

All Saints  
Booster  
Handbook

2017

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Updated 10/2017

*All Saints Boosters strives to 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*

# All Saints Athletic Boosters Policy Handbook

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## **SECTION 1.0 Mission, Goals, and Guiding Principles**

### 1.1 Mission

All Saints Boosters organization (“All Saints Boosters” or “Boosters”) provides sports experiences for youth that are firmly rooted in the Catholic faith tradition, based on the goals of Catholic youth ministry, and aligned with the evangelizing mission of the Catholic Church.

### 1.2 Goals

In accordance with the [Archdiocese of Cincinnati Charter on Youth Athletics](#) (the “Charter”), All Saints Boosters subscribes to three overarching goals for its sports programs:

Goal 1. Discipleship: to empower young people to live as disciples of Jesus Christ in our world today.

Goal 2. Participation: to draw young people to responsible participation in the life, mission, and work of the Catholic faith community.

Goal 3. Growth: to foster the total personal and spiritual growth of each young person.

The Charter provides additional principles and best practices which All Saints Boosters incorporates herein by reference.

### 1.3 Statement of Philosophy and Beliefs for All Saints Boosters

As 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.”*

Our priority is to teach our student athletes at all skill levels to have fun at sports while developing Christian virtues: play hard and fair, respect and discipleship between and for coaches, officials, parents, and teammates, to win with humility and lose with grace. To that end, all student athletes, parents, and coaches participating in Boosters’ programs are expected to demonstrate courtesy, patience, pride, and respect, consistent with our Catholic values.

## **Section 2.0 Organization Role and Responsibilities of Organization Members**

The Boosters’ role is to create a culture that integrates athletic excellence and spirituality so that All Saints student athletes experience a heightened sense of themselves as people who can strive to be the magnificent person God created them to be. In accordance with the Charter, the Boosters will provide an organization so that each student athlete is safe, has fun, is treated fairly and respectfully, and grows in his or her faith.

Sports are an important and valuable part of the ministry of [All Saints Parish](#), and therefore, the Boosters is under the direct authority of All Saints’ Pastor and guided by him or his delegate in the execution of Booster’s activities.

### 2.1 Roles & Responsibilities of Boosters Board Members and Athletic Directors

#### 2.1.1 President

The Boosters President will preside at all meetings and lead the Board to carry out the [Boosters’ Constitution](#) to the best of

his/her ability. The President shall appoint Board members to all committees as needed. He or she will also support the Athletic Directors in overseeing and ensuring the requirements of this Handbook are followed.

Additionally, the President will:

Ensure the Directors are effectively running each program consistent with this Handbook and the Charter

Participate on the Conflict Resolution Committee

Prepare the agenda for each regular and special meeting and distribute at least 24 hours prior to those meetings

Lead the Boosters in developing annual and long-term goals

Advise the Parish Staff Liaison of upcoming policy recommendations and/or issues

Administer Coach Evaluation process with Vice President

#### 2.1.2 Vice President

The Vice President will preside in the absence of the President at all meetings. The Vice President will work closely with the President to carry out the [Constitution](#) to the best of his/her ability and assist in the execution of the operating goals.

Additionally, the Vice President will:

Manage the coach's evaluation process at the end of each season.

Work with the Communication Director to ensure that the Boosters Handbook and Constitution remain updated.

Work with each of the Directors to establish and execute on program goals and holistic player development, including getting feedback from coaches on program improvement opportunities.

Work with the Parish staff and Board members, as needed, to ensure that service projects and faith formation expectations are completed.

Oversee fundraising activities as required and support the Golf Outing Committee to maximize fund raising.

Provide a copy of the Constitution and Handbook to each new board member.

#### 2.1.3 Finance Director

The Finance Director will collect all obligations to the organization such as dues and other monies as may be raised by Boosters. He/she will keep a correct statement of receipts and expenditures, and submit a status report as required. The Finance Director will approve Directors' annual budgets and review and approve all spending requests submitted for over budgeted amounts. The Finance Director shall pay all outstanding bills promptly upon receipt. The fiscal year shall run from July 1 to June 30.

Additionally, the Finance Director will:

Reconcile monthly bank statement

Track, document and maintain records on all expenditures and revenues

Write out all checks for all expenses

Prepare profit/loss statement for monthly meetings

Track all capital expenditures

Ensure the Concession Coordinator has adequate supplies and makes regular deposits

Ensure registration payments are made on the online registration system

Work with the Pastor of Parish Finance Manager on all fiscal monetary decisions

Ensure compliance with the insurance policies of the Archdiocese.

#### 2.1.4 Communications Director

The Communications Director will maintain an accurate permanent record of all proceedings of Boosters organization meetings. The Communications Director will create and distribute all the correspondence of the organization. The Communications Director shall be responsible for submission of all items for Parish Bulletin and other communication channels. He/she shall be responsible for preparing and distributing minutes to all Board members, the Parish Business Manager, and the Parish Staff Liaison. Additionally, a copy of the Finance Director's Report will be forwarded to the Parish Business Manager.

The Communications Director will also:

Be responsible for updating the Booster Handbook and Constitution with any changes approved by the Booster Board.

Conduct all e-votes where it becomes necessary for the Board to vote on a matter in an expedited manner.

Collaborate with the Website Coordinator and ensure the Boosters website is updated and working as effectively as possible

#### 2.1.5 Athletic Directors

The Athletic Directors ("Athletic Directors" or "Directors") will be responsible for managing and directly supporting the coaches for each sport. They will work closely with the Coaches to make sure they are following the principles and standards established by Boosters. The Directors will also solicit feedback from the Coaches and work to make improvements in all sports as necessary. They will assist the President and Vice President to oversee compliance with the requirements of this Handbook for their respective sport.

In addition, the Directors will:

Recruit the most qualified and competent coaches to provide the student athletes the best possible experience, and recommend suitable replacements for Coaches when needed. Directors will submit their list of recommended coaches to the parish office to confirm that the coach has completed the Child Protection Seminar and has been fingerprinted

Ensure that the Evaluation processes and Team Selection processes are followed.

Attend league organizational meetings as needed, and Boosters meetings the months immediately before, during, and immediately after their season.

Dispense equipment, rules, and uniforms to all coaches before season and ensure collection at the end of the season.

Resolve conflicts in practice and game times and facilities for all Boosters teams

Ensure coaches communicate with parents in a timely manner, keep them informed concerning league play, cancellations, or

changes in scheduling, and ensure their respective coaches schedule parents to work concessions.

Participate in the Coaches' Ministry Meeting to outline expectations for Coaches, Parents and Student Athletes and communicate regularly with Coaches on expectations and program requirements.

Submit a budget on a schedule determined by the Finance Director, but no later than May 31st.

#### 2.1.6 Spiritual Liaison

The Spiritual Liaison is an active Catholic in good standing with the Church, who may be ordained, religious or lay, a paid staff member, or a volunteer and works make sure that the principles, as defined by Statement of Philosophy, are fully communicated, and implemented at all levels of the sports program. He/she will assist coaches in understanding what they should be incorporating into their programs including that virtues and prayer is incorporated into practices and games. He/she will also help develop strategies and ideas for teams to participate in community service.

In addition, the Spiritual Liaison will:

Ensure that the Coaches' ministry meeting(s) is/are scheduled and monitor attendance at such meetings by the coaches

Assist coaches in implementing a spirit of ministry, as reviewed at the Coaches' ministry meeting, in practices and games throughout the season.

Participate in end-of-year evaluations of coaches and discussions regarding their return

Provide resources, including prayers and other resources, to assist coaches in their youth athletics ministry

Serve as a member of the athletics organization Conflict Resolution Committee.

#### 2.1.7 Facilities Director

The Facilities Director will be responsible for ensuring Directors complete all day to day maintenance and repairs on Boosters sport equipment and facilities. Additionally, he/she will oversee all large Boosters facilities projects and the necessary planning for each project. The Facilities Director, with the help of the Board Members, will create and update a Master Plan for Boosters equipment and facilities. He/she work with the individual Sports Directors when requested to accomplish a project to improve the sports facilities or operations. He/she is responsible for the coordination of the gym schedule. All gym scheduling will adhere to the guidelines set forth in the [Charter](#).

#### 2.1.8 Concession Coordinator(s)

Concession Coordinators will purchase all necessary items needed for concessions for Girls Basketball, Girls Volleyball, Boys Basketball, and Boys Volleyball. Concession Coordinators will work with Athletic Directors for proper coverage at all home games to work concessions and admissions. The Concession coordinator will work with the Finance Director on necessary budget and cash management.

#### 2.1.9 Web Site Coordinator

The Web Site Coordinator shall be responsible for updating the Boosters website and registration site. He or she will work with the other Directors to train and assist them to update their information on the website, and support the Communications Director to keep information accurate and up to date.

#### 2.1.10 Golf Outing Coordinator

The Golf Outing Coordinator will be responsible for the Annual Boosters Golf Outing in the Spring, including developing a

committee to plan and execute all aspects of the Outing.

### 2.1.11 Spirit Wear Coordinator

The Spirit Wear Coordinator will work with the Booster Board to evaluate the current Spirit wear merchandise. It will be up to the Spirit Wear Coordinator to research material, price, availability, and clothing for the Boosters' community. The goal of Spirit Wear is to represent our Booster community in uniformity, stylish clothes, and competitive pricing. The goal is to not have inventory, but be able to order from vendors as orders are received with quick turnaround. The Spirit Wear function for Boosters is designed to be a fundraiser where profits go to the continuing fiscal needs of Boosters.

## 2.2 Organizational Responsibilities of Coaches, Student Athletes, and Parents

### 2.2.1 Coaches

Coaches serve as role models for our youth, and it is expected that they continually learn how to better develop athletes' skills, and at the same time work to develop their own spiritual lives and character. Coaches are responsible for instruction of student athletes in their sport. Coaches must abide by all rules of their sport, this Handbook, and all relevant league rules.

Coaches will be recommended by the Director of that sport and approved by the Board. See also Section 6.0, General Policies.

Coaches will distribute and collect all uniforms, medical forms, Codes of Conduct, and release forms. Coaches are highly encouraged to attend a coach's clinic each year for their respective sport. Coaches and all assistant coaches must attend the Virtus Child Protection training, and be fingerprinted (as required by the Cincinnati Archdiocese). Head coaches will be responsible for conduct of their assistant coaches, student athletes, and parents while attending practices and games.

### 2.2.2 Student Athletes

Student Athletes must respect their coaches and be supportive of teammates. Student Athletes must abide by all rules of their sport, this Handbook, and relevant league rules. Student Athletes will contribute to team spirit while maintaining sportsmanlike conduct. Student Athletes should be prepared to participate at all practices and games. Student Athletes are expected to maintain passing grades. See also section titled "Athlete Eligibility".

### 2.2.3 Parents

The parents are important to the Boosters organization and will be supportive of Student Athletes, Coaches, the Booster Board, and the Parish Staff. Parents will review and recognize the values as expressed in the Archdiocese's ["10 Things Parents of Athletes Need to Know."](#) The Student Athlete's Parents must abide by all rules of their sport, this Handbook, and all relevant league rules.

In addition, parents will:

Be required to work concessions, admissions, and other support positions as assigned.

Conduct themselves with respect and good sportsmanship at all sporting events.

Contact coaches if their son/daughter will be absent from practices or games

Complete an evaluation of the program and coaches at the end of each season

Ensure youth sports participation not detract from the child's academic and faith formation progress and responsibilities.

Be a positive influence for their child, as a spectator, coach, coordinator, or caring parent

## 2.3 Bookkeeping and Accounting

Archdiocesan policy governs all financial bookkeeping, accounting, and accountability. As such, the Boosters is responsible to and under the direct authority of the Pastor for timely, accurate and complete financial reports. All requirements as set forth in the Charter and consistent with All Saints Parish policies are incorporated by reference.

## Section 3.0 Safety and Well---Being of Children

3.1 Archdiocese of Cincinnati Decree on Child Protection. The provisions of the Archdiocese of Cincinnati Decree on Child Protection (the "Decree") will be followed without exception and both the provisions of the Charter as well as the Decree are adopted in their entirety by reference. For clarity, certain aspects of the Decree are detailed below:

Regular and occasional volunteers: For purposes of the Decree, a "regular volunteer" is an adult who is not a cleric or employee (for example, a catechist, scout leader, coach, server coordinator, etc.) who functions in a regular relationship having contact with children. This will include, for the purposes of the Boosters, any adult acting in any regular volunteer capacity with the Boosters, such as a coach. It does not include the occasional volunteer such as a driver or chaperone whose contact with children is less than one hour per month for activities that are not overnight.

3.2 VIRTUS® (A.3 Policy). All regular volunteers with Boosters must attend a VIRTUS® Child Awareness Session on the *Decree* before they have contact with children. Final approval for a regular volunteer with the Boosters rests with the Pastor (or Faith Formation Director as his designee). This approval may be revoked at the Pastor or his designee's sole discretion.

3.3 Recruiting Volunteers (B.3 Policy). Boosters must exercise caution in selecting volunteers in accordance with the Decree and VIRTUS guidelines. Any question relating to fitness should be directed to the Pastor or his designee.

3.4 Minimum Standards for Volunteers (C.3 Policy). For any Boosters activity, at least two adults, both of whom have successfully completed a VIRTUS® Child Awareness Session and have been approved by the Pastor or his designee and who are not related to each other, must be present for any activity.

Moreover, the number and gender of the adults are to be in proportion to the age, number and gender of the participants, and the duration and difficulty of the activity. Prudence is required in applying this policy to different age groups, length of activity and the risk level of the activity. A minimum ratio of 1:10 is recommended.

Whenever there is a mixed group of boys and girls it is preferred that one adult of each gender is present. The proportion of male / female chaperones should be in proportion to the athletes.

Single sex athletics must have at least one adult of the same gender as the players (in case of injury or illness requiring attention in a restroom).

Whenever possible, one of the adults should be a parent or guardian of a participant.

For the purposes of this Handbook, exceptions for this C.3 Policy are only allowed for if for unanticipated reasons, only one adult can be present for an activity which is not overnight. In this case, the situation should be documented and sent to the relevant Director as well as the Boosters President.

For purposes of this C.3 Policy, "adult" excludes 18 and 19 year olds not yet graduated from high school and others who have graduated from high school but who wish to attend activities with members of their high school class during the three months following their graduation with others who are less than 18 years of age.

3.5 Discipline (C.4 Policy). No child may be disciplined corporally or corrected with abusive language.

Reporting. Ohio law requires all persons acting in an official or professional capacity to immediately report any actual or suspected act of child abuse to the public children's services agency or to a municipal or county peace officer in the county

where the child resides or where the abuse or neglect is occurring.

Failure to do so is a misdemeanor and can result in prosecution. The Archdiocese encourages all persons to immediately report any actual or suspected acts of child abuse, by calling 855-O-H-CHILD. A person reporting in good faith is immune from both civil and criminal liability.

### 3.6 Player Safety

3.6.1 Concussions. The Boosters shall comply with [Ohio's Return to Play law](#) regarding concussions, including:

Before practice or play begins for each sport or season, the parent or guardian of each participating child should acknowledge the head injury information sheet.

Before beginning to coach, Boosters shall provide [information on concussions](#) as well as the [requirements of Ohio law](#) to all coaches.

If a player exhibits signs, symptoms, or behaviors consistent with having sustained a concussion or head injury while participating in practice or competition, the player shall be removed from the practice or competition by either of the following: (i) The individual who is serving as the student's coach during that practice or competition; or (ii) an individual who is serving as a referee or official during that practice or competition. Parents are expected to be notified of the injury as soon as possible.

If a player is removed from practice or competition as per Section 4.3.2(c) above, the coach who removed the player must not allow the player, on the same day the player is removed, to return to that practice or competition or to participate in any other practice or competition for which the coach is responsible. Thereafter, the coach shall not allow the player to return to that practice or competition or to participate in any other practice or competition for which the coach is responsible until both of the following conditions are satisfied: (i) The student's condition is assessed by a physician or other authorized licensed health care provider; and (ii) the player receives written clearance that it is safe to return to practice or competition from a physician or other authorized licensed health care provider.

### 3.6.2 Lindsey's Law

Lindsey's Law was enacted in 2017 to address Sudden Cardiac Arrest in student athletes. All Parents, Student Athletes and Coaches are responsible for reviewing the materials related to Lindsey's Law and acknowledging their obligations under [Lindsey's Law](#) through their online registration, which are also available here: [Required video](#); [Required SCA Informational Handout](#); [Required Signature Form](#)

### 3.7 Heat, Inclement Weather, Lightning, Thunder, and Thunderstorms.

3.7.1 Lightning or 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.

3.7.2 Heat. To prevent heat illness (i.e. heat cramps, heat exhaustion, or heat stroke), when there are high temperatures, Boosters coaches 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).

### 3.8 Facility Safety

All Saints' Athletic Facilities (Gymnasium and Athletic Fields) should be inspected for safety before practices and games by the relevant coach or Sports Director. Safety issues need to be brought to the immediate attention of [Facilities Director](#) or [Boosters President](#). If a facility issue could compromise the safety of participants and/or spectators, activities should be suspended until the issue is reviewed and/or resolved.

## Section 4.0. Transportation

Absent special circumstances, Boosters shall generally require that parents arrange and be responsible for the transportation of their student athletes for Boosters' programs. In the event of any transportation arranged through the Boosters organization, the requirements of [Section 7 of the Charter](#) shall be followed without exception and are hereby incorporated by reference.

## Section 5.0. Code of Conduct

All who are involved in All Saints athletics are expected to conduct themselves as examples of Christian behavior, consistent with the [Charter's Code of Conduct](#), attached and incorporated by reference. This is essential to the mission of All Saints Parish, both on the field of play and away from it. Participation on a team and attendance at practices and games are privileges not rights for players, coaches, parents, and fans.

This Code of Conduct extends to all events or activities sanctioned or sponsored by the Boosters, including but not limited to meetings, games, practices, travel to and from events, attendance at another team's game, camps, players' clinics, officials' clinics, and during other related activities. Any violations of this Code of Conduct will be subject to disciplinary action.

In the case of a violation of the Code of Conduct, a coach, other official, or authorized leader may choose to deliver a warning, or if the violation warrants, the individual may be ejected and suspended as follows:

**Ejection:** A coach, parent or fan who is ejected for any reason must leave the premises (including the field of play, stands, and adjacent areas such as nearby parking lots). A player who is ejected from the game is not required to leave the premises. However, if a player (or child fan unaccompanied by an adult) is ejected and required to leave the premises, that child should be supervised by at least two adults until the child is directly under the supervision of a parent or guardian, in compliance with the Decree.

**Suspension:** An individual who is ejected for any reason shall be prohibited from attending the next game. Suspensions for egregious violations may include multiple games, practices, and other team activities at the discretion of the Director and Boosters President.

Any violation of an imposed suspension or subsequent violation shall trigger an escalating series of responses, as follows:

**First Violation:** a violation before, during or after a game or practice that results in an ejection will impose a one game suspension. (Attendance at next game is prohibited)

**Second Violation:** a violation before, during or after a game or practice that results in an ejection will impose a two-game suspension. (Attendance at next two games is prohibited)

**Third Violation:** a violation before, during or after a game or practice that results in an ejection will impose a suspension for the remainder of the season. (Attendance at practice, games and any other team activities is prohibited for the rest of the season)

## Section 6.0. General Policies

### 6.1 Registration

Registration for each sport will be completed through the All Saints website. A link can be found on the Boosters website at <http://allsaintsboosters.sportssignup.com/site>. There will be three registration periods, one for each season: Fall, Winter, and Spring. Special programs may fall outside of these standard registration periods.

SEASON	SPORT	APPROXIMATE
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		REGISTRATION PERIOD
Fall Sports	Football, Cheerleading, Volleyball, Golf* Cross Country	April
Winter Sports	Boys Basketball, Girls Basketball	September
Spring Sports	Track & Field, Boys Volleyball, Baseball*	January

\* In leagues not sanctioned by the Archdiocese teams will follow their principles, but still adhere to the mission and philosophy of All Saints Boosters as set forth herein.

Registration announcements will be placed in the bulletin, on the Boosters web page, and through the All Saints School communications and Facebook page for at least two weeks. All registration fees must be paid at the time of registration for the registration to be considered complete, and payment will only be accepted through the registration system.

### 6.2 Late Registration

Late registration is usually available to anyone who misses the registration dates as the discretion of the relevant Director. Children who register late may be placed on a team, as team size allows, in the order late registration received.

### 6.3 Registration Fees & Booster Fees

The Registration Fee will be set for each sport by the Booster Board. Registration fees cover the expenses to run a sport which include, but are not limited to: league fees, referee fees, uniforms, equipment, gym rentals, tournament fees. The Booster Fee must be paid each school year for each participating family, and supports Booster costs, such as facility upkeep, website fees, administration expenses.

The Board will evaluate all fees annually and will strive to keep them as low as possible. Additionally, Boosters is willing to assist families as needed with any fees associated with participation in Booster programs. A need to submit a written request to the Boosters President, who will review with the Finance Director.

All fees must be received before an athlete is able to practice or play a game.

### 6.4 Refunds

The Booster President and Finance Director will review refund requests based on the following guidelines:

If the family decides the athlete will not play the sport for which they had registered due to injury, academic reasons, if the family is moving, or due to other special circumstance communicated to and approved by the Director and Boosters President, and the Director is notified in writing prior to evaluations, the family shall be issued a full refund

If the athlete gets injured or quits after being placed on a team and the roster is set, no refund shall be issued.

### 6.5 Athlete Eligibility

All children of families registered and active at All Saints Parish, meaning registered as a student at All Saints School or participating in PREP, are eligible to participate in Booster sponsored programs. The Boosters Board shall determine eligibility in conjunction with Parish leadership, as needed.

All athletes will play at their grade level unless there is an inadequate number of players. When this occurs, the Director will recommend the proper team combination, but in no circumstances, will an athlete play down a grade. Boosters will comply with OHSAA rules where applicable as well as all applicable league rules.

A student athlete who quits a team after evaluations have been completed are not eligible for a competitive team in any sport for the next three playing seasons (e.g. if a player quits during the Winter season, that player may not play on a competitive team for the Spring, following Fall and following Winter seasons).

Consistent with the Code of Conduct, the use of mind-altering chemicals, drugs or alcohol at any time or any place is prohibited by student athletes or student fans involved in All Saints Booster events or activities. Any student who is found with possession / use / paraphernalia or alcoholic beverages shall be disciplined in the following ways:

1st Offense	2nd Offense
Parent/Guardian Notification	Expulsion from team
Minimum: 2-week suspension	

### 6.6 Tournaments

In applicable sports, Boosters will pay the entry fee for two tournaments during the season. Any additional fees are the responsibility of the coach and the parents of the players. Registration in any additional tournaments should be discussed and agreed upon among coaches, players, and parents before registering. It is recommended that teams in grades 3-4 play in one preseason tournament, a maximum of two tournaments during the season and the league’s post season tournament; and teams in grades 6-8 play in one preseason tournament, a maximum of three tournaments during the season and the league’s post season tournament.

### 6.7 Non-Booster Sponsored Teams

Boosters will only sponsor teams approved and monitored by the Boosters Board and adhering to the requirements of this Handbook. Booster’s recognizes that coaches and parents may form teams of All Saints athletes outside of Booster approved teams (e.g. AAU). However, these teams are in no way affiliated with Boosters, and the teams must provide their own uniforms and equipment. Non-Boosters sponsored teams are not permitted to use the All Saints name, All Saints uniforms or equipment. Using the All Saints name or property of All Saints is a direct violation of the Archdiocese policy.

A Non-Booster sponsored team of at least 50% All Saints parishioners may request gym time through the Booster President. The gym is a Parish facility and available to all parishioners, however priority is given to Booster sponsored teams.

### 6.8 Team Selection Policy & Process

Boosters follows selection procedures to create the best experience for each student athlete at all skills levels in keeping with our Mission and Philosophy, as well as those of the Charter.

Through grade 5, the focus is on providing an instructional experience. Our goal when players are placed on teams in the early grades through grade 5 is to balance the teams.

For grades 6, 7, and 8, our focus is to enhance a player’s individual and team’s athletic progress. The selection process is based on objective assessments of student athlete’s skill and ability.

Directors will strive to use the appropriate amount of quantitative and qualitative data as possible to make the best team selections possible. The following team selection procedures were designed to maintain team balance, provide additional competitive opportunities when appropriate and ensure athletics at All Saints conform to the Parish and Booster philosophies.

#### 6.8.1 General Rules for Evaluations

The Director is responsible for determining and publishing the schedule for all evaluations.

The Director must communicate to parents that evaluations are not optional, and an athlete may not miss evaluations unless the Director is notified in writing of special circumstances and approves those circumstances, at the Director's sole discretion.

If possible (gym time and coach availability permitting), the evaluations should span at least two separate dates and should total at least 1 ½ hours. If only one date is possible, the evaluations should be at least one hour long. An athlete must attend at least 1 evaluation to be considered for an A Team.

Parent Participation in evaluations:

Until grade 5, only parents who will also serve as head coaches can participate in the evaluation.

For grades 6--8 parents cannot participate in the evaluation process, unless a parent is also the Head Coach for the highest competitive level team.

Evaluations are closed to parents, with the exceptions as noted above, or if an athlete requires a parent to attend for medical reasons. If a Booster Board member, including a Director or coach, has a child being evaluated at a specific grade level, he or she may not attend or participate in the evaluation. The Director is responsible for designating an alternate to ensure that the evaluation is conducted properly.

The Director is responsible for selecting the evaluation team for each grade.

For each grade, the Director is responsible for designating a Lead Evaluator. The role of this evaluator will be to run the evaluation session and to compile the results.

The Director shall provide criteria to the evaluators to evaluate the players. Evaluation criteria should be sport specific and should be defined prior to the evaluations.

At the completion of the evaluation the lead evaluator is responsible for compiling a summary of how each athlete is ranked and providing this list to those selecting the teams.

All evaluation data are confidential. Any evaluation information should be collected and turned into the lead evaluator and kept by the Director. The Director shall manage all inquiries and discussion of rankings. If requested, Parents will only be provided evaluation data for their child. Any breach of this information is a violation of the Code of Conduct.

Once the rankings are complete, they are finalized and not subject to change.

6.8.2 Competitive Team Evaluations. Evaluations for "competitive teams" (Grades 6-8 Basketball and Volleyball) will include an independent evaluator identified by the Director. The independent evaluator will provide input into the process and selection of "A" teams. The Director and "A" team coach own the final selection decision/process.

6.8.3 Injured Players. If a player is unable to participate in evaluations due to an injury, in lieu of the evaluation the following process will be used to evaluate the player:

If a player wants to be on a competitive level team the parent must advise the Director.

If a previous years evaluation of an All Saints Booster sponsored team information is available, it may be used as part of the evaluation.

An evaluation from a previous coach regarding the athlete's talent and character from previous All Saints Booster sponsored team may be used as part of the evaluation.

Any combination of the above criteria may be used to rank the injured athlete.

Once all the available information is compiled, the lead evaluator, Director and "A" team coach, if applicable, must agree on the final placement of the player on a team.

In the event of equitable players, the favor should fall with the player who attends the evaluation. The Director must approve the resulting recommendation.

#### 6.8.4 Team Selection Process for Instructional Teams (Through Grade 5)

Selection will occur after an evaluation of all players that have registered is completed and the Director determines the appropriate number of teams to maximize participation by all registered players.

The preferred procedure used for selection of players is a draft, though the Director has discretion in determining the selection method, if the process is approved by the Boosters President and communicated to parents in advance of team selection.

The lead evaluator should be available during the draft and open to discussing strength and weaknesses of student athletes based on their observations.

The Director and lead evaluator shall assign each registered player a ranking.

Parent head coaches will have their child placed on their team. The child should be considered a draft pick according to their rank

Only head coaches may participate in the draft. Assistant coaches are selected after the draft. In other words, a head coach can't pick his or her assistant before the draft.

#### 6.8.5 Team Selection Process for Competitive Teams (Grades 6-8)

Selection will occur after an evaluation of all players that have registered is completed. Prior to any selection procedure all players must be ranked into an A, B, or C pool or similar ranking per the director. Ranking within the pool are recommended.

Athletes that did not participate in an evaluation will be assigned a ranking by the lead evaluator or coordinator. However, to be considered for an A or B team the athlete must attend at least one evaluation, unless injured (see Section 6.8.3).

Prior to the selection of teams, the Director must communicate to the parents that if an athlete is to be part of a competitive team, this sport must be the athlete's priority. It will be unacceptable to an athlete to miss practices or games for another sports/team's commitment. If the sport is not first priority, the student athlete may be placed on a less competitive team.

Prior to the selection of the teams, the Director must determine the number of teams and head coach. The head coach of the A team must be preselected prior to the evaluations per the Coach Selection Policy. The A Team Coach should be the lead evaluator and present at all the evaluations.

The Director, in consultation with the A Team Coach, should determine the number of teams, which teams will be competitive and recreational, and number of players on each team.

An A Team should always be selected, unless otherwise approved by the Director and the Booster President.

Competitive teams should continue to be formed if there are athletes who want to play competitively and can form the core of a solid competitive team, and the next level skill team will be able to play at a level that will allow them to be competitive in their league.

Any athlete eligible to play after the competitive teams have been selected will be assigned to a C or Recreational Team.

Directors are charged with the responsibility of ensuring an effective selection process and timely resolution of any issues. If the Director has a child at the grade being evaluated, he/she should ask the President to stand in or assign someone on the Board for evaluations.

The Director has the authority to modify the above process if the modification is clearly communicated, results in fair teams, and is approved by the Booster President prior to announcing the teams.

6.8.6 Team Announcements. Team announcements must be made by the Director only and should occur simultaneously for all teams. Once teams are announced they are not subject to change, unless approved by vote by the Booster Board.

The team evaluation and selection information is confidential and should not be shared with anyone outside of Boosters. Anyone other than the Director sharing information with parents, athletes, or those without a need to know is a violation of the Code of Conduct.

The team announcement should include the following information:

Head and Assistant Coaches names (if available) and contact information

Team Roster including any contact information

A copy of the Code of Conduct

Explanation of playing time philosophy.

A copy of the Booster Conflict Resolution policy. It should be made clear of that issues should be brought to the coach first, and progress to the director, then the Booster President.

Any practice or game schedule information

Explanation of tournament involvement.

Expectations of prayer and commitment to Boosters' Catholic mission

Discussion of the team service project and team mass date.

Discussion of the expectation of parental involvement including: working concessions / admissions, running the clock, etc.

Expectations of returning the uniform at the completion of the season.

## 6.9 Expectations of Coaches

6.9.1 Faith Expectations. In keeping with the Boosters philosophy, Coaches are expected to foster our Catholic faith as a key part of the student athlete's team experience. Specifically, each coach shall, at a minimum:

Share at least one prayer at each practice and game and ideally praying together with the visiting team at all home games

Plan (or have his or her student athletes plan) and execute a team service project to during the season.

Designate at least one mass for the team to attend together during the season

If a candidate for head or assistant coach has coached previously, past parent evaluations will be reviewed for consistency of the above-mentioned criteria.

6.9.2 Playing Time. It is expected that coaches communicate the playing time requirements to both parents and athletes prior to the season. For Instructional and Recreational teams, equal playing time is expected over the course of the season. Competitive teams should follow any League rules on playing time and a coach should have each player play a minimum of 25% of the games over the course of the season. Coaches must have a system in place to monitor and comply with this playing time requirement. Coaches must be aware of league rules as well as Booster expectations.

Deliberate attempts to humiliate opponents by running up the score are inconsistent with our philosophy.

6.9.3 Coach Selection. Coaches will represent All Saints with a high-level of sportsmanship, integrity and respect towards team, parents, and opponents. To be considered to coach at All Saints, the following criteria must be met:

- Willingness to adhere to Booster's Handbook, support the philosophy around ministry and faith formation, and abide by the Code of Conduct.
- VIRTUS approved and all requirements up to date
- completed the mandatory Concussion and Lindsey's Law Education requirements
- Be over the age of 21
- Knowledge of the sport fundamentals and rules with the goal to develop each child to the best of his or her ability
- Ability to communicate with children and parents, especially in difficult situations
- Time availability and dependability
- Commitment to treat each child fairly, ensure that every student athlete participates in all practices, and playing time guidelines are followed.

Post season survey responses (if previous experience with All Saints Boosters) or feedback from previous coaching experiences will be considered as part of the Coach selection process.

Non-parent head coaches will be recruited for competitive "A" teams in grades 6-8. A non-parent head coach is strongly preferred for the competitive/"A" team. A Director and Booster President may recommend a parent coach to the Board if they believe he/she is best qualified.

The Booster Board must approve all recommended head coaches. This list should be presented to the Booster Board at the Booster meeting prior to evaluations.

The All Saints Boosters appreciate the time commitment a coach invests. There is, however, no guarantee that a coach will be selected to coach the following year based on a previous years' coaching. The criteria listed above will determine coach selection from year to year. Directors will do their best to find the coach who best meets all the criteria mentioned above, when there are two or more coaches who exemplify these criteria equally, the Booster President and Director will choose the coach based on solicited feedback and interviews, if necessary.

Coaches that are selected are required to start and finish practices in a timely manner. A coach may never leave a child at a game or practice site without adult supervision.

6.9.4 Assistant Coaches. Assistant coaches for each sport at each grade level will be chosen by the head coaches after team selection. An assistant coach must be 19 years or older.

The attributes listed above for head coaches should also be sought for assistant.

The Booster Board must approve all recommended assistant coaches.

Non-- Parent Assistant Coaches are preferred for competitive Teams.

All Coaches selected for each season shall participate in a Coaches' Ministry Meeting as detailed in Section 6.2.11(b) of the Charter.

6.9.5 Parent Volunteers. Coaches must be responsible for assigning volunteers to provide a variety of services to make the program successful. This will include, but not limited to: set up, clean up, concessions, and admissions and all duties that accompany these activities. Directors will provide the list of duties that must be fulfilled by the team. If a coach is not willing to take responsibility for assigning these volunteers (they may select someone to assign volunteers, but the coach is ultimately responsible), we ask that they do not volunteer to coach. If parents are not able to work, they are responsible to get someone to sub for them. Volunteers must be 18 years old or older. If there is a child that is younger than 18, they may help, but the parent must be present with the student. If the assigned parent does not show up and fulfill their duties as assigned, their child playing the sport may have to sit out the next game or other consequences will be imposed at the discretion of the Director.

6.9.6 Coach's Meeting with Parents. The head coach will meet with the parents prior to any games being played. It is mandatory for at least one parent to attend. That parent also bears the responsibility to share the Code of Conduct with other key adults involved in the program for their child (i.e., grandparents, guardians, etc.)

- Coach's welcome and share background
- Review Boosters Statement of Purpose
- Share team goals for Spiritual Development
- At least one prayer at practice and games as a team
- Team Mass
- Service project fulfilled
- Sports Leader Program (when applicable)
- Share coach's personal thoughts on Character Development
- Share coach's approach to Skill Training
- Review key policies for the sport program (specific sport handbook items), including policy on playing time
- Review Parent's Code of Conduct (Section 8: Catholic Youth Athletic Code of Conduct)
- Review responsibilities of the parents – concessions, etc.
- Communications-Discuss the best ways and times to communicate between parents and coaches
- Share conflict resolution expectations. See section on Conflict Resolution Policy for details.
- Share what parents will receive in terms of communications throughout the year (a mid-season and end of year meeting is strongly encouraged)
- Share importance of end of year evaluations and what defines success.

## **Section 7.0. Conflict Resolution Policy**

The All Saints Boosters Organization is committed to a safe and healthy environment for our children, parents, coaches, and spectators related to all Boosters sponsored events. Effective communication between the Boosters' Organization and the parents and students involved in a Boosters' activity is an essential element of the All Saints Boosters.

Concerns should first be discussed verbally with the coach/parent/director/student in question as it occurs; do not wait until the end of the season or later. When discussing conflicts, set up a time to meet other than at a practice or a game and invite an objective third party if necessary. Both parties should document conversations.

If the issue is not resolvable with this first step, the next step is to contact the next respective Booster representative (see below). Booster representative will document this conversation in writing and recommend a course of action.

Any conflict still unresolved after following the steps below should be documented on a Conflict Resolution Form and sent to the Pastoral Associate. The Pastoral Associate will acknowledge receipt of the form within 48 business hours and direct the Conflict Resolution Committee to review and resolve the conflict within 30 days of receipt, in writing, to the addressee(s). NOTE: a conflict resolution form will only be accepted during the season in which the sport is played or for one week following the conclusion of the season.

### **7.1 Conflict Resolution Committee**

The Conflict Resolution Committee will consist of the following Members:

Pastoral Associate – Chair

Booster President

Spiritual Director

Appropriate Athletic Director

If the Conflict involves any of the members of the Conflict Resolution Committee, the member will recuse himself/herself from the committee.

The steps for resolving conflict will be:

#### **Conflict with Coach or Director**

- Speak directly to Coach or Director
- If not resolved, contact Booster President
- If not resolved, submit Conflict Resolution form to Parish Liaison.

#### **Conflict with a player**

Speak directly to player

- If not resolved, speak to player's parent(s).
- If not resolved, contact Director and/or Booster President.
- If not resolved, submit Conflict Resolution form to Parish Liaison.

Conflict with a parent

- Speak directly to parent
- If not resolved, contact the Coach or Director.
- If not resolved, contact the sport Booster President.
- If not resolved, submit Conflict Resolution form to Parish Liaison.

## **Section 8.0. Boosters Board Meetings**

The Boosters Board shall meet on the first Thursday of each month at 7:00 PM. Any changes to this regular schedule of meetings will be communicated at least five days prior to the meeting.

There is no regularly scheduled meeting in July and meeting dates and times of other meetings may be changed due to events such as the parish festival, spring break, snow emergencies, etc. with the recommendation of the President and majority vote of the Board Members.

All regular meetings of the board shall be open to all interested parties. Parishioners are encouraged to attend and speak at meetings. If a parishioner wishes to present a topic for discussion at a meeting, he/she is to submit the issue in writing to the President at least three days prior to the scheduled meeting.

The agenda for the monthly meeting shall be issued to board members at least 24 hours prior to the meeting. Progress updates from each of the Board members will be sent to each other at least one day prior to the meeting.

All members are expected to be present for all meetings. Three consecutive absences or a total of four absences in a calendar year will be sufficient grounds for replacement.

Minutes will be approved by Board member attendees for that meeting and sent back to the Communication Director before public release. Minutes may be voted upon via email communication.

### **8.1 Booster Board Election Process**

Each year, the positions available on the Boosters Board will be communicated broadly to the Parish (Booster & Parish website, Parish Bulletin and PTO communications and Facebook page) and will include an outline of the Boosters' Statement of Philosophy and Scope as well as a brief description of the respective Board Officer's responsibilities.

Any internal position moves on the Board will be discerned prior to broad communications of the positions open. It is expected that the president role will often be filled by a current Board member.

Candidates be asked to attend the Election Meeting where they will introduce themselves to the Board.

At the Election meeting, the Board will meet the nominees, ask them questions, and dismiss them for a period of prayer and consideration. The Boosters will discern and decide upon the new members.

If a current board member is not able to make the meeting, that member will share his/her recommendation via email to the President and the Pastor or Pastor Designee. Newly elected board members are encouraged to join the Board at the June meeting, officially starting their term and duties on July 1st.

## **9.0 Coaches Meeting**

It is expected that the Director will attend the Coaches' Ministry Meeting and meet with the head coaches prior to the first

practice. This is a mandatory meeting for the head coaches, but all assistants are encouraged to join. Outline should roughly follow the Archdiocese's materials related to Coaches' Ministry.

## Archdiocese of Cincinnati Charter on Catholic Youth Athletics

# Code of Conduct

### **Spirit of Catholic Youth Athletics**

- Demonstrate good sportsmanship, patience, manners and an attitude indicative of the spirit and mission of the Catholic Church.

### **Adherence to Laws, Rules and Policies**

- Catholic canon law and Archdiocesan laws and policies including, but not limited to, the Archdiocese of Cincinnati *Decree on Child Protection*.
- Federal, state, and local laws and ordinances.
- The mission, goals, principles, and policies of the *Archdiocese of Cincinnati Charter on Catholic Youth Athletics*, and those of the Organizational Documents of participating athletics organizations and leagues.

### **Specific Violations**

- **Eligibility:** Violation of the eligibility policies of the *Archdiocese of Cincinnati Catholic Youth Athletics Charter*, including using an ineligible player.
- **Recruiting:** No recruiting for athletic purposes or to enhance a team's competitive advantage is permitted.
- **Leaving the field of play:** No team may leave the field, floor, game or tournament because of dissatisfaction with the officials, or their decisions.
- **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.
- **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.
- **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.
- **Escalating behaviors:** Behaviors that incite others to act in ways that are in direct conflict with the spirit of Catholic Youth Athletics are prohibited.
- **Vandalism and theft:** There will be no vandalism, theft, or destruction of property at any athletics venue.
- **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 the *Charter* are prohibited.



