christ the King School
  - a. Parent Handbook & School Directory
    - i. Athletic Programs/Council
    - ii. Code of Conduct and Contract
    - iii. Athlete
    - iv. Eligibility
  - b. Web Page: [www.cktoledo.org](http://www.cktoledo.org)
2. Athletic Council
  - a. Athletic Council Members insert
  - b. Web Page: <http://ckathletics.byow.org>
  - c. Email: [athletics@cktoledo.org](mailto:athletics@cktoledo.org)
3. Catholic Youth Organization (CYO)
  - a. Mailing Address: P.O. Box 985 Toledo, Ohio 43697-0985
  - b. Street Address: 1933 Spielbusch Avenue, Toledo
  - c. Phone: 419-244-6711 or 1-800-926-8277, ext. 611
  - d. Email: [cyo@toledodiocese.org](mailto:cyo@toledodiocese.org)
  - e. Web Page: <http://www.cyss.org>
  - f. Complex: 555 South Holland-Sylvania Road (between Hill and Angola)
4. Lucas County Recreation Center (LCRC)
  - a. Address: 2901 Key Street, Maumee, Ohio 43537
  - b. Phone: 419-213-2230
5. City of Toledo, Department of Parks and Recreation
  - a. Address: 2201 Ottawa Parkway, Toledo, Ohio 43606
  - b. Phone: 419-936-2875