

# ALL SAINTS PARISH – SPORTS BOOSTER HANDBOOK

## TABLE OF CONTENTS

<u>Content</u>	<u>Page</u>
Parish Sports – Scope Statement.....	2
Constitution of Booster Organization .....	3
By-Laws of Booster Organization .....	6
General Policies Applicable To All Sports.....	11
Student Eligibility .....	13
Organization Fees .....	14
Head Coach Selection Policy .....	16
Player Selection Policy For Select Team .....	17
Athletic Uniform Policy.....	17
Guidelines For School Absence Due To Illness .....	17
Conflict Resolution Policy .....	18
Things Parents Should Know and Understand .....	20
Student Athlete Code of Conduct .....	21
Coach’s Code of Conduct.....	23
All Saints Coach’s Contract .....	24

Updated 10/2007

## SCOPE STATEMENT – SPORTS IN OUR PARISH

It was once said, *“why do we even care about sports in our Parish...they have nothing to do with our Parish ideals.”*

If the Catholic experience can be summarized as men and women living their lives for others, then we believe that sports are an integral part of the ministry of our Parish. Coaches, parents and administrators have a unique and significant influence on “others” - in this case “others” being our Catholic student athletes. The interaction of coaches, parents and children in the Catholic sports experience should be a positive influence in the way our children feel about themselves. When you improve the way you feel about yourself this is an everlasting gift.

Pope Paul VI said:

*“Our athletics should go hand in hand with our youth ministry. We are trying to achieve a sense of quiet confidence and humility that is rooted in discipline and perseverance. Christian maturity comes from a process of inner growth. Athletic maturity envelops a process of inner growth. Sports well understood and practiced contributes to the development of the whole person because it demands generous effort, careful self control, mastery of self and respect for others, complete commitment and team spirit.”*

Exceptions to the norm necessitate such things as codes of conduct for students, coaches and parents. We would prefer to focus on the positive - a combination of Catholicism and sportsmanship. Our immediate goals are to teach our student athletes to have fun at sports; play hard and fair; respect coaches, officials and parents; and to win with humility and to lose with grace. Our longer term objective is not to win but to create significance.

Our entire Boosters program must operate at all levels with common courtesy, patience, pride and respect. Our coaches, parents and administrators should act as educators and transmitters of Catholic values. The job is to intermingle sportsmanship and Catholicism so that our children come away with a heightened sense of themselves as people who can strive for great things. We embrace the following characteristics of the Catholic sportsman:

- Be polite
- Be positive
- Be a person for others
- Control emotions and temper
- Forgive and forget
- Respect all property
- Have pride in ones self and school
- Treat others as you would like to be treated yourself
- Promote happiness for others
- Be responsible for your actions
- Be aware of others weaknesses
- Promote friendship
- Encourage others to do their best
- Remember, participation is a privilege

As sports men and women of Catholic faith, we want to operate our sports programs with the highest integrity. Our efforts are whole, not one dimensional. Our programs are honorable, not just honest. Our programs reflect its members – people of Christ “with convictions, with boldness to try, compassion to comfort, patience to wait, persistence to endure and poise to give in.”

**CONSTITUTION OF ALL SAINTS  
BOOSTER ORGANIZATION BOARD  
EFFECTIVE MAY 7, 1998/ UPDATED OCTOBER, 2007**

**ARTICLE I – NAME**

The All Saints Booster Organization Board (Board),  
8939 Montgomery Road, Cincinnati, Ohio 45236

**ARTICLE II – PURPOSE AND FUNCTION**

The purpose and function of this organization shall be to model and teach sportsmanship in a learning Christian environment.

**ARTICLE III – AUTHORITY**

The Board is a self governed laity group. As such this group must raise the necessary funds for its operation and is free to disburse these funds. This group is free to initiate or discontinue any and all programs or activities under their control. Although this group is self governed, it is subject to the final authority of All Saints Parish Council.

**ARTICLE IV – MEMBERSHIP AND TERM OF OFFICE**

A. Membership of Board shall be as follows:

1. Ex-Officio members:

- a) Pastor of Parish
- b) School Principal of Parish School

2. Members-at-Large – total number of seven (7)

- a) In 1998 – five (5) shall be appointed – three (3) for a three (3) year term and two (2) for a two (2) year term
- b) In 1999 – two (2) shall be appointed for a three (3) year term.
- c) In 2000 – two (2) shall be appointed for a three (3) year term.
- d) In 2001 – three (3) shall be appointed for a three (3) year term.
- e) For 2002 and beyond – the pattern of 1999 through 2001 shall repeat.

3. Activity Directors

There shall be an Activity Director for each major activity undertaken by the club. The Activity Director will be responsible for the operation of his/her activity including coach selection. However, the Activity Director may not remove a current coach involuntarily without prior approval by majority vote of the Board. The Activity Director may nominate a non-voting Assistant Director for Board approval.

**The activity directors must provide a list of coaches with contact information to the board prior to each sport season.**

3. Activity Directors (continued)

The following areas/ sports shall have Activity Directors.

Girls Volleyball	Boys Volleyball
Girls Basketball	Boys Basketball
Girls Softball	Boys Baseball
Cheerleading	Football
Track / Cross Country	Tennis
Golf	Website Coordinator
Spirit Wear	Concessions

B. Term of Office

1. Ex-Officio members shall serve during their respective tenure as Pastor and/or School Principal.
2. Members-At-Large shall serve for a term of three (3) consecutive years.
3. Activity Directors shall be nominated by the Executive Committee and approved by the Board annually and shall serve a maximum of four years. Extensions may be granted by special approval of the Board.
4. Year shall be defined as beginning at the regular meeting in August and ending at the conclusion of the regular meeting in June of the following calendar year.

## **ARTICLE V - OFFICERS OF THE BOARD**

A. Officers of the Board shall consist of:

1. A Moderator, who shall be the pastor or a designated member of the Parish staff.
2. The seven (7) Members-at-Large. The seven (7) Members-at-Large shall occupy the offices of President, President Elect, Treasurer, Recording Secretary, Gym Scheduler, Fund Raising Coordinator and Pastoral Council Representative.

B. There shall be an Executive Committee consisting of the officers of the Board.

1. The Executive Committee shall annually nominate Activity Directors for approval by the Board.
2. The Executive Committee shall be an advisory group that convenes at the discretion of the President to review matters of concern that are brought before the Board.

## **ARTICLE IV – MEETINGS, QUORUM, MAJORITY VOTE AND AGENDA**

### A. Meetings

1. Regular Meetings of the Board shall be scheduled once per month.
2. A Special Meeting of the Board may be called by the Moderator, the President, or by a majority of the voting members of the Board.
3. All regular meetings of the Board shall be open and public, but no meeting shall proceed without a quorum of the voting members.

### B. Quorum

A majority of the voting members of the Board, as defined in Article VII of the constitution, shall constitute a quorum.

### C. Majority Vote

A majority vote shall be a consensus majority. A consensus majority shall be 75% of the voting membership of the board present.

### D. Order of Business and Agenda

1. All meetings of Board, regular or special, shall be conducted in conformity with the schedule of the “Order of Business” set forth in Article IX in the By-Laws.
2. The agenda for regular or special meetings shall be prepared by the President or his designee and submitted to the Board in accordance with Article IV-B of the By-Laws.

## **ARTICLE VII – VOTING RIGHTS OF MEMBERS OF THE BOARD**

### 1. Members-at-Large

Each member-at-Large shall have one vote.

### 2. Activity Directors

Each Activity Director shall have one vote.

## **ARTICLE VIII – PARLIAMENTARY AUTHORITY**

“Robert’s Rules of Order Newly Revised” shall be the official standard parliamentary authority for the conduct of all meetings, regular or special, of the Board.

## ARTICLE IX – AMENDMENTS

- A. This constitution may be amended in accordance with the following procedure:
1. A proposed amendment, together with that part of the Constitution proposed for amendment, shall be presented in writing by the proponent to the President of the Board not less than ten (10) day prior to the next regular meeting.
  2. At said next regular meeting of the Board, the President shall present the proposed amendment to members of the Board as part of the agenda of said meeting.
  3. At the next regular meeting, following submission of the proposed amendment, of the Board the proposed amendment shall be part of the agenda, and said proposed amendment shall be voted upon, at said meeting. A three-fourths (3/4) vote of all of the voting members of the Board shall be required for adoption of said proposed amendment.
- B. Special meetings shall be held in a suitable room within the school or church facilities. the date, time, place and purpose of the special meeting shall be given to each member of the Board not less than seven (7) days prior to the said meeting.

## BY-LAWS OF ALL SAINTS BOOSTER ORGANIZATION ADOPTED BY ALL SAINTS BOOSTER ORGANIZATION BOARD EFFECTIVE MAY 7, 1999 / UPDATED OCTOBER 2007

### ARTICLE I – MEETINGS

- A. All regular meetings of the All Saints Booster Organization Board (Board) shall be **held once per month**, in a suitable room of the school or church facilities, beginning at 7:00PM and ending no later than 9:00PM, unless extended by vote of the majority of the voting members present. **The incoming Board and Directors will determine the most convenient meeting time and day during the first meeting, and will publish the meeting dates and location for the next term in the church bulletin.** The hour and date at which the meeting shall begin and the room location within the school or church facilities may be changed from time to time as the President may determine, with reasonable due notice. The President shall have the discretion to place time limits on agenda items.
- B. Special meetings shall be held in a suitable room within the school or church facilities. The date, time, place and purpose of the special meeting shall be given to each member of the Board not less than seven (7) days prior to the said meeting.

## **ARTICLE II – VOTING**

- A. The Recording Secretary shall keep an accurate, up-to-date roster of all voting members of the Board. the correctness of the roster may be the subject of inquiry or challenge by any member of the Board.
- B. When a vote is called for election of President and President Elect, said vote shall be by secret written ballot prepared in a form determined by the President.

## **ARTICLE III – PROXY**

Any voting member of the Board may be represented and vote at any regular or special meeting of Council by a proxy appointed by an instrument in writing, signed by said voting member, and submitted to the Recording Secretary at or before such regular or special meeting. Said proxy appointment must specifically provide those matters upon which the proxy may be exercised, and the limitations and restrictions, if any, attaching thereto.

## **ARTICLE IV – DUTIES OF OFFICERS**

- A. Moderator  
The Moderator shall the ex-officio presiding officer of the Board. The Moderator shall be made aware of all matters brought before the Board, and the Moderator shall have the right to exercise a veto power over all actions of the Board.
- B. President  
The President shall be the presiding officer of the Board and all meetings, regular or special. The President shall receive, prepare and distribute all matters for the agenda; the President shall commission and appoint all sub-committees, ad hoc committees and other standing committees, and appoint the Chairman of said committees and define their duties; the President shall stimulate discussion and help the Board formulate goals and methods of achieving them. The President shall insure the overall financial stability of the Organization.
- C. President Elect  
The President Elect shall assist the President in his duties and in the President's absence, he shall assume the President's duties. The President Elect shall act as the chair of the Executive Committee. The President Elect shall also receive, record, copy and distribute to the responsible Director, the post season written evaluation. The President Elect shall be responsible for representation to the Parish Pastoral Council. The President Elect will attend Parish Council meetings and report Board activities when required by the Parish Council. If the President Elect is unable to attend a meeting of the Parish Council, a replacement representative may be chosen from among the officers of the Board or the Activity Directors.

D. Recording Secretary

The recording Secretary shall keep and preserve all minutes of all meetings, proceeding and actions of the Board in an official minute book, the Recording Secretary shall forward a copy of the minutes of a prior meeting and agenda of the next meeting to each member of the Booster Club Board at least one (1) week prior to the next subsequent regular or special meeting and the Recording Secretary shall be responsible for the taking and recording of all votes upon matters voted upon by the Board. The Recording Secretary is also responsible for the general maintenance of Booster By-Laws and constitution. Specifically, the Recording Secretary shall monitor the status of the minutes and report on any potential conflict to existing By-Laws and Constitution documents.

#### **ARTICLE IV – DUTIES OF OFFICERS (con.)**

E. Treasurer

The Treasurer shall be responsible for the collection of funds, distribution of funds and the preparation of and oversight of the Board budget. All Activity Directors will submit a budget to the Treasurer prior to the September meeting. The Treasurer will review and compile these individual budgets and present the organization budget to the board at the October meeting. Each June at the regular meeting the Treasurer shall submit to the board an annual financial statement summarizing the financial condition of the Organization. The Treasurer will also act as an advisor to activity directors in the capacity of past budget history. The Treasurer shall also be responsible for the reserve fund.

F. Fund Raiser

The Fund Raiser shall be responsible for conducting at least one major fund raising event per fiscal year. The Fund Raiser shall work with the Treasurer to determine fiscal requirements. The Fund Raiser shall be responsible for the coordination and leading of appropriate teams, execution of the fund raiser and oversight of the total effort. The Fund Raiser may appoint a committee to generate ideas and shall work with the Activity Directors to define and execute smaller fund raising events throughout the year.

G. Gym Scheduler

The Gym Scheduler is responsible for coordinating all after school activities within the gym. Priorities include:

- School Functions (COSI, DARE, etc. )
- Religious Functions (Confirmation, Retreats, etc.)
- Periodic Events (Wreath Sale, Coffees after Mass, etc.)
- Monthly Meetings (Cub Scouts, PTO, etc.)
- Weekly Activities (Sports Practices, Games, etc.)

The Gym Scheduler shall accept initial requests for gym time in **January** for the summer and following year. In September, the Gym Scheduler will accept more specific requests identifying any preliminary needs and more specific requirements. The Gym Scheduler will post monthly schedules in a convenient location.

H. Pastoral Council Representative

The Pastoral Council Representative attends Parish Pastoral Council meetings and reports Board activities. The Pastoral Council Representative acts as a liaison between the both the Board and the Parish Council, as well as the school. The Pastoral Council Representative will be involved in activities such as student awards, the display of school trophies, newsletters, etc.

## **ARTICLE V – ELECTION**

A. Members-At-Large

The Boosters abide by Parish Council Nomination and Selection Procedures for Members-At-Large.

B. Election of Board Officers

1. At the June 1998 regular meeting, after the selection of the Members-At-Large, the Board shall nominate candidates for President and President Elect from the Members-At-Large. These nominations shall be documented by the Recording Secretary. The President Elect may not be a Member-At-Large with fewer than two (2) years remaining in office. At the June, 1998 regular meeting the Board shall elect the President and President Elect as follows:
  - a) The Recording Secretary shall provide for the election of the President and President Elect by written secret ballot.
  - b) The President shall be elected for a **two (2)** year term. The President Elect shall be elected to succeed the President in the following year for a **two (2)** year term.
2. As a transition provision, in May 2004 after the selection of the Members-At-Large, the Executive Committee shall nominate candidates for President Elect. The President Elect in 2003 becomes President for 2004. Procedures for approving the remaining officer positions are the same as in 1998.

## **ARTICLE VI – VACANCIES**

Any vacancies occurring on the Board shall be filled by the Executive Committee with the concurrence of a vote by a majority of the voting members. In filling a vacancy, consideration shall be given to the persons who were alternate selections in the Parish Council Selection Process.

## **ARTICLE VII – BOARD ATTENDANCE**

Any voting member of the Board who is absent from a Board meeting more than three (3) times during a one (1) year term is subject to removal upon concurrence of a majority vote of the voting members of the Board.

## **ARTICLE VIII – STANDING, SUB, AND AD HOC COMMITTEES**

Although the President is responsible for the appointment of all members and Chairmen of Standing, Sub and Ad Hoc Committees of the Board, nevertheless, said appointments may be vetoed by a majority vote of the voting members of Board present.

## **ARTICLE IX – ORDER OF BUSINESS**

- A. Meetings are to be opened with a prayer by the Moderator or his designee.
- B. Roll call of members of Board.
- C. Minutes are approved without reading, providing members of the Board have received copies thereof and no objections are submitted.
- D. Reading of communications.
- E. Reports of Activity Directors, committees, members-at-large and moderator. Reports shall be submitted in summary form to the Recording Secretary.
- F. Agenda.
  - 1. Unfinished Business
  - 2. New Business
- G. Adjournment.

## **ARTICLE X – AMENDMENTS**

These By-Laws may be amended In accordance with the applicable procedures as are set forth in “Article IX-Amendments” of the constitution of All Saints Booster Organization Board.

**GENERAL POLICIES APPLICABLE TO ALL SPORTS  
EFFECTIVE JUNE 4, 1998 / UPDATED OCTOBER 2007**

**PRIMARY OBJECTIVES**

**Fun and Recreation:**

Our sports programs are set up for All Saints parish members. Our children play sports to have fun. This shall not preclude a program built in discipline, respect, organization and best effort. Our motivation is to create significance, not just to win.

**Education and Learning:**

Board members, directors, coaches and parents must be dedicated leaders and teachers of our children. Specifically, the learning and teaching objectives are as follows:

1. An understanding of the game – rules, positions, equipment, offense and defense, terminology, etc.
2. The importance of teamwork – how the individual player relates to the team as a whole.
3. The importance of practice and participation.
4. The significance of following rules – league, team and program rules.
5. Teaching and exhibiting sportsmanship.

**Individual Development:**

Children want to develop as players. Comparing one player to another player is not as important as the child's own perception of his/her improvement. Individual development goals are as follows:

1. Improve individual strength, speed, endurance and self-image.
2. Be positive rather than critical.
3. Create a feeling of success and significance.

**Active participation of parents in sports:**

Parents must understand that all children physically and emotionally mature at different rates. This relates to sports as well. The following are suggested standards for parental involvement in our sports programs:

1. Parents should choose the proper sports climate for their child, including age and maturity for participation, type of sport, and physical and emotional stress level.
2. Parents need to tell themselves and their child that sports is only a small part of life.
3. Parents should make an effort to be active in a positive fashion for their child – positive as a spectator, coach, director or caring parent.
4. Parents should be a positive role model – being a good sport at games, practices, and home while giving positive reinforcement to their child and support to their child's coaches.

### **Active participation of parents in sports: (con.)**

5. Parents should demand safe, healthy facilities and playing conditions with proper emergency back-up.
6. Parents, coaches and directors should provide equal sports play opportunities for all youth, regardless of race, creed, sex, economic status or ability.

### **Positive competitive experience:**

All players want to win. Winning is important and winning games should be an important part of the player development. Losing is just as important. Losing a game doesn't make the players losers. But, understanding how to lose is a sign of player maturity. Everyone should strive to win with humility and lose with grace.

### **Christianity and sportsmanship:**

Each child shall be encouraged and called upon to recognize the needs of others, respect the rights of others, and respond in a Christian way to others including teammates, opponents, parents and coaches.

### **Prayer:**

The foundation of the All Saints community is that we are a Roman Catholic parish. It is with this thought that we want to emphasize prayer in our sport's program.

Many coaches make prayer a part of the All Saints sports experience. Prayer should be part of every game and practice. It can be a traditional prayer or a self-expression. Suggestions on how this can be done are as follows:

- Prayer including all participants and fans using a public address system.
- Prayer with the competing team before or after a game/match.
- Prayer as a team before or after a game/match.
- Prayer at the beginning or end of practice.

We do not pray to win. We pray to keep God in our life, to strive and give our best effort, and to keep us and our opponents free from injury.

Directors should communicate with coaches and encourage prayer be part of the All Saints sports experience. Directors should take a coach's commitment to prayer into account when evaluating their performance.

### **A comprehensive and balanced program:**

The All Saints sports programs shall be based upon maximum participation. Each program shall establish the appropriate sports policies and guidelines that ensure maximum participation, meaningful play and the appropriate competitive environment for each age and development level of the children.

1. Children, parents and coaches should abide by the codes of conduct set forth in this manual.
2. Parents should insist that youth sports participation not detract from the child's academic progress.
3. If at all possible, any child wishing to participate in any sports activity shall be afforded that opportunity.
4. It is our hope and intent that each child will participate in every league contest, game or scheduled event at all grade levels.

**A comprehensive and balanced program: (con.)**

5. We urge balanced and reasonable participation of each child in each sport in all games at all levels.
6. Exceptions to participation:
  - Absence from school due to illness denies same day participation in a game or practice.
  - Failure to participate in organized practices prior to the league contest, game or scheduled event can preclude participation.

Tournament and league play-off games are exempted from the above. Disciplinary cases where play is withheld for infractions against the student athlete code of conduct.

7. It is recognized that there are special sports situations because of extenuating circumstances, such as the nature of the sport, minutes of regulation play, the number of players participating etc., where adherence to the above guidelines may need special consideration or modification. These situations will be first reviewed by the individual sports director and, if need be, reviewed or acted upon by the executive committee of the All Saints Booster Organization Board.

**Individual sports policies:**

Each individual sports director shall develop and maintain the appropriate policy for his/her individual sport that serves as the guidelines for achieving the above stated objectives for the parents, coaches and student athletes of the All Saints Booster Organization. Once approved, changes to these policies will require submission to the All Saints Booster Organization Board for approval. The Board shall review and approve all sport specific policies and guidelines and any necessary amendments as appropriate.

**STUDENT ELIGIBILITY**

To insure we operate our sports programs with the highest integrity, students must meet the requirements listed below to be eligible for participation in any and all sports sponsored by the All Saints Booster Organization:

1. Participant must be a parish member.
2. Participant must be either
  - a) attending All Saints School,
  - b) enrolled in and regularly attending PREP classes at All Saints, or
  - c) be an eligible participant at a school with which All Saints has formed a joint team.

## **STUDENT ELIGIBILITY (con.)**

The Board recognizes that occasionally a student may not meet all of the above requirements and still legitimately play for All Saints Parish. On these rare occasions, the Board reserves the right to approve eligibility by a consensus majority vote as defined in Article VI of the constitution.

## **ORGANIZATION FEES**

In order to assist in the upkeep of the new Parish Center, effective for the 2002-2003 school year annual fees for membership in the All Saints Booster Organization are as follows:

Participating family:	<b><u>\$ 30.00</u></b>
Non-participating family:	\$100.00
Patron:	\$ 25.00

### **Who pays:**

If you have a child participating in sports at All Saints, you must choose a fee status either participation or non-participating family.

### **Why fees:**

Fees are required to insure the financial stability of the All Saints Booster Organization and its long term capital requirements. The Boosters are required by the parish to pay for its use of the parish center. The Boosters Organization supports major capital commitments, for example: the commitment to maintain the new floor in the gym: the grooming, conditioning and maintaining of the outdoor fields of play, and unforeseen emergency needs. The long term commitments are seeded by a reserve fund. Annual commitments include: league fees, insurance, equipment, sports officials fees, parish center usage contribution, tournament fees, awards/pins, inventory of spirit wear, etc.

### **Definitions:**

#### **Patron:**

A friend, family, or organization that supports sports at All Saints who wishes to contribute to our programs but does not currently have a child in any of our sports.

#### **Participating:**

A family who has children participating in sports at All Saints and agrees to engage in helping the Boosters in designated needs areas for the membership year. These families will be asked to participate in one or more of the activities listed below (you will be contacted by a Boosters member during the year to fulfill your commitment). A data base will be established to record fulfillment of the commitment.

#### **Non-participating:**

A family who has children participating in sports at All Saints and does not have the time or chooses not to engage in helping the Boosters in designated needs areas listed below:

**Definitions:** (continued)

**Activities:**

- Booster Board Member
- Sports Director
- Assistant Sports Director
- Scorekeeping
- Gym set-up
- Fund Raising
- Record Keeping
- Awards
- Equipment Management
- Handbook
- Accounting
- Special Committees/Taskforces
- Coaching
- Assistant Coaching
- Team Management
- Gate Concessions
- Tournaments
- Field Maintenance
- Parish Center Maintenance
- Uniforms
- Spirit Wear
- Mailings, Announcements
- Special events
- Other

**Refunds:**

Refunds are only available if the family moves from the Parish or if the organization is unable to place a child in the sport. If you sign and commit a child to a sport, pay the individual sport fee and then the family or child decides not to participate, a refund should not be expected. This refund policy extends to both the General Booster's membership fee as well as the individual sport fee. In the case of a medical emergency forcing withdrawal from a sport, the individual sport fee refund is left to the discretion of the individual Sport Director. In all cases of protest and/or special cause, please refer to the Conflict Resolution Policy to address the request for refund.

## HEAD COACH SELECTION POLICY

The final decision on coach selection will be made by the Director of the sport. Head coach selection will be made according to the following criterion:

- Knowledge of the sport fundamental and rules.
- Coaching experience.
- Ability to communicate with children.
- Time availability and dependability.
- Fairness to children and the program.
- Completion of the required Archdiocese child abuse training.
- Parental feedback from previous coaching experience.
- Ability to follow rules.
- Winning vs. losing attitude.
- Survey response.

While we appreciated 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 above criteria will determine coach selection from year to year whether select or non-select.

A coach may coach up to two (2) sports in the same grade. In order to coach more than two (2) sports in the same grade, the Director of that sport must bring the matter before the voting members of the Booster Organization Board for discussion, motion and vote.

Select teams require more involved and qualified coaching techniques. At the onset of Select teams, Directors will do their best to find the most technically competent coaches, when possible, to provide the student athletes the best possible learning experience. Pre-Select coaching does not necessarily qualify a coach for a Select team coaching assignment.

All head coaches selected will be required to sign a Coach's Contract.

Each head coach may select one assistant coach with approval of the Director.

## **PLAYER SELECTION POLICY FOR A SELECT TEAM**

Player selection for an “A” team shall not begin until the sixth grade. Try-outs will be held only if all students have the opportunity to play on at least one other team. This allows each student desiring to play the opportunity to participate in the sport even if he/she is not selected for the “A” team.

Players for the “A” team will be selected by a team of two to five independent evaluators who have no connection to the players participating in the try-out. This evaluation team shall be selected by the Sports Director, based on previous experience and knowledge of the sport. The appointed coach or coaches shall be participants in the selection process. Each member of the evaluation team will rate each player.

No non-coaching parent shall be present at the try-out. Players will be notified privately by phone or in person of their status as soon as possible.

This process will be communicated in letter form to the parents of each player electing to participate in the try-out in advance of the try-out.

## **ATHLETIC UNIFORM POLICY**

Uniforms clearly marked with the All Saints name or log may be worn only in games or events sponsored by The All Saints Booster Organization. Uniforms shall include hats or helmets, shirts or jerseys, shorts, socks or any other outer wear that clearly identifies the player or coach as a representative of All Saints. Participating in other leagues is not prohibited, however, the sponsor must provide uniforms that promote only the sponsoring entity with no reference to All Saints.

Should Booster supported All Saints team elect to participate in Non-Booster supported league play, the director of that sport must be informed by the coach. The coach must provide the name of the sponsor and a sample of the uniform for review at the director's request. If the director determines that the uniform is non-compliant with the directives above, the coach will be required to negotiate with the sponsor to provide compliant uniforms or forego play in that league.

Should the team or the coach violate these guidelines, that team will be ineligible for any future Booster funding. Disputes of this policy shall be resolved in compliance with the All Saints Booster Organization Conflict Resolution Policy.

## **GUIDELINES FOR SCHOOL ABSENCE DUE TO ILLNESS**

Absence from school due to illness denies same day participating in a game or practice.

## **GUIDELINES FOR SCHOOL SUSPENSION**

During the time of suspension from school, the student's participation in all Booster Sports programs is also suspended. This applies to *any* school suspension whether the student attends All Saints School or another school.

It is the parent's responsibility to inform all appropriate coaches of their child's suspension. It is the coach's responsibility, once informed, as well as the parent's responsibility, not to allow that child either to practice with the team or play in competition during their suspension.

If a parent fails to notify the coaches of their child's school suspension and the child continues to participate in a sport during their suspension, the Director of that sport shall impose additional punishments up to and including expulsion from the sport for the duration of the season. Season expulsion includes post-season games and tournaments.

## **CONFLICT RESOLUTION POLICY**

The All Saints Booster Organization is committed to ensure an orderly, safe and healthy environment for children, parents, coaches and spectators related to Booster sponsored sporting events. Good communication between the All Saints Booster Organization and the parents of the children who participate in sporting activities is deemed an essential part of the All Saints Booster Organization.

Parents/guardians of children who participate in the All Saints Booster sponsored sporting activities who have concerns or issues centered around, but not limited to:

- Sport policy and procedures
- Sport Directors
- Conduct of players
- Playing time
- Fees
- Coaching
- Booster Board
- Practice
- Schedules

Parents should first discuss their concerns or issues with the individual coach or respective sport director of the sponsored activity. All unresolved concerns or conflicts brought forth to a coach or sport director should be documented on a conflict resolution form and sent to the Booster's President Elect. The President Elect will review and resolve within 60 days of receipt, in writing, to the addressee(s).



## **THINGS PARENTS SHOULD KNOW AND UNDERSTAND**

As a parent of an All Saints student athlete, I agree to abide by the rules of conduct set forth below. I acknowledge that these encompass my conduct in activities related to and during any All Saints Booster sponsored sports activity in which I attend or in which my child participates. Furthermore, I understand that I am responsible for the conduct of spectators that I bring to All Saints sports activities including siblings, other family members and friends. An All Saints sports occasion includes all events or activities sanctioned or sponsored by the All Saints Booster Organization or the CYO, games, practices, travel to and from events, camps, player clinics, officials clinics and coaches clinics. I understand that if I violate any of the following rules of conduct I may be subject to whatever disciplinary action is deemed appropriate by the All Saints Booster Organization.

The following actions are prohibited:

- Unsportsmanlike conduct
- Violation of the specific sport policy, regulation and/or procedures of the All Saints Booster Organization and its By-Laws and Constitution
- Violation of the Archdiocese Decree on Child Abuse
- The use of foul or inappropriate language
- Damage to a facility or property (All Saints or visiting property)
- Theft
- Possession of an item, material or substance which is harmful or hazardous to others
- Distraction of an opponent during a game/event
- Physical or verbal intimidation of any individual during an event, game or practice
- Ejection or dismissal from a game and/or facility or field of play
- Possession of illegal drugs or illegal use of drugs
- Possession or consumption of alcoholic beverages during a game, event or practice
- Conduct which is clearly inappropriate according to normally accepted standards of behavior for Catholic elementary sports

## **ALL SAINTS STUDENT ATHLETE PARTICIPANT CODE OF CONDUCT**

As a participant in All Saints sports I agree to abide by the rules of conduct set forth herein. I understand that these rules extend to my conduct in activities related to and during any All Saints Booster sponsored sports activity in which I participate. This includes all events or activities sanctioned or sponsored by the official's clinics. I understand that if I violate any of the following rules I may be subject to whatever disciplinary action is deemed appropriate by the authorized coach or assistant coach, sports director or the boards and committees of the All Saints Booster Organization.

The following actions are prohibited:

- Possession of illegal drugs or illegal use of drugs
- Possession or consumption of alcoholic beverages
- The use of foul or inappropriate language
- Physical damage to a facility or theft of items from another person (All Saints or visiting facility)
- Possession of any item or material which may be harmful or hazardous to others
- Unsportsmanlike conduct
- Violation of specific policies, regulations and/or procedures of the All Saints Booster Organization and its By-Laws, Constitution and Sports Policies
- Ejection or dismissal from a game and/or facility or field of play
- Physical or verbal intimidation of any individual
- Conduct which is inappropriate as determined by comparison to normally accepted behavior

## ALL SAINTS BOOSTER ORGANIZATION DISCIPLINARY POLICY

<u>Infraction</u>	<u>When/Where occurred</u>	<u>Suggested maximum penalty (appeals can be made through the Conflict Resolution Procedure)</u>
<b>First</b>	<b>Before, during or after a game or practice</b>	<b>Student athlete is disqualified for the rest of the game or practice and is disqualified for the next game.</b>
<b>Second</b>	<b>Before, during or after a game or practice</b>	<b>Student athlete is disqualified for the rest of the game or practice and is disqualified for the next two games.</b>
<b>Third</b>	<b>Before, during or after a game or practice</b>	<b>Student athlete is declared ineligible for the rest of the season and must apply for reinstatement to the sports director in writing for participation in the sport for the next season – reinstatement is subject to the approval of the sports director.</b>

## **ALL SAINTS COACH'S CODE OF CONDUCT**

As a coach or assistant coach in All Saints sports, I agree to abide by the rules of conduct set forth herein. I understand that these rules extend to my conduct in activities related to and during any All Saints Boosters sponsored sports activity in which I participate. This includes all events or activities sanctioned or sponsored by the All Saints Booster Organization – games, practices, travel to and from events, camps, player's clinics and officials clinics. I understand that if I violate any of the following rules I may be subject to whatever disciplinary action is deemed appropriate by the authorized sports director or the boards and committees of the All Saints Boosters Organization.

The following actions are prohibited:

- Possession of illegal drugs or illegal use of drugs.
- Possession or consumption of alcoholic beverages.
- The use of foul or inappropriate language.
- Physical damage to a facility or theft of items from another person (All Saints or visiting facility).
- Possession of any item or material which may be harmful or hazardous to others.
- Unsportsmanlike conduct
- Violation of specific policies, regulations, and/or procedures of the All Saints Booster Organization and its By-Laws, Constitution and Sports Policies.
- Distraction of an opponent during a game.
- Ejection or dismissal from a game and /or facility or field of play.
- Physical or verbal intimidation of any individual.
- Conduct which is inappropriate as determined by comparison to normally accepted behavior.
- Violation of the Archdiocese decree on child abuse as pertains to volunteers.
  - A. At least two adults must be present for any activity for children sponsored by the All Saints Boosters Organization. When there are two teams in the gym or outside on the playing fields, there must be two adults present for each team.
  - B. No child may be disciplined corporally or corrected with abusive language.
  - C. Coach or designate may not cause emotional harm through words that threaten, harshly criticize, ridicule or harass.

## ALL SAINTS BOOSTER ORGANIZATION COACH'S CONTRACT

I, \_\_\_\_\_, agree to serve as head coach of the All Saints girls/boys \_\_\_\_\_ grade \_\_\_\_\_ team for the \_\_\_\_\_ season. In signing this contract, I agree to abide by all the rules and regulations, policies and procedures of the \_\_\_\_\_ sport program and of the All Saints Booster Organization. I am required to attend the Child Abuse Clinic given by the Archdiocese, and agree to attend, unless I have already done so. I agree to abide by the Code of Conduct dictated by the Archdioceses Child Abuse Decree, as well as the All Saints Booster Organization's Coaches Code of Conduct. I understand that failure to comply with any of the aforementioned rules and codes of conduct will result in action being taken by the Booster Organization Board. Once the offense has been reported by the director of the sport, the Board will review the case and decide on appropriate action by a majority vote. I understand that I may appeal the decision back to the Booster Board, but also understand the Board has final authority.

I understand that coach selection will occur every season; therefore my appointment as coach of \_\_\_\_\_ this \_\_\_\_\_ season is for this season only. I may request to coach again next season, and understand that I must go through the coach selection process again next season.

The Sport Director appoints the head coach for each season based on the Booster Organization's Head Coach Selection Policy. The process is repeated each season.

Coach's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Director's Signature: \_\_\_\_\_ Date \_\_\_\_\_