

ST. MARGARET OF YORK Boosters Organization Handbook

"Sports well understood and practiced...contribute to the development of the whole person because it demands generous effort, careful self-control, mastery of self and respect for others, complete commitment to the building of tomorrow's well-ordered society which we have characterized as the "civilization of love."

Pope Paul VI

MISSION:

The youth ministry mission of St. Margaret of York is the mission of the Boosters Organization. The Boosters Organization is an extension of the mission and youth ministry efforts of the parish. We are responsible for organizing, coordinating and sustaining high quality athletics experiences for young people that build up their faith, character, virtues, self-confidence, communication capabilities and leadership skills, in the context of athletics. Athletics organizations stand in for Jesus when he says, *"Let the children come to me, and do not prevent them; for the kingdom of heaven belongs to such as these."* Matt. 19:14 Simply, put we support and encourage the athletic development, character development, and spiritual development of our student athletes.

NOTE: "Student athletes" refers to all actively participating youth of St Margaret of York Parish in EITHER St. Margaret of York School OR St. Margaret of York Parish Religion Program.

ROLE OF ST. MARGARET OF YORK BOOSTER ORGANIZATION:

The athletics organizations of our parishes, and non-parish schools, are the heart and soul of Catholic Youth Athletics. It's the place where the Catholic identity of participants, coaches and teams is authentically affirmed, modeled, and lived out. The Archdiocesan Charter on Catholic Youth Athletics (hereafter "Charter") understands our parish Boosters Organization to be:

1. An integral part of the mission, ministries, and life of the parish and committed to that mission above and beyond other considerations;
2. Under the direct authority of the Pastor;
3. Part of the youth ministry of the Catholic Church, with leaders, coaches, adult volunteers, and parents who understand the youth ministry mission of Catholic Youth Athletics.
4. Guided by the mission, goals and principles of the Charter and;
5. A source of inspiration, character development, virtue and Catholic Christian behavior that ideally will be beyond reproach.

GUIDING PRINCIPLES:

1. To make every effort to keep the children participating in these activities together in the faith based catholic community of St Margaret of York Parish by providing a variety of opportunities to meet the varied goals, abilities, and levels of commitment of our parish children in their athletic endeavors.
2. To serve others and give back abundantly as Christ gave to us.
3. Discipleship, Faith and Family First: Catholic Youth Athletics proceeds from and should always include Christian discipleship in the Catholic faith, in support of the parents and families whose children participate. Charter policies and guidelines are developed with Christian discipleship, the Catholic faith, and family well-being as top priorities.

4. **Evangelizing Mission:** The whole Church and each of its members are called to the mission of evangelization; so too, is Catholic Youth Athletics a part of that mission. Participants, parents, families, coaches, athletics organizations, fans, and alumni – all those involved in some way in Catholic Youth Athletics – are invited into this evangelizing mission bringing the good news of Jesus Christ to a world much in need of it. The Charter establishes clear expectations regarding the evangelizing mission of Catholic Youth Athletics.
5. **Responsible Participation in the Church:** Catholic Youth Athletics will reflect the priority of regular, consistent, and responsible participation in the Church, in her worship, education, community, ministries and service to the world. The Charter includes policies and best practices affirming the priority of active participation in the Catholic faith community, including faith formation as well as worship on Sundays, Holy Days and during liturgical seasons.
6. **Faith, Character and Virtue Development:** In Catholic Youth Athletics, winning, performing, and succeeding are always subordinate to the development of faith, character and virtues in participants and their families. The Charter establishes policies and best practices regarding Christian behavior, good sportsmanship, and fair play for players, coaches, volunteers, athletics organizations, and parents, in line with the Great Commandments, the Ten Commandments, and the Golden Rule.
7. **Trained and Competent Coaches and Athletics Leaders:** Coaches and athletics leaders serving in Catholic Youth Athletics understand their roles as forms of youth ministry leadership, and will get training that leads to competence not only in coaching a given sport, but also in modeling and sharing faith, developing young Catholic disciples, and helping young people and their families stay meaningfully connected to the Catholic Church.
8. **Safety and Well-being of Children:** The safety and well-being of young people in Catholic Youth Athletics are paramount. The Charter describes policies and best practices to promote the safety and well-being of children.
9. **Good Stewardship and Accountability:** Athletics organizations and leagues that serve the parishes and schools of the Archdiocese should demonstrate good stewardship of money and other resources, with trustworthy and transparent systems of financial accountability.

The philosophy of the St. Margaret of York Boosters Organization is to provide opportunities for young people to be involved in competition to develop physical fitness, self-discipline, mental alertness and attitudes of sportsmanship, based upon Christian principles of fair play and cooperation, under well organized and properly supervised forms of athletics. The St. Margaret of York athletic programs, under the direction of and responsible to the Pastor, should be best viewed as one of our many outreach programs and an integral part of the parish youth ministry program.

In closing, athletics within the Catholic Church can offer all its participants the opportunity for growth in Christian maturity and a life of virtue. Centered on the person of Christ, with the coach as a true minister, our athletic program has the opportunity to be a real witness to the community we live in. Not only can the team be an ideal setting for the formation of real Christian community because the team members work together, enjoy victory, and suffer defeat and frustration together, but also with the proper leadership, other forms of peer ministry can be a real educator and transmitter of Christian values.

BOOSTERS ORGANIZATION STRUCTURE

BOOSTERS ORGANIZATION BOARD:

The Boosters Organization will be overseen by an elected Boosters Board and a Pastoral Staff Liaison as designated by the Pastor, typically the Director of Youth Ministry. Board members are elected bi-annually and will serve a two year term. If a member is at the end of their term and a replacement has not been found- the board can agree to let that person serve one more year in that position. The Board is made up of Eight (8) elected members. Those members and their responsibilities are:

1. Co-President-odd year – To provide oversight, direction, and leadership and to serve as the main liaison between the Boosters Organization and the parish.
2. Co- President-even year- To provide oversight, direction, and leadership and to serve as the main liaison between the Boosters Organization and the parish.
3. Vice President Communications and Registration – To coordinate and oversee all communications relating to the Boosters Organization. To coordinate and oversee all membership and registration activities of the Boosters Organization.
4. Vice President Finance – To coordinate and oversee all financial matters of the Boosters Organization.
5. Vice President Development Boys – To identify, coordinate, and oversee character and spiritual development opportunities for our boys teams. Assists Pastoral Staff Liaison in duties related to the role of Spiritual Liaison.
6. Vice President Development Girls – To identify, coordinate, and oversee character and spiritual development opportunities for our boy's teams. Assists Pastoral Staff Liaison in duties related to the role of Spiritual Liaison.
7. Vice President Athletics Boys – To identify, coordinates, and oversees all athletic matters relating to our boys teams.
8. Vice President Athletics Girls - To identify, coordinates, and oversees all athletic matters relating to our girls teams.
9. Pastoral Staff Liaison – Helps maintain connection to the mission and vision of the Pastor and the Parish. In addition, helps verify student athlete eligibility (as it pertains to faith formation participation) as well as coach eligibility (as it pertains to Safe Environment and Coaching Preparation). Also serves as Spiritual Liaison and is assisted in these duties by the Development Directors.

For any actions requiring Boosters Board Approval via a vote, each member of the Boosters Board will have one equal vote. Approval of any proposal requiring a vote requires 6 positive votes. In the event of less than 6, the Co- Presidents will ask the proposer to re-work the proposal in an attempt to make a revised proposal that may yield the necessary votes.

Any modifications to the Boosters Organization Handbook must be proposed by a Boosters Board Member and approved by a Board vote as outlined above. All revisions are subject to Pastoral review and approval and should be presented to the Pastor for approval by the Co-President and the Pastoral Staff Liaison to the Boosters Organization. No revisions can be made without Pastoral review and approval.

BOOKKEEPING AND ACCOUNTING

Policies regarding financial bookkeeping, accounting, and accountability. As part of a Catholic parish, the Boosters Organization is governed by Archdiocesan policy with regard to financial bookkeeping, accounting, and accountability. As such, like all other organizations, ministry groups, or committees of a parish or school, we are responsible to and under the direct authority of the Pastor for timely, accurate and complete financial reports.

Transparency. To avoid the appearance or reality of malfeasance, the Boosters Organization and the athletics leagues that serve us are expected to maintain well-organized and transparent systems of financial record-keeping and accountability.

ATHLETIC COMMITTEE:

Underneath the Boosters Board, there will be an Athletic Committee responsible for the oversight and administration of the day to day activities of the Boosters Organization. Each sport typically will have at least one coordinator for every three grades of athletes it supports. For example, sports covering grades 3 – 8 has two coordinators while sports covering three or less grades, such as Golf, only require one coordinator. Typically coordinator responsibilities for sports will be divided by grade, which is often logical for the purposes of coordinating with coaches and leagues. However, that division of responsibilities is ultimately up to elected Sport Coordinators and their Vice President of Athletics.

The Athletic Committee is made up of the following Sport Coordinators and Administrative Coordinators that report directly to Boosters Board members. These positions are only for sports that are sponsored by the Boosters Organization.

- Boys Football – Coordinator Blue
- Boys Football – Coordinator White
- Girls Basketball – grades 3 - 5
- Girls Basketball – grades 6 - 8
- Cross Country
- Cheerleading
- Boys' Basketball – grades 3 - 5
- Boys' Basketball – grades 6 - 8
- Girls' Volleyball – grades 3 - 5
- Girls' Volleyball – grades 6 - 8
- Boys' Volleyball
- Boy's and Girl's T-Ball/Rookie League – PreK - 2nd
- Boy's Baseball – 3rd - 8th
- Track & Field – Coordinator Facilities Coordinator
- Concession/Gate Coordinator
- Uniform Coordinator

The purpose of the Boosters Athletic Committee is as follows:

* To help ensure that the Boosters Organization Mission and Guiding Principles are maintained in all aspects of the Boosters Organization activities.

- * To regiment a program of athletics for the youth of the parish in a league deemed appropriate by the Boosters Organization.
- * To oversee and promote athletic activities for the youth of the parish.
- * To coordinate all elements of athletics including player evaluation, team formation, coach selection and day to day athletic and administrative activities of our athletic programs and ensure compliance with all Archdiocese and league requirements.
- * To inform the general Boosters membership of the scheduled activities and events of the Boosters Organization.

ELECTIONS

Booster Board Members and Athletic Committee Members must be elected to their positions.

The Booster Board will consist of 8 elected members and serve in a two-year term. Athletic Committee Members will be elected as well and will also serve on a two-year rotation.

Elections will be held at the scheduled April Boosters Organization meeting. Nominations for positions can be made up until one week before the April election meeting. Candidates for each position will be placed on a written ballot. Should three or more candidates exist for the same position and no candidate receives a majority vote during the initial vote, the top two candidates will participate in a runoff election at the May meeting after the initial vote has been held.

Voting will be administered by the Boosters Organization Co-President in years in which he/she is not up for re-election. If the Boosters Organization Co-President is up for re-election, voting should be administered by the other Co-President or, if necessary, the Vice President of Finance or another Board position not up for election. Should any challenges to the vote or the results be presented, the challenge should be presented to the Pastor for resolution within 10 days.

All Boosters Organization members are eligible to vote in the election provided the member is in good standing and has attended at least one Boosters Organization meeting throughout the year, excluding the voting month. A Boosters Organization Member is an adult (18+) member of the parish that participates in Boosters Organization as a parent, coach, or volunteer.

Boosters Board election results must be approved by the Pastor before becoming final. Should the Pastor deny approval of any candidate, the position will be open for election at the May meeting.

Athletic Committee elections must be approved by the current Boosters Board at time of election (as opposed to the newly elected Board.) Approval can be done via e-mail with a majority vote granting approval. Should the Board deny approval of any candidate; the position will be open for election at the May meeting.

Elected position terms begin at the May Boosters Organization meeting. The following are the titles of the positions and the year in which the term will be open for election.

Booster Board – Elected in odd # years:

<u>Title</u>	<u>Election year</u>
Co-President 1:	every other odd # year
VP of Communication and Registration	every other odd # year
VP of Athletics, Boys	every other odd # year
VP of Development Blue.....	every other odd # year

Booster Board – Elected in even # years:

<u>Title</u>	<u>Election year</u>
Co-President 2:.....	every other even # year
VP of Finance	every other even # year
VP of Athletics, Girls	every other even # year
VP of Development White.....	every other even # year

The Pastoral Liaison position is a standing position and is not up for election. This position is appointed by the Pastor.

Should a position become vacant during the term of the position, the Boosters Board will appoint a replacement for the remainder of the term. Appointments to the Board must be ratified by a Board majority vote and approved by the Pastor. Appointments to the Athletic Committee must be ratified by a Board majority vote and do not require the approval of the Pastor.

BOOSTERS ORGANIZATION POLICIES AND PRACTICES

SCHEDULING OF GAMES AND PRACTICES

To be identified within the Catholic Youth Athletic league St. Margaret of York Boosters Organization will adhere to the following Archdiocesan guidelines regarding scheduling:

- A. **Sunday and Holy Days:** No scheduling of athletics activities (including games, practices, tournaments and other meetings) at parishes, schools or at facilities, on or off site, on Sundays and Holy days before 1:00pm, or during regular Saturday afternoon and evening liturgies at Catholic Parishes.
- B. **Triduum:** No scheduling of events of athletic activities (including games, practices, tournaments and other meetings) on Holy Thursday, Good Friday, Holy Saturday and Easter Sunday.
- C. **Religious education and sacramental preparation:** Athletics activities (including games, practices, tournaments and other meetings) are not to be scheduled when the children involved normally would be attending religious education, sacramental programs and the like. If conflicts occur, programs of religious education, sacramental preparation and the like take precedence. Coaches are expected to support faith formation of their players and in no case should children be penalized by coaches or athletic leaders for missing a practice or game due to participation in such programs.

STUDENT ATHLETE ELIGIBILITY

ELIGIBILITY: Eligibility for participation on a St. Margaret of York Parish athletics team shall be determined by the following:

- a. **Parish Membership:** The participant's parent or legal guardian is a registered member of the parish. If the parents of a participant are registered at more than one parish, the child should only play in one parish per school year. (August thru June) OR
- b. **School membership:** The participant attends a Catholic School. If a participant from one parish attends another parish's school or a school independent of the parish, the participant may participate on the team(s) of the school they are attending or the parish(s) teams; OR
- c. **Other Participants:** Any participant not falling under the previous two criteria may only participate with the special permission of the Pastor.

RELIGIOUS EDUCATION REQUIREMENTS: The participant must either be enrolled in the school and attend the religious programs offered during the course of the school year OR the participant must be enrolled and regularly attend the parish's religious education program that is offered in the current school year. This attendance may occur during the summer program or during the school year program. Three or more unexcused absences from the religious education sessions will normally result in suspension from the team. Legitimate absences due to illness will be assessed on a case by case basis. These will be tracked by the Parish office.

ELIGIBILITY GUIDELINES:

Fall Sports Season participants must be an active member of the parish by February 1st of the same year.

Winter Sports Season participants must be an active member of the parish by April 1st of the same year.

Spring Sports Season participants must be an active member of the parish by September 1st of the preceding year.

Any exceptions to these guidelines must be approved by the Boosters Board.

Additional requirements for "active" membership may be determined by the Pastoral Staff. The intent of these requirements is to ensure that parents and student athletes are committed to growth in their Catholic education and faith in addition to Catholic athletics.

Eligibility of student athletes not attending the Parish School must be validated by the Sport Coordinator, the Vice President of Athletics, and the Pastoral Staff Liaison. Cases of eligibility question or dispute will be resolved by the Co-President, the Pastoral Staff Liaison, and the Pastor. The residence of a student athlete shall be deemed to be that of his/her parent or legal guardian.

The family of each student athlete must be a dues paying member of the Boosters Organization, if and when Boosters dues are collected. The student athlete must be in good standing at their school, not suspended for any reason and not academically ineligible as determined by the school administration. Should the Boosters Organization be notified by the school of the student athlete that the student athlete is not in good standing, the student athlete will be

ineligible to participate in Boosters Organization activities until good standing is restored as determined by the school principal and the Boosters Organization Co-President.

Additionally, no fees such as registration or non-returned/damaged uniforms can be outstanding for the family, or the individual will not be permitted to practice/play sports at St Margaret of York Parish.

A student athlete can play on only one Boosters Organization team in the same sport. The Boosters Organization recognizes that student athletes may participate in additional activities or teams that may conflict from time to time with their Boosters Organization team. If a student athlete has additional activities that may cause significant conflicts with their Boosters Organization team such as missed games or many missed practices, the student athlete must communicate those conflicts to the Sport Coordinator prior to evaluations and team placement so that information can be utilized as necessary in determining proper team placement that is fair for the team. **Sport Coordinators may also use the prior history of a student athlete in consideration for team placement. For example, if the student athlete has a demonstrated history of missing Boosters Organization games or practices because of other activities, the Sport Coordinator can use that history as a factor for team placement.** Examples of activities that should be discussed with the Sport Coordinator include but are not limited to: Extracurricular activities such as dance, theater, music, and scouts or additional sports teams such as JO volleyball, AAU basketball, Travel Baseball, Gymnastics, or others.

After a student athlete is placed on a team, the athlete should provide as much notification as possible to the coach of any conflict. The coach determines if and how these conflicts will affect the student athlete's participation or playing time on the team.

If a student athlete moves from St Margaret of York Parish to another parish during the school year, he/she may finish that athletic year with St Margaret of York Parish or transfer to the new parish. However, he/she may not play with St Margaret of York Parish after the end of the current school year, unless their family remains active members of the parish.

Other eligibility requirements may be taken into consideration as they pertain to a student athlete's league, sport, or grade level.

ATHLETIC PROGRAM SPORTS

Youth athletic activities within St Margaret of York Parish fall into 3 categories of oversight and engagement of the Boosters Organization:

1. Boosters Organization Sponsored Activities: This is the most traditional Boosters Organization level of oversight and engagement. Teams in these activities are fully supported by the Boosters Organization with monetary support, registration, facilities scheduling, uniforms and equipment, and league registration. Sponsored teams must adhere to all guidelines outlined in the Boosters Organization Handbook including but not limited to eligibility, team selection, playing time guidelines, the Boosters Code of Conduct, etc... For the purposes of facilities scheduling, sponsored teams take precedent over sanctioned and non-sanctioned teams.
2. Boosters Organization Sanctioned Activities:

- a. The Boosters Organization will provide guidance and direction to teams participating in these activities, but the Boosters Organization does not support these teams with monetary support, registration, uniforms, equipment (such as balls, pads, or carts), or league registration. Teams participating in Boosters Organization Sanctioned Activities are eligible to use the St Margaret of York Parish facilities and facility equipment such as basketball hoops or volleyball poles, provided they have made their request to the Boosters Organization Co-President and that the Co-President has approved this request. St Margaret of York Boosters Organization uniforms purchased for Sponsored Activities should not be used for Sanctioned or Non-Sanctioned activities unless specific approval has been granted by the Uniform Coordinator and Boosters Organization Co-President. All Sanctioned teams must adhere to all facilities requirements.
 - b. The purpose of sanctioned teams is to provide an opportunity for the youth of St Margaret of York Parish to participate in athletic activities not sponsored by or overseen by the Boosters Organization, but which could provide an alternative to secular competitive sports programs. Sanctioned teams must be made up of 100% St Margaret of York parishioners or St. Margaret of York school students. Furthermore, all participants of sanctioned teams must meet the same eligibility requirements outlined earlier. These sanctioned teams allow our youth to continue to participate in athletics within the Catholic community and attempts should be made by these teams to demonstrate their Catholic virtues through prayer, service, and regular attendance at Mass. Examples of sanctioned teams include but are not limited to spring and summer basketball teams, fall baseball teams, spring and summer volleyball teams, girls softball and golf.
 - c. Coaches of sanctioned teams must adhere to all coach requirements of the Archdiocese including but not limited to completion of the VIRTUS Child Awareness Session and a background check.
 - d. State of Ohio Concussion training must be completed by all coaches.
 - e. Sanctioned teams are not bound to Boosters Organization guidelines on team selection and playing time. However, should sanctioned teams engage in activities or actions believed to be in substantial conflict with the mission or guiding principles of the Boosters Organization, the sanctioned status can be removed at any time by the majority vote of the Boosters Board. Furthermore, the Boosters Board is available to give guidance and direction to these teams based on experience in order to help these teams have the greatest success.
3. Non-Boosters Activities: These are activities that have no oversight or guidance provided by the Boosters Organization, even if they are athletic activities in nature. The Boosters Organization may or may not have knowledge of these activities, but regardless of this knowledge, the Boosters Organization does not condone or have any responsibility for these activities, including financial or legal responsibility. Additionally, participants engaging in these activities are not eligible to use the St Margaret of York Parish facilities, Booster Club purchased uniforms or equipment.

BOOSTERS ORGANIZATION SPONSORED ACTIVITIES

The Boosters Board will consider sponsoring sports if the demand exists. In order to start a new sport, a proposal must be presented to the Boosters Board. The Board will provide feedback, direction, and suggestions and ultimately will vote on the new proposed sport. New sports could be either sponsored or sanctioned as deemed appropriate in the proposal and by Board vote.

The following is a list of activities and grade level teams the Boosters Organization sponsors for each Athletic season. This is contingent on enough players registering for each grade level.

Fall Season

Girls Volleyball	(Grades 3-8)
Boys Football	(Grade 3-8)
Girls Cheerleading	(Grades K – 8)
Cross Country	(Grades 3 – 8)

Winter Season

Boys Basketball	Grades 3-8)
Girls Basketball	(Grades 3-8)

Spring Season

Boys Baseball	(Grades 1-8)
Boys Volleyball	(Grades 3-8)
Tee Ball	(Grades K-1)
Track & Field	(Grades 1-8)

Guidelines for when registration opens for the following sports seasons:

- Fall season registration will open First week of April.
- Winter Season registration will open First week of September.
- Spring season registration will open First week of January.

Athletic Program Fees

The Boosters Organization must be financially self-sufficient without financial support from the parish or the school. However, as a ministry within the parish, the Boosters Organization must operate under the financial guidelines and requirements of the Pastor, the Parish and the Archdiocese. Financial support for the Boosters Organization comes from athletic program registration fees, fundraising events, gate and concession sales, spirit wear sales, sponsorships and donations.

The fees established for the athletic programs are as follows:

- * On-Time Registration Period and Fees – The Boosters Board will determine the On-Time Registration Period for each season. This On-Time Registration period will have the normal registration fee associated with it. Registration Fees are proposed by the Sport Coordinators and approved by the Vice President of Athletics for the sport AND the Vice President of Finance. Should a discrepancy exist between the Vice President of Athletics and the Vice President of Finance, the Co-President will make the final decision. The Boosters Board and Athletic Committee should work hard to get as many registrations as possible during this

regular registration period as this helps in understanding the number of teams per sport, the number of teams in each grade, and gets us ready for the season well in advance.

- * Late Registration Period – The Boosters Board will determine the Late Registration Period for each season. This Late Registration Period will have a late registration fee of \$50 associated with it. The decision on the timing of the Late Registration Period may be driven on variables including, but not limited to, the timing of team evaluations, the timing to submit team information or registration to the appropriate league office, the purchase of equipment and uniforms, and other necessary sport coordination activities. Decisions to waive or remove the late registration fee must be approved by the Co-President. Walk up registration on the day of evaluations will be assessed a late fee.
- * Registration Closure – The Boosters Board will determine the time at which sports registration is closed for the season. Any registrations after closure must be done manually through the Sport Coordinator with the approval of the Vice President of Athletics for the sport. Fees for this manual registration will be established and collected by the Sport Coordinator with approval from the Vice President of Athletics for the sport and support of the Vice President of Registration. This form of registration will be assessed a \$50 fee. Approval of registration is at the discretion of the Sport Coordinator and the Vice President of Athletics for the sport. Should registration be denied by the Sport Coordinator or the Vice President of Athletics for the sport and the member would like to appeal, then that appeal can be brought before the Board for a vote.

It is the intent of the Boosters Board that no student athlete shall be denied participation in a sport due to financial hardship. Families are encouraged to contact the Boosters Organization Co-President if these circumstances exist. The Boosters Organization Co- President can reduce or eliminate athletic program registration fees as needed to accommodate the needs of the family.

Athletic program registration fees only cover a portion of the expenses of running the athletic program. They do not cover all the expenses involved with facilities rental, uniform costs, league and referee fees, insurance, athletic equipment and many other expenses. In addition to registration fees, the Boosters Organization will perform other revenue generating activities such as fundraisers, hosting tournaments, sponsorship or advertising sales, spirit wear sales, gate and concession sales, and others. Additionally, at the discretion of the Boosters Board, an annual Boosters Organization Fee/Dues may be implemented. The implementation and cost of this fee/dues is at the discretion of the Board and must be approved by a Board vote.

Additionally, a Boosters Pass may be offered each year. The Boosters Pass entitles pass holders access to Boosters Organization activities and events at St. Margaret of York Parish. Costs and details must be approved by the Boosters Board and will be communicated at the beginning of each year through the Boosters Organization.

- * **As a thank you for their time and service, all members of the Boosters Board and each Sport Coordinator will receive a Boosters Pass- this will allow them to attend games at St. Margaret of York Parish for free.**

Parent Responsibilities

The parents of players participating in Boosters Organization athletic programs share in the responsibilities with the coach for making their child's experience in a particular sport a positive one. The following are a summary of parental responsibilities related to the athletic program.

- Submit registration forms, release forms and payments on time. Children will not be allowed to practice until the Sport Coordinator receives all forms and fees. All outstanding fees must be current.
- Drop off and pick up student athletes on time for practices and games. Communicate with the coach if your student athlete will be late or miss a practice or game. Failure to bring a student athlete to practice or games regularly and timely may result in reduced playing time at the coach's discretion.
- Parents are responsible for helping insure child safety by making sure that 2 adults are present at practice or games before leaving a child in compliance with Archdiocese policy. Any issues should be communicated to the Booster Co-President.
- Inappropriate behavior by student athletes during practice or games may result in reduced playing time at the coach's discretion. If inappropriate behavior and or ejections from a game occur twice in a school year, then the player will be suspended the rest of the season with further consequences based on history.
- Alert coach of any special problems or needs with a student athlete's medical history, prior to the first practice.
- Support team and coach by attending games and when possible assist coach with duties. Support the student athletes' and coaches' efforts by showing good sportsmanship and Christian behavior.
- Parents are expected to work at any sporting events their child's team participates in at St. Margaret of York Parish facilities by providing concessions setup and tear down services of the gym and Multipurpose Room.
- Parents are expected to be active members of the Boosters Organization. Parents can be active members in a variety of ways including but not limited to participation in Boosters Organization activities, working at sporting events, attending general meetings and Boosters Organization social events.
- It is the responsibility of the parent and athletes to keep uniforms and equipment clean and in good repair and return them on time. A change of clothing should be brought to the final game of the season after which players will change and turn in uniforms to their coach. Lost or carelessly damaged uniforms or equipment will require replacement at the parents' expense and must be paid in order to maintain future eligibility. The Booster Board reserves the right to require a uniform deposit to be collected before the start of each season.

Team Selection Guidelines

The Sport Coordinator and the Vice President of Athletics will oversee team selection including the team size and evaluation criteria at all grade levels.

Teams will be formed by grade. Student athletes are not eligible to play with a team outside of their grade level unless it is deemed necessary by the Sport Coordinator in order to benefit the entire program and not a single individual member or team. Approval must be granted by the Vice President of Athletics. Reasons of necessity may include but are not limited to the need to

move players up a grade to have enough players to complete a team or to even teams out in terms of number of players between two grades.

Any parent who for specific reasons does not wish to have their child placed under the direction of a particular coach must submit their reasons to the Vice President of Athletics at the time of registration. Appeals may be made to the Boosters Board. Non-requests for coaches will only be honored if such request does not affect the balanced skill level of a team. The Board will attempt to resolve these issues with input from the Sport Coordinator, coach and parents.

The Boosters Board reserves the right to adjust the teams at any time until the start of the first practice for the season in order to ensure the following guidelines and program objectives are met. Team selection guidelines for each grade are as follows:

Teams in Grades Pre-K - 2

- * Teams at this young age will be divided to balance skill at the discretion of the Sport Coordinator and the Vice President of Athletics. The purpose of these teams is to provide an introduction and instruction to the sport and begin to develop basic skills in the sport.
- * Teams at this age are considered instructional and not competitive.

Teams in Grades 3 - 5

- * Teams at this age are considered recreational and not competitive.
- * Teams will change each year in grades three through five.
- * Teams will be evenly divided in order to offer the children the opportunity to play with many different teammates and to gain diverse coaching from separate and different coaches. Accordingly, coach pairings and preferences will not be a factor in the team selection process.
- * The goal of the Sport Coordinator and the Vice President of Athletics is to divide teams evenly so that no one team in these grades is markedly better or worse than the other teams in the grade. While this is the goal, everyone is encouraged to remember that a single player or two can have a big impact on a team, especially at this young age.
- * A skills assessment will be performed each season prior to team formation. These evaluations are closed to parents. Evaluators will rank athletes using a numerical point scale for individual skills and team play.
- * Feedback from prior year coaches may also be used by the Sport Coordinator and the Vice President of Athletics in team formation. This feedback may come from written evaluations from previous years or from conversations between the former coach and the Sport Coordinator or Vice President of Athletics.
- * Ultimately, the teams will be formed by the Sport Coordinator with approval from the Vice President of Athletics and final approval from the Boosters Organization Co-President.
- * Parents are encouraged to recognize that evaluations and team formation are not a perfect science and that team formation will not always be "right" in the opinions of each individual Parent or Student Athlete. However, we ask that Boosters Organization members both

respect the work done by all involved in team formation and accept and support the final decision as teams are announced. Should parents have questions or concerns, those questions or concerns should be raised in writing to the Boosters Organization Co- President who will then address and resolve the questions or concerns as he or she sees fit.

Teams in Grades 6 - 8

Teams are divided in the sixth, seventh and eighth grades by skill level.

- * If a sufficient number of student athlete's tryout for a sport to make up two teams, the teams will be divided as follows: the highest skill level athletes will be placed on the blue team. The next skill level athletes will be placed on the silver team.
- * If a sufficient number of student athlete's tryout for a sport to make up three teams, the teams will be divided as follows: the highest skill level athletes will be placed on the blue team. The next skill level athletes will be placed on the silver team. The next level of student athletes will be placed on the white team.
- * If a sufficient number of student athlete's tryout for a sport to make up four or more teams, the teams will be divided as follows: The highest skill level student athletes will be placed on the blue team. The next level of student athletes will make up the silver team. The next level will be the white team. The last level will be placed on the grey team. With this number of teams, the Sport Coordinator will have the power to change how the teams are formed according to the talent level evaluated. Any changes to the normal team selection guidelines must be approved by the Vice President of Athletics.
 - * Parents are encouraged to recognize that evaluations and team formation are not a perfect science and that team formation will not always be "right" in the opinions of each individual Parent or Student Athlete. However, we ask that Boosters Organization members both respect the work done by all involved in team formation and accept and support the final decision as teams are announced. Should parents have questions or concerns, those questions or concerns should be raised in writing to the Boosters Organization Co- President who will then address and resolve the questions or concerns as he or she sees fit.
- * In Grades 6 – 8, all teams are considered competitive. Unless determined otherwise by the Sport Coordinator.

The Sport Coordinator and the Vice President of Athletics for the sport will work hard to place teams in leagues of similar competition. Please recognize this is an imperfect science as leagues and teams change every year and league placement is not within the control of the St Margaret of York Boosters Organization. However, it is the goal of the Boosters Organization to place every team in a league of similar competition so the team is appropriately challenged.

If a student athlete is signed up to play for a sport, completes the evaluation process and then chooses not to participate in the sport at St Margaret of York Parish for any reason other than injury, the student athlete will not be eligible to participate in athletics at St Margaret of York Parish for three full sports seasons following the season in which the student athlete chose not to participate.

For example, if a 6th grade student athlete signs up to play 6th grade boys basketball (a winter season sport), participates in the evaluation process, and then chooses not to participate in the sport at St Margaret of York Parish, he will be ineligible to return to St Margaret of York athletics until the spring sports season of his 7th grade year. That means he will have forfeited the spring season of his 6th grade year, the fall season of his 7th grade year, and the winter season of his 7th grade year.

Guidelines for Basketball and Volleyball Sponsored League and Tournament Play

<u>Grade Level</u>	<u>League Play</u>	<u>Tournament Play</u>
PreK - 2nd Grade:	1 League	2 tournaments maximum
3rd - 5th Grade:	1 League	2 tournaments maximum
6th Grade:	1 League	3 tournaments maximum
7th Grade:	1 League	3 tournaments maximum
8th Grade:	1 League	4Tournaments maximum

- No league game, tournament play, or practice shall begin prior to 1pm EDT on Sunday no matter where the venue is. This rule will be strictly enforced by the Boosters Board and Pastor of St. Margaret of York Parish.
- Teams may participate in any St. Margaret of York Parish home sponsored tournament and/or CYO end-of-season tournament in addition to the above tournament play schedule.
- St. Margaret of York Boosters Organization will pay for two tournaments throughout the season. Cost of additional tournaments is the responsibility of the coach who may seek donations to cover these costs. If a team elects not to play in 2 tournaments, then it is the responsibility of the Sport Coordinator and the coach to return any funds to the Vice President of Finance.

Player Evaluation and Selection Process

- St. Margaret of York Boosters Organization has a “no-cuts” policy.
- Player evaluation and team selection on all grade levels will be overseen by the Sport Coordinator along with the coaches of the respective teams. In the event one or more of these individuals cannot participate in the process, the Sport Coordinator will select a substitute to be approved by the Booster Co-President.
- Player evaluations will be initiated if enough students sign-up to warrant two or more teams per grade. No evaluations are necessary for athletes playing football, baseball, track, cross country or participating in cheerleading.
- The evaluation process will consist of a minimum of one 1.5 hour session. The need for additional evaluation sessions shall be determined by the Sport Coordinator based on the number of players to be evaluated.
- During the evaluation sessions the players will be ranked on a scale of 1-5 (with 5 being highest). In the 4th and 5th grades the coaches will rank each of the players. In the 6th, 7th, and 8th grades the Coordinator has the option of using outside evaluators to help rank the players along with the coaches. After the ranking is completed, the selection process will begin at the discretion of the Sport Coordinator.
- Players unable to attend a scheduled competitive team sport evaluations due to illness, injury or family emergency shall be evaluated for current year team placement based on prior year sport performance and prior year coach(s) evaluation. Final placement will be made by Boosters Co-President and Athletic Director.

CODE OF CONDUCT – St. Margaret of York Coaches, Players and Parents

There are four sections to the Archdiocese of Cincinnati Catholic Youth Athletics Code of Conduct, as follows:

Spirit of Catholic Youth Athletics.

1. Treat everyone with respect and love according to the Great Commandments: “You shall love the Lord, your God, with all your heart, with all your soul, and with all your mind. This is the greatest and the first commandment. The second is like it: You shall love your neighbor as yourself. The whole law and the prophets depend on these two commandments.” Matt. 22:37-40
2. Demonstrate good sportsmanship, patience, manners and an attitude indicative of the spirit and mission of the Catholic Church.

Adherence to Laws, Rules and Policies.

1. Catholic canon law and Archdiocesan laws and policies including, but not limited to, the Archdiocese of Cincinnati *Decree on Child Protection*.
2. Federal, state, and local laws and ordinances.
3. The mission, goals, principles, and policies of the Archdiocese of Cincinnati Charter on Catholic Youth Athletics, and those of this Boosters Organization Handbook.

Specific Violations.

1. Eligibility: Violation of the eligibility policies of the Archdiocese of Cincinnati Catholic Youth Athletics Charter, including using an ineligible player.
2. Recruiting: No recruiting for athletic purposes or to enhance a team’s competitive advantage is permitted.
3. Leaving the field of play: No team may leave the field, floor, game or tournament because of dissatisfaction with the officials, or their decisions.
4. Losing control: Coaches are expected to control their own conduct and the conduct of their players and report to the league and Commission instances where opponents, officials, parents, or fans have failed to control their own conduct.
5. Running up the score: It is not permitted to humiliate an opposing team by playing in such a way so as to intentionally run up the score after the outcome of the game is no longer in question.
6. Inappropriate communication and behavior: The use of inappropriate, insulting, disrespectful, bullying and demeaning language or behavior before, during or after meetings, practices or games by players, coaches, officials, parents, fans, site personnel, volunteers, or others involved in any parish athletics program is prohibited. Also prohibited are physical intimidation and the use of profane, vulgar, abusive or sexually-oriented language, in oral, written or electronic forms of communication (such as texting or email), by players, coaches, officials, parents, site personnel, volunteers, or fans.
7. Escalating behaviors: Behaviors that incite others to act in ways that are in direct conflict with the spirit of Catholic Youth Athletics are prohibited.
8. Vandalism and theft: There will be no vandalism, theft, or destruction of property at any athletics venue.
9. Alcohol, tobacco, illegal controlled substances: No alcohol, tobacco, or any illegal controlled substance is permitted at practices, league competitions, or tournaments where children are present (such as “tailgating” where alcohol is present). Athletics organizations are expected to establish and communicate zero tolerance policies regarding alcohol, tobacco, and illegal controlled substances at competitions, tournaments and gatherings where children are present.

General Violations.

Activities that are contrary to the mission, goals, principles, values, provisions or spirit of Catholic Youth Athletics as described in this Charter are prohibited.

In addition, St. Margaret of York Parish and Boosters Organization has the following additional expectations of its Coaches, Parents, and Players.

COACHES' CODE OF CONDUCT:

1. Remember, players are involved in sports for fun, enjoyment, and social reasons; winning is secondary.
2. Running up the score: It is not permitted to humiliate an opposing team by playing in such a way as to intentionally run up the score after the outcome of the game is no longer in question.
3. Adjust to the psychological and physical needs of all players and be alert to the safety of players.
4. Maintain the principles of the Archdiocesan *Decree on Child Protection* and the principles learned in the VIRTUS Child Awareness Session.
5. Maintain the principles of the OLWEUS bullying program.
6. Be generous with your praise to all players; do not favor your child or an athlete with a higher skill level over other players.
7. Give all players the opportunity to improve their skills, gain confidence, and develop self-esteem.
8. Familiarize yourself with the rules, techniques, and strategies of the sport. Be familiar with and follow the Archdiocese of Cincinnati Charter on Youth Athletics, CYO rules and St Margaret of York rule modifications for sports and the Boosters Handbook.
9. Losing control: Coaches are expected to control their own conduct and the conduct of their players and report to the league and commission instances where opponents, officials, parents or fans have failed to control their own conduct.
10. Maintain an open line of communication with your players' parents. Explain the goals, objectives, playing time and mission of St Margaret of York athletics. Have a mandatory pre-season team meeting with parents and/or players. Explain expectations of the parents at this meeting.
11. Include prayer as part of the team routine for all practices and games.
12. Recruiting: no recruiting for athletic purposes or to enhance a team's competitive advantage is permitted.
13. Alcohol, tobacco, and illegal controlled substances are prohibited.

PARENTS' CODE OF CONDUCT:

1. Remember, our youth play sports for THEIR enjoyment, not to entertain you. Please support your child.
2. Encourage your child to play by the rules and demonstrate good sportsmanship. Remember, children learn best by example so applaud the good plays of both teams. Show a positive attitude toward the game and all of its participants.
3. Do not coach your child or any other child from the stands or sidelines.
4. Respect the official's decisions and encourage all participants to do the same. You are the ultimate role model!

5. Recognize the importance of the time and talent given by each of our VOLUNTEER coaches. They are important to the development of your child and the sport, and essential to the success of our program.
6. Maintain a communication pathway with the coach. Inform the coach if your child will be late or absent from a practice or game.
7. Parents will be expected to assist the coaches in making sure all extra responsibilities are taken care of (i.e. concessions, set up, clean up, transporting supplies, etc.) to enable the season to be a success.
8. If an athlete obtains a concussion during practice or a game. The parents must provide in writing from a physician that the athlete is OK to return to practice and games. If the documentation is not provided the student will not be able to return to practice and or games.
9. Alcohol, tobacco, and illegal controlled substances are prohibited.

PLAYERS' CODE OF CONDUCT:

1. Play for FUN and work hard to improve your skills, especially at home.
2. Be a team player—get along with your teammates and show good sportsmanship at all times.
3. Respect your coach, teammates, officials, parents, and opponents.
4. Never argue with an official's decision!
5. Listen to your coaches and behave at all practices and games. Be on time for team events.
6. Always respect the facility you are playing at.
7. Always remember that while athletics are important, your schoolwork is more important and should always come first.
8. Alcohol, tobacco, and illegal controlled substances are prohibited.

COMMUNICATION PROCESS (for players, parents and coaches):

1. Cooling off Period – wait 24 hours before contact between players, parents, and coaches before commenting on a situation or conflict. Players, parents and coaches should not approach one another right after a game.
2. Players and parents should first contact the coach directly and privately. Discuss the situation.
3. Second, contact the Sport Coordinator if the problem is not resolved through the coach.
4. In the event a coach senses a potential issue with a player or parent, the coach should consult with the Sport Coordinator for assistance and guidance.
5. If the situation remains unresolved, please reference the formal complaint process in the St Margaret of York Boosters Handbook.

MISCONDUCT

Failure to adhere to the requirements outlined in this Athletic Code of Conduct can result in any or all of the following actions:

Violation	When/Where Occurred	Sanction
First	Before, during, or after a game or practice	Ejection for the rest of the game or practice; attendance at next game prohibited
Second	Before, during, or after a game or practice	Ejection for the rest of game or practice; attendance at next two games prohibited
Third	Before, during, or after a game or practice	Attendance at practices. Games and any other other team activities are prohibited for the rest of the season

1. If repeated issues are encountered from parents or athletes on a habitual basis, then it will be up to the Booster Board to decide on the disciplinary action.
2. Any disciplinary action required will be administered at the discretion of the Sport Coordinator, the Athletic Director, and the Booster Co-President. If appropriate, the Pastor will be notified or consulted as well.

Head Coach Selection Process

The Coordinator of each sport will compile a list of coaching candidates. While we appreciate the time commitment a coach invests, there is no guarantee that a coach will be selected to coach the following year based on a previous year's coaching. The Sport Coordinator will assess the following before selecting a head coach:

- Knowledge of the sport
- Must be 21 years of age
- Coaching experience
- Ability to communicate with children and parents
- Time availability and dependability
- Compliance with the Archdiocesan Decree on Child Protection including completion of a VIRTUS Child Awareness Session and a background check.
- Coach's evaluation by parents from previous years
- Ability to follow rules
- Coaching philosophies that are consistent with St. Margaret of York Booster Board and CYO Philosophies.
- Lives the values and virtues of the Catholic faith whether or not a member of the Catholic Church.
- Willingness to attend a Coaches Ministry Meeting annually

While we appreciate the time commitment a coach invests, there is no guarantee that a coach will be selected to coach the following year based on a previous year's coaching. A coach selection list will be submitted to the parish office to verify that the coaches are VIRTUS trained, background checked and that their training is current. Any concerns regarding coaching selection should be brought to the attention of the Booster Co-President.

Coach's Guidelines

The St. Margaret of York Booster Club recognizes the time and effort of the volunteers we call COACH. All players and parents at St. Margaret of York Parish sincerely appreciate the generous donation of time, patience, and effort given by the coaches to our children and our parish community. Coaches are the primary means by which the Boosters uphold and enforce their ideals and goals. It is a primary responsibility of the Coach to visibly show that he/she values self-restraint, fair play, and sportsmanlike behavior. Coaching is a privilege, not a right.

The coach should focus on the following goals:

1. Understand all the rules and fundamentals of the sport and teach them to the players.
2. Organize practices so they are fun and challenging.
3. Stress the safety aspects of the sport.
4. Emphasize good sportsmanship and promote the enjoyment of competitive play.
5. Maintain good communications with players and parents.
6. Encourage players to maintain good grades.
7. Treat all players, parents, officials, and the opponent with respect.
8. Recognize that each player is an individual with different strengths and work to take advantage of those strengths in each child.
9. Convey to all team members that each player is vitally important to the success of the team.

Listed below are the responsibilities of each Head Coach:

- To adhere to the Code of Conduct, procedures established by the Booster Club and playing rules of St. Margaret of York Boosters Organization and the leagues in which teams may participate.
- To choose the assistant coach(es) after the teams are selected, with the approval of the Coordinator. All coaches and assistants must complete the VIRTUS Child Awareness Session and background check.
- Coaches must also complete the State of Ohio Concussion training prior to coaching.
- Coaches need to be aware of the guiding principles of The OLWEUS program.
- To notify the Sport Coordinator **immediately** should you as the head coach need to resign during the season.
- To meet with parents before the first game to discuss your objectives as well as those of the Booster Club.
- Coaches should request/select a team representative to administer parent obligations for concessions, gate, clock, and clean-up responsibilities.
- Parents must be advised at this meeting that any concerns should first be addressed to the Head Coach. Parents should also be advised that they must wait 24 hours before approaching the coach with their concerns. If the concern is not handled in a satisfactory manner, then those concerns should be addressed to the Sport Coordinator.
- To make every attempt to treat all children fairly the Boosters Organization expects all coaches to adhere to the published St. Margaret of York minimum playing time rules.
- Every child should be given the opportunity to play.

- To immediately discipline any player who shows disrespect to an official or opposing team member. The coach must be fair in disciplining all players when enforcing team rules. **Disciplinary action that results from the abuse of rules or unsportsmanlike conduct should be reported to the Sport Coordinator, as well as any ejection that occurs (coach, player, parent, or fan).**

Removal from a team due to disciplinary action must be approved by the Sport Coordinator and Booster Board, with notification to the Pastor of St. Margaret of York Parish.

- To avoid any action or remark that may incite the displeasure of spectators.
- To ensure that no St. Margaret of York Parish spectator intimidates an official or player.
- To be familiar with St. Margaret of York Parent-Student Handbook as it pertains to playing sports and disciplines/suspensions for poor grades or misconduct.
- To begin and end practices on time. No child shall be left at a game or practice without adult supervision. No practices will be conducted without two adults present who are over 18 years of age.
- To pray as a team before and/or after games. Coaches are encouraged to lead the prayer or have the players lead the prayer.
- Coaches are encouraged to organize and participate in a service project each sport season.
- To return all equipment, uniforms, keys, etc. to the Sport Coordinator after the completion of the season. An inventory list of equipment will be maintained for each team. The coach is responsible for any unreturned items. **Failure to comply will adversely affect coaching status for the following year(s).**
- To complete an end of the year summary, if requested, for the Sport Coordinator. This report will indicate team records and achievements and recommend improvements.

Playing Time Guidelines

The focus of the Athletic Program is to develop individual skills and team play. The Boosters Organization strongly encourages coaches to field teams in a manner that allows all student athletes to develop their skills and self-esteem. Playing time guidelines apply to all leagues, tournaments and events St Margaret of York Parish teams participate in.

For grades kindergarten through fourth, playing and practice time should be as equal as possible through the entire season including all tournament play. Assistant coaches should keep track of individual playing times (i.e. plays in football, quarters in basketball, games in volleyball and innings in baseball and softball) in an attempt to play evenly throughout the season. A rotation of starting positions is also strongly encouraged.

For fifth and sixth grades, the Boosters Organization considers teams to be in a transitional year between the younger age teams to the more competitive teams in seventh and eighth grade.

For seventh and eighth grades, coaches will balance the needs of the student athletes preparing for high school athletics and of those student athletes using their last opportunity to play for their school team.

Playing time guidelines apply to all leagues and tournaments in which St Margaret of York Parish teams participate.

Playing Time Guidelines by Sport and Grade

Sport	SMOY Playing Time Guidelines
Boys & Girls Basketball 3 rd - 5 th 6 th 7 th and 8 th	even as possible 1 total quarter four minutes during the game*** ***teams of 10 or more players: guidelines can be modified by the coach in working with the athletic director.
Boys & Girls Volleyball 3 rd - 5 th 6 th 7 th and 8 th	even as possible 1 full game start to finish 4 serves by any player during a match
Boys Baseball 6 - 8 years old 9 - 10 years old / 3 rd & 4 th 11 - 12 years old / 5 th & 6 th 13 - 15 years old / 7 th & 8 th	even as possible even as possible 2 defensive innings & 1 turn at bat participates in the game
T-Ball	even as possible
Track 1 st - 8 th	1 event
Football 3 rd -4 th 5 th -6 th 7 th -8 th	Unlike other sports, football leagues do not require minimum playing time for football. However, the following are guidelines for minimum number of plays for each player over the course of the season: Pony: 10 plays per season Reserve: 8 plays per season Varsity: 5 plays per season

Complaint Process:

Boosters Organization members are encouraged to resolve issues or disputes themselves as appropriate within the community of St Margaret of York Parish. It is neither the intent nor the role of the Boosters Organization to get involved in issues that arise in the course of regular activities. In the event that an issue arises to the severity that a complaint needs to be filed with the Boosters Board, the complaint will be filed formally, in writing, to the appropriate Sport Coordinator. "Formal" is defined as the complainant explicitly stating that they wish to file a

formal complaint. The purpose of this statement is to differentiate a formal complaint from routine issues or dispute resolution.

In the event that the complaint is related to the Sport Coordinator, then the complaint may be filed in writing with the Vice President of Athletics. In the event that the complaint involves both the Sport Coordinator and the Vice President of Athletics, then the complaint may be filed with the Co-President. In the event that the complaint involves the Co-President, the complaint should be filed with the Pastoral Staff Liaison.

A complaint by a St Margaret of York parent, child, or student athlete and or coach should be specific in nature and include all factual information that is known. Attempts to address and resolve the complaint should have happened first between the affected parties. Only after adequate efforts have been exhausted should the complaint be filed with the Sport Coordinator or appropriate Booster Board member. The Sport Coordinator or Booster Board member receiving the complaint will notify the Booster Board. If the complaint is with specific member(s) of the Boosters Board or the Boosters Athletic Committee, the process on how to investigate the take action on the complaint will be developed by the Boosters Co-President and the Pastoral Staff Liaison. In the event the complaint involves the Boosters Co-President, then the Pastoral Staff Liaison and the Pastor will oversee the complaint process and resolution.

Typically, complaints will be overseen by the Sport Coordinator with support by the Vice President of Athletics. The Sport Coordinator will attempt to obtain a complete version of the factual elements of the complaint from those who were involved in the event. Individuals about whom complaints are made may have an opportunity to present his/her version of the event as deemed necessary by the Sport Coordinator and the Vice President of Athletics. When the Sport Coordinator and the Vice President of Athletics determines that he/she has obtained an accurate version of the events, he/she will present his findings to the Board along with a recommendation regarding the appropriate outcome. The Board will decide to either accept or reject the recommended outcome, or agree upon an alternative outcome. The parties to the complaint will be advised of the outcome, and the action will be implemented.

Guidelines Concerning Unsportsmanlike Conduct

Any coach, student athlete, fan or St Margaret of York parishioner may be cited for unsportsmanlike conduct. At the time of the alleged infraction, the offender is to leave the playing facility. If the offender(s) refuses to leave, the game will be forfeited in favor of the parish team not involved in the citation. If the offender is a minor, the coaching staff is responsible to assure the minor is safely escorted from the facility with two adults, unless the legal guardian is present.

Each team is responsible for the conduct of its fans. The Board will deal with serious infractions or multiple offenses in accord with the Archdiocese Charter Guidelines.

A coach or parent of an ejected student athlete must report an ejection from any game to the Vice President of Athletics who then reviews the incident with the Board. A coach, parent or student athlete ejected from any game is subject to a one game suspension at the very next scheduled game. The Board will evaluate multiple offenses. Disciplinary action beyond the one game suspension will be at the discretion of the Vice President of Athletics and the Board.

Transportation

The same laws, policies and guidelines that govern other Archdiocesan programs, schools and ministries are in effect for athletics programs.

- a. All passengers must wear seat belts, only one person per seat belt,
- b. When traveling in a caravan there must be a minimum of one adult per vehicle over the age of 21, if a vehicle is traveling alone there must be two adults.
- c. Children must be directly transported to their destination, or make only previously planned stops (e.g. stopping for food or gas on a long trip). If an emergency stop must be made, all reasonable efforts must be made to ensure that two adults are present (e.g. calling another car in the caravan to pull over as well);
- d. Children must never be transported without the written permission from their parent or guardian.
- e. The driver's insurance is the primary insurance coverage, not the Archdiocese.

Heat, Inclement Weather, Lightning, Thunder and Thunderstorms.

- a. Lightning, Thunder: When thunder is heard or a lightning bolt is seen at a practice or competition, teams will suspend play and take shelter immediately. Once play has been suspended, play or practice will not resume until approximately 30 minutes has passed since the last thunder was heard or lightning flash witnessed.
- b. Heat: To prevent heat illness (i.e. heat cramps, heat exhaustion, or heat stroke), when there are high temperatures, leagues, athletics organizations, coaches and teams should exercise prudence (such as by monitoring athletes closely, limiting practice duration, allowing lighter clothing, providing frequent fluid breaks for rehydration, and/or providing for shade).
- c. Best Practice – Inclement Weather: When at outdoor practices and competitions, coaches, athletes, game officials and administrators should be aware of potential inclement weather and the signs that indicate thunderstorm development. It is advisable to monitor local weather forecasts the day before and morning of the practice or competition and by scanning the sky for signs of potential thunderstorm activity. Weather can also be monitored using small, portable weather radios from the National Weather Service (NWS). The NWS uses a system of severe storm watches and warnings. A watch indicates conditions are favorable for severe weather to develop in an area; a warning indicates severe weather has been reported in an area, and everyone should take proper precautions.

Safety of Parish or School Gymnasiums, Athletics Fields, Athletics Facilities.

- a. The maintenance, upkeep, and general condition of a Facility are the responsibility of the parish or non-parish school or third-party that owns the Facility.
- b. Coaches and adult athletics leaders should take care to ensure that their children are using Facilities that are safe and secure.

Non-Discriminatory Practices

Discrimination based on ethnicity, nationality, gender and race is contrary to Catholic moral teaching and is unacceptable in Catholic Youth Athletics. As such the Boosters Organization will insure that there is no place for discriminatory practices particularly as it would apply to scheduling, team formation, and playing time.

Revised

April 2001

October 2002

October 2003

February 2008

October 2008

February 2013

August 2014

September 2014

October 2014

July 2015

September 2016

HANDBOOK AND CODE OF CONDUCT SIGNATURE PAGE

By signing this page, I agree that I have read and understand the team selection process, the playing times and the code of conduct and all other information contained in this handbook.

Parent/Guardian Signature and Date: _____

Parent/ Guardian Signature and Date: _____

Athlete Signature and Date: _____