



St. Louis Crusader Athletics School and Parish Policy Handbook





A Thought to All.....

With change there will always be growing pains and difficulties adjusting to a new system of how to do things, including becoming familiar with new rules and regulations.

This idea is no different when it comes to the new youth sports league within the Archdiocese of Cincinnati, the **Greater Cincinnati Catholic Youth Sports league (GCCYS)**. As we all are aware, this new league was created in the fall of 2015 to replace the old CYO league in accordance with the new Charter on Catholic Youth Athletics. The Charter was approved and promulgated by Archbishop Schnurr.

Since then, many positive changes have been made to bring youth sports back to where Catholic Christians at the elementary and junior high school level should be when it comes to bringing sports and our faith together. It is the goal of the Archdiocese for Catholic Youth Athletics to further the mission of the Catholic Church by providing sports experiences for youth that are firmly rooted in the Catholic faith tradition, based on the goals for Catholic youth ministry, and aligned with the evangelizing mission of the Catholic Church.

With that being said, where do we find common ground in sportsmanship on the field/court and in our faith life? St. Paul tells us in Ephesians *"We need to be Christ like in all we do, not only when we are in Church or at work, but also in the stands and on the gridiron."*

When fans yell at officials, threaten coaches, or boo opponents, it is creating a hostile or disrespectful atmosphere that influences the behavior of the children, both for those participating in the event and those sitting in the stands. Everyone (including fans, parents, grandparents, spectators, coaches, etc.) in Catholic Youth Athletics must abide by the "Code of Conduct" (<http://www.catholiccincinnati.org/wp-content/uploads/2014/04/Code-of-Conduct.jpg>). Every parent ought to have a copy of "10 Things Parents of Athletes Need To Know" (<http://www.catholiccincinnati.org/wp-content/uploads/2014/04/10Things200.jpg>) and a copy of the Code of Conduct.

An additional spiritual reminder to all Athletic Boosters, coaches, and parents- We must not forget that prayer is one of the most important parts of our faith life and an integral part of the formation of our children. Please remember to pray at all practices and before all games.

Let this be our prayer:

"Let the living Christ be the center of all that we do and are in Catholic Youth Athletics. Amen!"

Greg Smorey. Spiritual Liaison
GCCYS Board
2016



St. Louis Crusader Athletic Policy Handbook

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Important Web Sites:

St. Louis School and Parish/ Clermont Catholic Communities, 3C's: www.stlparish.org/school

A PROGRAM AND SERVICE OF
THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.

 **VIRTUS[®]Online** VIRTUS Online/Monthly Bulletins: www.virtus.org

 **GCCYS** Cincinnati, Ohio Greater Cincinnati Catholic Youth Sports, GCCYS: www.gccys.org



NFHS Concussion Training: www.nfhs.org/sports-resource-content/nfhs-concussion-course



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SECTION 1. Mission, Goals, and Guiding Principles (Charter on Youth Athletics- Arch Dioceses-12/2015)

1.1 Mission

Catholic Youth Athletics furthers the mission of the Catholic Church by providing 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

Goals- Catholic Youth Athletics is a form of youth ministry that leads young people closer to Christ, and takes its inspiration and direction from the 1997 U.S. Bishops' document, renewing the Vision – A Framework for Catholic Youth Ministry. That document identifies three overarching goals for all youth programs in the U.S. Catholic Church:

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.

1.3 Guiding Principles. The policies and best practices detailed in this Charter flow from these goals and are aligned with them. Since the Charter provides a framework of policies and best practices for elementary-age and parish-based athletics in the Archdiocese (except for the Excluded High Schools), the various athletics organizations, leagues, tournaments, teams, and practices that are a part of Catholic Youth Athletics will also reflect these overarching goals. The Guiding Principles are:

1.4 Statement of Philosophy and Beliefs for St. Louis School and Parish Athletics Association



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.”

We believe that sports are an important and valuable part of the ministry of our Parish. Our coaches, parents, teachers, and administrators have a significant influence on 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 and their love for God. If we can foster the spiritual growth in our Parish families, we as the community called Boosters, have enabled everlasting gifts.

Our top priority is to teach our children athletes at all skill levels to have fun at sports while developing Christian virtues: play hard and fair; respect coaches, officials, parents and teammates; to win with humility and lose with grace.

It is imperative that our entire Athletic Association community operates at all levels with common courtesy, patience, pride and respect. Our coaches, parents and administrators should act as educators and transmitters of Catholic values.

Our role is to create a culture that integrates athletic excellence and spirituality so that our children come away with a heightened sense of themselves as people who can strive to be the magnificent person God created them to be.



Section 2. Organization Role

2.1 Role of Catholic Athletics Organizations. The athletics organizations of our parishes, and non-parish schools, are the heart and soul of Catholic Youth Athletics. It's the place where the Catholic identity of participants, coaches and teams is authentically affirmed, modeled, and lived out. This Charter understands the parish, and non-parish school, athletics organization to be:

- a. An integral part of the mission, ministries, and life of the parish, or non-parish school, and committed to that mission above and beyond other considerations;
- b. Under the direct authority of the Pastor (Parish)
- c. Part of the youth ministry of the Catholic Church, with leaders, coaches, adult volunteers, and parents who understand the youth ministry mission of Catholic Youth Athletics (see Section 1, p. 7);
- d. Guided by the mission, goals and principles of this Charter (see Section 1, p. 7); and,
- e. *A source of inspiration, character development, virtue and Catholic Christian behavior that ideally will be beyond reproach.*

2.2 The Ministry Mission of the Athletics Organization. The youth ministry mission of the parish or school is the mission of the parish, or non-parish school, athletics organization. Regardless of formal title (for example "Boosters" or "Athletics Association") the athletics organization normally is an extension of the mission and youth ministry efforts of the parish, or non-parish school. Athletics organizations are responsible for organizing, coordinating and sustaining high quality athletics experiences for young people that build up their faith, character, virtues, self-confidence, communication capabilities and leadership skills, in the context of athletics. Athletics organizations stand in for Jesus when he says, "Let the children come to me, and do not prevent them; for the kingdom of heaven belongs to such as these." Matt. 19:14

2.3 Bookkeeping , Accounting and Insurance



2.3.1 Policies regarding financial bookkeeping, accounting, insurance and accountability. Athletics organizations that are part of a Catholic parish or school are governed by Archdiocesan policy with regard to financial bookkeeping, accounting, legal and insurance accountability. As such, like all other organizations, ministry groups, or committees of a parish or school, they are responsible to and under the direct authority of the Pastor for timely, accurate and complete financial reporting.

2.3.2 Transparency. To avoid the appearance or reality of malfeasance, parish and non-parish school athletics organizations, and the athletics leagues that serve them, are expected to maintain well-organized and transparent systems of financial record-keeping and accountability.

Section 3. Safety and Well-Being of Children

3.1.1 Archdiocese of Cincinnati Decree on Child Protection. The provisions of the Archdiocese of Cincinnati Decree on Child Protection must be followed by participating organizations, meaning that the Archdiocese of Cincinnati Decree on Child Protection and all related policies and recommendations are in full effect, including the following sub-points of 4.3.1 which have been excerpted verbatim from the Decree (visit the Archdiocesan website to review the Decree in its entirety):

(a) 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 includes interns, student teachers and others in similar capacities. For example, a regular volunteer is one who has contact with children on any overnight event; on at least a monthly basis; or in a multi-day program (e.g. Vacation Bible School). A regular volunteer has contact with children at least once a month, or participates in any overnight event with children. 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.

(b) VIRTUS®: (A.3 Policy) All candidates for ordination, clerics, regular volunteers and employees who have contact with children must attend a VIRTUS® Child Awareness Session on the *Decree* before they have contact with children. Responsible supervisors who hire personnel furnished by a third party contractor



who have contact with children, or who utilize auxiliary services personnel, are to inform such personnel of the existence of the *Decree*, inform them of the requirements of the *Decree* which pertain to them (for example, the C.9 Policy), and give such personnel the option of attending a VIRTUS® Child Awareness Session on the *Decree*.

(A.9 Recommendation) All adult volunteers are encouraged to attend a VIRTUS® Child Awareness Session, including training on the provisions of the *Decree*, even if they are not regular volunteers as defined in the *Decree*.

(c) Fingerprinting and Background Check (B.1 Policy): Background checks through fingerprinting or otherwise in a manner approved by the Chancellor in accord with the current policies of the Archdiocese must be performed on adults as follows: candidates for ordination, clerics, regular volunteers (see definition above) and employees may not have contact with children until an acceptable background check through fingerprinting or otherwise in a manner approved by the Chancellor is completed in accord with the current policies of the Archdiocese.

(d) Recruiting Volunteers (B.3 Policy): Those persons who recruit volunteers to work regularly with children in the parishes, schools, agencies and institutions of the Archdiocese must exercise caution in selecting volunteers. No volunteer has the right to insist on a particular volunteer position. If there is any cause for concern in a particular case, the matter should be brought to the attention of the responsible supervisor for further review.

(e) Permission, Health Information and Release of Liability Forms (C.2 Policy): A child may participate in an organized program sponsored by a parish, school, agency or institution of the Archdiocese only with the written consent of the child's parent or guardian on a standard *Permission, Release and Medical Power of Attorney* form (available online at the Archdiocese website at www.catholiccincinnati.org). Such written consent is expected to provide for emergency care of the child, as warranted by the program or activity.

(f) Minimum of Two Adults, Gender Ratio, Etc. (C.3 Policy): For any activity sponsored by the Archdiocese of Cincinnati, at least two adults, both of whom have successfully completed a VIRTUS® Child Awareness Session and background check through fingerprinting or otherwise in a manner approved by the Spiritual Liaison in accord with the current policies of the Archdiocese, and who are not



related to each other, must be present for any activity, including but not limited to after school tutoring of any sort (whether the tutor is hired by the parents or not).

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.

- (i) A ratio of 1:10 is recommended;
- (ii) 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 similar to the proportion of the children;
- (iii) Single sex athletics must have at least one adult of the same gender as the players (e.g., in case of injury or illness requiring attention in a rest room).

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

Exceptions for this C.3 Policy are only allowed for the Sacrament of Reconciliation, regular day-school or religion classes conducted on the grounds of the parish, school, agency or institution, and if for unanticipated reasons, only one adult can actually be present for an activity which is not overnight.

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.

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

(h) Reporting (Ohio Revised Code § 2151.421(A)(1)(a); § 2151.421(G)(1)(a)): 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 to Civil Authorities. In either case, a person reporting in good faith in making such a report is immune from both civil and criminal liability.

3.2. Concussions. Head injuries can happen in any sport. Catholic Youth Athletics should comply with state law (see Ohio HB 143 for more details) as regards concussions, including:

3.2.a Before practice or play begins for each sport or season, the parent or guardian of each participating child should review and sign the head injury information sheet required by Section 3707.52 of the Ohio Revised Code and available at www.healthyohioprogram.org/concussion.

3.2.b. Before beginning to coach or officiate, coaches and officials in Catholic Youth Athletics should receive training on concussions and the requirements of Ohio law.

3.2.c. 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, under Ohio law the coach or referee 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 or referee is responsible. Thereafter, under Ohio law the coach or referee 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 or referee 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.



3.3. Heat, Inclement Weather, Lightning, Thunder and Thunderstorms.

Lightning, Thunder: When thunder is heard or a lightning bolt is seen at a practice or competition, teams will suspend play and take shelter immediately. Once play has been suspended, play or practice will not resume until approximately 30 minutes has passed since the last thunder was heard or lightning flash witnessed.

Heat: To prevent heat illness (i.e. heat cramps, heat exhaustion, or heat stroke), when there are high temperatures, leagues, athletics organizations, coaches and teams should exercise prudence (such as by monitoring athletes closely, limiting practice duration, allowing lighter clothing, providing frequent fluid breaks for rehydration, and/or providing for shade).

Snow, sleet, rain:

NOTE: We request that citizens get snow advisory information from Radio/TV broadcasts rather than calling the Sheriff's Office or Communications Center.

Under Ohio law County Sheriffs may declare "Snow Advisories" as appropriate. When the condition of roads and highways within Clermont County has become impaired as the result of snow or ice, a snow advisory may be declared and conveyed to all electronic and print media within the Greater Cincinnati area.

There are 3 levels of Snow Advisories:

- **Level One: "ROADWAYS ARE HAZARDOUS WITH BLOWING AND DRIFTING SNOW. ROADS ARE ALSO ICY. DRIVE VERY CAUTIOUSLY."**

This level of snow emergency is merely advisory in nature, cautioning motorists to drive carefully on snow covered and icy roadways. Since this states the obvious, this level will rarely be used in Clermont County.

- **Level Two: "ROADWAYS ARE HAZARDOUS WITH BLOWING AND DRIFTING SNOW. ONLY THOSE INDIVIDUALS WHO FEEL IT IS NECESSARY TO DRIVE SHOULD BE OUT ON THE ROADWAYS. CONTACT YOUR EMPLOYER TO SEE IF YOU SHOULD REPORT FOR WORK."**

This level of snow advisory is more severe than Level One and recommends that only necessary vehicular travel be undertaken. There are NO legal restrictions or penalties for driving under a Level Two advisory. Offices and businesses have the discretion to establish "Work or No-Work" policies for their staff and employees under this level.

- **Level Three: "ALL ROADWAYS ARE CLOSED TO NON-EMERGENCY PERSONNEL. NO ONE SHOULD BE OUT DURING THESE CONDITIONS UNLESS IT IS ABSOLUTELY NECESSARY"**



TO TRAVEL. ALL EMPLOYEES SHOULD CONTACT THEIR EMPLOYER TO SEE IF THEY SHOULD REPORT TO WORK. THOSE TRAVELING ON THE ROADWAYS MAY SUBJECT THEMSELVES TO ARREST."

This level prohibits driving except for emergencies or absolute necessities. Because this level is so restrictive and raises questions/confusion about what is or what is not 'Absolutely Necessary' and disrupts businesses and other activities, a level 3 will rarely be used in Clermont County except under extreme circumstances that exist countywide.

Best Practice – Inclement Weather: When at outdoor practices and competitions, coaches, athletes, game officials and administrators should be aware of potential inclement weather and the signs that indicate thunderstorm development.

It is advisable to monitor local weather forecasts the day before and morning of the practice or competition and by scanning the sky for signs of potential thunderstorm activity.

Weather can also be monitored using small, portable weather radios from the National Weather Service (NWS). The NWS uses a system of severe storm watches and warnings.

- A watch indicates conditions are favorable for severe weather to develop in an area;
- A warning indicates severe weather has been reported in an area, and everyone should take proper precautions.

St. Louis Crusader Athletics will follow all National and local weather authorities when severe weather is being called for and will also advise based on rules of the GCCYS web site.

- Any inclement weather for games and practices will be communicated via the athletic director in communications with coaches for the best and most safe agenda for all at hand.
- Any holiday and/or snow day will be based as a non-mandatory practice and will be communicated by all coaches to the athletic director and then to team.



Section 4.0. Transportation

4.1. Transportation Laws and Policies. The same laws, policies and guidelines that govern other Archdiocesan programs, schools and ministries are in effect for athletics programs under Catholic parish or school auspices, as follows:

Laws:

In an automobile, all passengers must wear seat belts, with no more than one passenger per seat belt.

Priests, deacons, auxiliary services personnel, personnel furnished by a third party contractor, employees or volunteers must never transport one child alone. There are expected to be at least two adults in every vehicle that transports children. In exceptional situations, it may be permitted for one adult to transport children in a vehicle, provided a caravan of vehicles goes directly from point A to point B, with no stops in between; When traveling in a caravan there must be a minimum of one adult in every vehicle. If a vehicle is traveling alone, there must be at least two adults in the vehicle

Children must be directly transported to their destination, or make only previously planned stops (e.g. stopping for food or gas on a long trip). If an emergency stop must be made, all reasonable efforts must be made to ensure that two adults are present (e.g. calling another car in the caravan to pull over as well);

Children must never be transported without written permission from the child's parent or guardian; Clerics, auxiliary services personnel, personnel furnished by a third party contractor, employees or any volunteers must avoid unnecessary physical contact with children while in the vehicle.

Archdiocesan Recommendations and Clarifications.

The driver's insurance is the primary insurance coverage, not the Archdiocese.

If an event begins and ends at the site of an activity, the Church leader does not need to organize the transportation.



Church leaders never organize transportation for parish or school events using drivers under the age of 21.

Safety of Parish or School Gymnasiums, Athletics Fields, Athletics Facilities. The maintenance, upkeep, and general condition of a Facility are the responsibility of the parish or non-parish school that owns the Facility.

Coaches and adult athletics leaders should take care to ensure that their children are using Facilities that are safe and secure, including:

- (a) **Gymnasiums:** Paying attention to any apparent damage to backboards, bleachers, and other seating that could render such items unsafe. Gymnasiums that lack sufficient space outside the boundaries of play can pose safety risks to larger players whose momentum could carry them into walls or chairs; accordingly, it is recommended that athletics events for larger children be scheduled in larger gymnasiums.
- (b) **Athletics Fields:** Before beginning practice or play, coaches or athletics leaders should inspect the field(s) for any unsafe conditions.
- (c) **Postponing or Cancelling:** If it is apparent that the condition of a Facility may pose a risk of injury, coaches and athletics leaders are expected to postpone or cancel events until a safe Facility is available, and any such postponement or cancellation will not incur a penalty.
- (d) **Reporting:** Any problems with a Facility should be reported to (i) the leaders of the parish, or non-parish school, responsible for the Facility, and (ii) the league leaders who schedule athletics events at the Facility. If the problems persist and as a result there are ongoing safety risks, the coaches, athletics leaders, league leaders or concerned parents should contact the Commission.

Section 5.0. Code of Conduct

All who are involved in Catholic Youth Athletics are expected to conduct themselves as examples of Christian behavior. This is essential and expected as a witness to the mission of the ministry of Catholic Youth Athletics, both on the field of play and away from it. The conduct of coaches and players in practices and in competitions has a powerful impact on the conduct of parents and fans, the love of the sport, and the reputation of the Catholic faith community. This Code of Conduct extends to all events or activities sanctioned or sponsored by athletics organizations; 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 as deemed appropriate by the athletics organization leadership, and/or league leadership.

5.1. Code of Conduct

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

5.1.1 Spirit of Catholic Youth Athletics.

(a) Treat everyone with respect and love according to the Great Commandments: “You shall love the Lord, your God, with all your heart, with all your soul, and with all your mind. This is the greatest and the first commandment. The second is like it: You shall love your neighbor as yourself. The whole law and the prophets depend on these two commandments.” Matt. 22:37-40

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

5.2.2 Adherence to Laws, Rules and Policies.

(a) Catholic canon law and Archdiocesan laws and policies including, but not limited to, the Archdiocese of Cincinnati Decree on Child Protection.

(b) Federal, state, and local laws and ordinances.

(c) The mission, goals, principles, and policies of the Archdiocese of Cincinnati Charter on participating athletics organizations and leagues.

5.2.3 Specific Violations.

(a) Eligibility: Violation of the eligibility policies of the Archdiocese of Cincinnati Catholic Youth Athletics Charter, including using an ineligible player.

(b) Recruiting: No recruiting for athletic purposes or to enhance a team’s competitive advantage is permitted.

(c) Leaving the field of play: No team may leave the field, floor, game or tournament because of dissatisfaction with the officials, or their decisions.



(d) **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.

(e) **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.

(f) **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.

(g) **Escalating behaviors:** Behaviors that incite others to act in ways that are in direct conflict with the spirit of Catholic Youth Athletics are prohibited.

(h) **Vandalism and theft:** There will be no vandalism, theft, or destruction of property at any athletics venue.

(i) **Alcohol, tobacco, illegal controlled substances:** No alcohol, tobacco, or any illegal controlled substance is permitted at practices, league competitions, or tournaments where Catholic Youth Athletics, and those of the Organizational Documents of 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.

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



5.2.5 Archdiocesan Recommendations and Clarifications.

- (a) For liability reasons, the Archdiocese prefers that buses rented from a third-party who supplies the driver are used for transportation.
- (b) When Church leaders are providing transportation for an event, a teen may drive him or herself (and siblings) only with written permission of the parent or guardian. They may not transport other passengers.
- (c) The driver’s insurance is the primary insurance coverage, not the Archdiocese.
- (d) If an event begins and ends at the site of an activity, the Church leader does not need to organize the transportation.
- (e) Church leaders never organize transportation for parish or school events using drivers under the age of 21.

Section 6.0. -General Policies

6.1. Registration

Registration for each sport will be completed through on-site date(s) and via the St. Louis School registration website a link can be found on the STL Athletic Associations website at www.stlouisparish.org. 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 REGISTRATION PERIOD
Fall Sports	Girls Basketball * <i>Girls’ Volleyball</i>	March-May
Winter Sports	Boys Basketball; * <i>Girls Basketball/Volleyball</i>	August-Sept
Spring Sports	Track and Field; Boys Volleyball	Jan-Feb

Registration announcements will be placed in the bulletin, on the Athletics Association web pages, and through emails for at least two weeks. In most cases, the registration will be open for one month. All registration fees must be paid at the time of registration for the registration to be considered complete. If paying by check, the check must be received before the registration deadline. Late fees will be applied automatically to registrations that are not paid before the registration deadline.



*Note while Football, Golf, Soccer & Baseball are not offered directly through our school, we can assist in the partnership with outside GCCYS schools if a student athlete wants to participate. As golf and soccer are not offered GCCYS sports and do not participate in a Catholic League it is expected our student athlete(s)/Teams, follow all principles of an Archdiocesan sanctioned leagues.

6.2. Late Registration

Late registration is usually available to anyone who misses these registration dates. Late registrants will be assessed a \$20 late fee. Late fee exceptions must be approved by the Treasurer, VP and the appropriate Coordinator. Late registrants will be placed on a wait list until it is determined if there is an open spot on a team. We will make every attempt to place as many children on teams as possible, as long as it does not violate our maximum team size. Children who register late will be placed on a team, in the order received.

6.3. Registration Fees

The registration fee will be set for each sport by the Athletic Association Board. Registration fees cover the expenses to run a sport which include: league fees, referees fees, uniforms, equipment, gym rentals, tournament fees, etc. The Board will evaluate the fee annually and will strive to keep registration fees as low as possible. Additionally, the Board & Parish will ensure that a registration fee will never be a barrier for participation in a Athletic Association activity. Athletic Association is willing to assist parents who are struggling financially and do not have the capability to pay for sport registration fees. The parent needs to make a request of the Athletic Association President who will determine along with the Finance Director the best action to take.

** Financial assistance is offered but will be reviewed with the school on a case by case appointment. Must be receiving financial assistance for school tuition to qualify.

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



6.4. Athlete Eligibility

All registered St. Louis students and 3C's parish children, meaning their families are registered parishioners, are eligible to participate in Athletic Association sponsored programs. When the coordinator compiles the roster they will work with the Athletic Association Board and Parish liaison to confirm eligibility.

No distinction is made between children who attend one of our 4 parish regions and those who do not. It is expected that non-parish students in grades 1–8 attend Religious Education classes. It is recommended that children in grades 7–8 will participate in Youth Ministry. All athletes will play at their grade level with the exception of an inadequate number of players. When this occurs, the coordinator will recommend the proper team combination. Children cannot play down a grade. Athletic Association will also comply with OHSAA rules where applicable for varsity grades. Athletic Association will comply with appropriate league rules.

6.4.1 Athletics Participation Policy

***Academic Monitoring:** We place a high level of academic stature with our athletes and will maintain a close relationship with the parents and or guardians in combination with the teacher & school principal when a situation occurs of an athlete becoming ineligible to participate in play due to grades.

*Letter grades of "D and F" will call for a meeting with the parents, teacher and principal to review academic suspension until a "C" level grade is achieved. Athletes at that time are requested to attend practices on a monitory basis but not participate in play and are required to still attend games until the athletic suspension is lifted.

**Athletic suspension is transient in nature and would only last as long as the teacher and student work to achieve "C" level status.

***Suspensions:** A student that is suspended from school will not be allowed to participate in athletics at St. Louis School during such suspension. The suspended student will not be allowed to begin participating in STL sports until the date that he/she is eligible to start school after the suspension. For example, if the Principal notifies the President of the Athletic Association that a student has been suspended for five (5) school days from Monday to Friday and will be allowed back to school on the following Monday, that student will not participate in athletic practices and games until the Monday that he or she starts school after suspension. The Principal will notify the President of the Athletic Association.



***Expulsions/Withdrawals:** A student that is expelled from school or withdraws from school in lieu of expulsion will not be allowed to participate in athletics at St. Louis School for a minimum of the current sports season plus the next two sports seasons upon review from Board (the “Minimum Expulsion Period”). For example, a student that withdraws in lieu of an expulsion during the baseball season will not be allowed to participate in the baseball season, the soccer/football season and the basketball season. After the Minimum Expulsion Period, the student may apply to the Executive Committee of the Athletic Association for reinstatement (the “Reinstatement Application”). The Executive Committee will hold a meeting on the Reinstatement Application. A majority of the Executive Committee must approve reinstatement for the student to be allowed to participate in athletics at St. Louis School. The Principal will notify the President of the Athletic Association of any expulsions or withdrawals in lieu of an expulsion.

The use of mind-altering chemicals, drugs or alcohol at any time or any place is prohibited by students involved in Our Lady of Victory Athletic Association events or activities. Any student who is found with possession / use / paraphernalia or alcoholic beverages on or off parish property shall be disciplined in the following ways:

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

6.5. Tournaments

In applicable sports, STL Athletic Association will cover 2 in-season tournaments for all Instructional and Recreational Teams. These tournament costs are covered by the STL Athletic Association. For Competitive teams in Grades 6-8, tournaments participation will be aligned to with Coach and Coordinator per tournament/ game limits established by the STL Athletic Association Board. *Additional tournament costs outside of covered 2 in-season will be communicated to Board and reviewed in regards to financial sponsoring.

6.6. Non Booster Sponsored Teams

STL Athletic Association will only sponsor teams that compete in STL Athletic Association-approved leagues. STL Athletic Association recognizes that coaches



and parents may form teams of St. Louis School athletes outside of these leagues to compete in, for example Amateur Athletic Union (AAU) tournaments or Nothin but Net (NBN). However, these teams are in no way affiliated with STL Athletic Association and the teams must provide their own uniforms and equipment. They are not permitted to use the St. Louis School name, uniforms or equipment unless reviewed by Board and will not fall under the liability of St. Louis parish and the Archdiocese. Coaches who attempt to use St. Louis School uniforms will be disciplined based on the STL Athletic Association Disciplinary Guidelines as described on the Code of Conduct. Using the St. Louis School name or property of St. Louis School is a direct violation of the Archdiocese policy.

A non-STL Athletic Association-sponsored team of all St. Louis School parishioners may request gym time/field time through the STL Athletic Association. The gym/fields are Parish facilities and available to all parishioners, however priority will be given to STL Athletic Association sponsored teams. Approval and scheduling must go through Athletics' president and coincide with school & parish calendars.

6.7. Team Selection Policy

STL Athletic Association's designs and implements effective selection procedures to create the best experience for each student athlete at all skills levels.

In grades 3 through 5, our focus is on providing an instructional experience. Our goal when players are placed on teams in grades 3 through 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. Our selection process is based on objective assessments of student athlete's skill and ability and give regard to high school preparation.

Coordinators 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 St. Louis School to conform to the Parish and STL Athletic Association philosophies.



6.8. General Rules for Player/ Team Evaluations

The coordinator is responsible to determining and publishing the schedule for all player/team evaluations.

The coordinator and coach are responsible for selecting the evaluation team for each grade.

6.9. Injured Players

If a player is unable to participate in evaluations due to an injury, registration can still be received and fee will be postponed until decision is made of ability of the injured player to return or play. At time decision is made, registration fee will be deposited or returned.

6.10. Team Selection Process for Teams Grades 3-5

**We will follow all GCCYS, Greater Cincinnati Catholic Youth Sports league rules for all play time, tournaments and Code of Conduct. Please visit: www.gccys.org*

- Selection will occur after all registration of all players that have registered is completed.
- Teams in these grades are considered Recreational Balanced teams and rules for play time will follow all GCCYS rules

6.11. Team Selection Process for Competitive Teams Grades 6-8

- Selection will occur after registration of all players that have registered is completed.
- Prior to any selection procedure all teams must be ranked into an A, B, or C pool or similar ranking per the coordinator. Ranking within the pool are recommended.
- Injured players will be ranked prior to the selection of the teams as defined in this document.
- Prior to the selection of the teams the coordinator must determine the number of teams and head coach. The head coach of the team must be preselected prior to the evaluations per the Coach Selection Policy.
- Competitive teams should continue to be formed as long as 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.

- Coordinators are charged with the responsibility of ensuring an effective selection process and timely resolution of any issues.
- The coordinator has the authority to modify the above process as long as the result yields fair teams, and the modification is approved by the Athletic Director prior to announcing the teams.
- Once teams are announced they are not subject to change, unless approved by vote by the STL Athletic Association Board.

6.12. Team Announcements

- The team evaluation and selection process is considered privileged information and should not be shared with anyone outside of STL Athletic Association Board by no other than the coaches/coordinator sharing information with parents, athletes, or those without a need to know is considered to be in 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 provided by the GCCYS web site
- Explanation of playing time philosophy.
- A copy of the Athletic Association Conflict Resolution policy. It should be made clear of that issues should be brought to the coach first, and progress to the coordinator, then the Athletic President.
- Any practice or game schedule information
- Explanation of tournament involvement.
- 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.



6.14 Expectations of Coaches

- At least one prayer will be shared at the beginning of all practices and praying together with the visiting team at all home & away games – keeping God first in all we do.
- The head coach is asked to coordinate with the Spiritual Liaison charged with the responsibility of the team's administrative work and should seek input from all assistant coaches while building a Christian partnership of team leadership of additional active spiritual participation within the school and parish.

6.14 Playing Time

We are mandated to follow the playing time guidelines of GCCYS. It is expected that coaches communicate the playing time requirements to both parents and athletes prior to the season. For our Instructional and Recreational teams we require roughly equal playing time 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 also have a system in place to monitor and comply with this playing time requirement. Coaches must be aware of league rules.

We strongly recommend the use of substitutes whenever possible, especially when the game's outcome has been decided. Deliberate attempts to humiliate opponents by running up the score are inconsistent with our philosophy.

6.15 Coach Selection

- Coaches must be registered and active parishioners of St. Louis School or within the 3C's parish region. At least one coach must be Catholic.
- Coaches will be required to receive NFHS concussion training, AED and CPR training all of which will be set up and advised through the school.
- Coaches will have a willingness to represent St. Louis School with a high-level of sportsmanship, integrity and respect towards team, parents and opponents at all sporting events.



- Coaches must attend and complete VIRTUS Child Protection training, and stay current, before they begin practices or have any interaction with the student athletes.
- No one under the age of 21 may be a head coach without adult supervision.
- Important factors in the head coach selection include the following:
 - Support spirituality aspects of the Athletic Association Ministry mission
 - Knowledge of the sport fundamentals and rules
 - Ability to communicate with children and parents, especially in difficult situations
 - Time availability and dependability
 - Ability to develop players' abilities, character, and spirituality
 - Goal to develop each child to the best of their ability
- All coaches must be willing to abide by the Code of Conduct provided by the GCCYS web site and Charter
- Coaches will ensure that every student athlete is to participate in all practices and playing time guidelines shall be followed. For the safety of the student athletes, the coach will start and finish practices in a timely manner. No child shall ever be left at a game or practice site without adult supervision.
- There are spiritual requirements for each one of our sports teams that the coaches are expected to meet. Our desire is that these expectations will play an important role towards fulfilling St. Louis School Athletic Association Ministry Purpose – to provide opportunities for spiritual growth, character development, and athletic skills training.
- The Athletic Association Board must approve all recommended coaches.

The STL Athletic Association appreciates 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. Coordinators will do their best to find the coach who best meets all of the criteria mentioned above, when there are two or more coaches who exemplify these criteria fairly equally, the Athletic President and Coordinator will choose the coach based on solicited feedback and interviews, if necessary.



6.16 Assistant Coaches

- Assistant coaches for each sport at each grade level will be chosen by the head coaches. An assistant coach must be 19 years or older.
- The attributes listed above for head coaches should also be sought for assistant.

6.18. 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.

Coordinators and coaches 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 at least 13 years old or older. If there is a child that is younger than 13, 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.

6.19. Outline for Coach's Meeting with Parents

It is expected that the head coach will meet with the parents prior to any games being played when communication is needed. 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 Athletic Association's Statement of Purpose
- Share Athletic Association's program elements for Spiritual Development



- At least one prayer at practices and at games as a team
- Monthly VIRTUS bulletins
- Share coach's personal thoughts on Character Development, Skill Training
- Review key policies for the sport program (specific sport handbook items), including policy on playing time and GCCYS rules
- Review GCCYS Code of Conduct – have parent(s) sign
- 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)

Section 7.0 Conflict Resolution Policy

7.1. Conflict Resolution

The St. Louis Crusader Athletic Association is committed to a safe and healthy environment for our children, parents, coaches and spectators related to all Athletic Association sponsored events. Effective communication between the Athletic Associations, the parents and students involved in an Athletic Associations' activity is an essential element of the St. Louis Crusader Athletic Association.

Concerns should first be discussed verbally with the coach/parent/coordinator/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 Athletic Association representative (see below). Athletic



Association 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 Athletic Spiritual Liaison. They then 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 not be accepted for any sport unless it is submitted no later than one week after the season end.

7.2. Conflict Resolution Committee

The Conflict Resolution Committee will consist of the following Members. In the event that the Conflict involves any of the members of the Conflict Resolution Committee the member will recuse himself/herself from the committee.

- Athletic Association President/AD
- Athletic Spiritual Liaison
- Appropriate Coordinator (Boys or Girls)
- St. Louis School principal and Parish pastor

7.3. Process

The steps for resolving conflict will be:

- Conflict with Coach or Coordinator
 - Speak directly to Coach
 - If not resolved, contact Coordinator
 - If not resolved, contact Athletic President.
 - If not resolved, submit Conflict Resolution form to Pastoral Associate.
- Conflict with a player
 - Speak directly to player
 - If not resolved, speak to player's parent(s).
 - If not resolved, contact Coordinator.
 - If not resolved, contact Athletic President.



- If not resolved, submit Conflict Resolution form to Pastoral Associate.
- Conflict with a parent
 - Speak directly to parent
 - If not resolved, contact the Coach or Coordinator.
 - If not resolved, contact the sport Athletic President.
 - If not resolved, submit Conflict Resolution form to Pastoral Associate.

Section 8.0. Roles & Responsibilities of Board Members and Coordinators

8.1. Board Members

8.1.1. President

The President will preside at all meetings. The President will call all regular and special meetings and lead the Board to carry out the constitution to the best of his/her ability. The President shall appoint Board members to all committees as needed. They will also ensure the Athletic Directors are working with the Coordinators to monitor the activities of parents, coaches, and players and standards of conduct for all.

Additionally the President will:

- Ensure the Athletic Directors are effectively running their sports programs consistently with Booster policies and practices and Arch Diocesan Charter
- Ensure frequent communications with parents, coaches and coordinators occurs
- Participate on the Conflict Resolution Committee
- Prepare and distribute the agenda 3-days prior to the Athletic Association's meeting
- Ensure the Athletic Spiritual Liaison is updated when he/she is unable to attend Board meetings
- Be responsible for leading the Athletic Association in developing annual and long term goals



- Advise the Athletic Spiritual Liaison of upcoming policy recommendations and/or issues

8.1.2. 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 at the same time that all operating goals are accomplished.

Additionally the Vice President will:

- Manage the registration process and administer the registration policies and practices
- Consult with the Athletic Spiritual Liaison and/or the Pastor to make decisions to assist parishioners financially when they are unable to pay for their registration fees
- Be responsible for updating and publishing the Athletic Associations policies and maintain a current membership roster
- The Vice President shall also provide a copy of the Constitution, Handbook, and goals to each new board member
- Work with the Parish staff, as needed, to insure projects are completed.

8.1.3. Finance Director/Treasurer

The Finance Director/Treasurer will collect all obligations to the organization such as dues and other monies as may be raised by the organization. They will keep a correct statement of receipts and expenditures, and submit a status report when called upon to do so. The Finance Director will approve Coordinators annual budgets when applicable. They will review and approve all spending requests submitted for over budgeted amounts. The Finance Director/Treasurer shall submit all outstanding bills promptly upon receipt for payment through the parish business manager for appropriate payout procedures. The fiscal year shall run from July 1 to June 30.

Additionally, the Finance Director/Treasurer will:

- Reconcile monthly bank statement with parish Business manager



- Track, document and maintain records on all expenditures, income and revenues
- Submit all checks for all expenses for reimbursement
- Prepare monthly profit/loss statement for monthly meetings
- Track all capital expenditures
- Ensure the Concession Coordinator has adequate supplies and makes regular deposits
- **Ensure payment for registrations are made by members on the online registration system*
- Work with the parish office on all fiscal monetary decisions

8.1.4. Secretary

The Secretary will maintain an accurate permanent record of all proceedings of Athletic Association organization meetings. The Secretary will create and distribute all the correspondence of the organization. The Secretary shall be responsible for submission of all items for bulletin. They shall be responsible for preparing and distributing minutes to all Board members and posting to the Athletic Association website.

The Secretary will also:

- Be responsible for correspondence with the Parish Scheduler for all Athletic Association meetings
- Conduct all e-votes where it becomes necessary for the Board to vote on a matter in an expedited manner.
- Oversee the Website Coordinator and ensure the Athletic Association website is updated and working as effectively as possible

8.1.5. Athletic Spiritual Liaison

- Catholic: The Athletic Spiritual Liaison should be an active Catholic in good standing with the Church. The Athletic Spiritual Liaison may be ordained, religious or lay, a paid staff member, or a volunteer.
- Appointed by Pastor or principal: In a parish, the Athletic Spiritual Liaison should be appointed by the Pastor and report directly to him



or his designee. In a non-parish school, the Spiritual Liaison should be appointed by the principal or his or her designee.

Duties:

- **Communication:** Responsible for communicating the spirit, mission, goals and principles of this Charter to all in the athletics organization.
- **Meetings and monitoring:** Ensure that the annual coaches' ministry meeting(s) is (are) scheduled. Attend the annual coaches' ministry meeting(s) and monitor attendance at such meetings by the coaches.
- **Promote ministry spirit:** Assist coaches in implementing a spirit of ministry, as reviewed annually at the Coaches' ministry meeting, in practices and games throughout the season.
- **Evaluations:** Participate in end-of-year evaluations of coaches and discussions regarding their return for future years.
- **Resources:** Provide resources, including prayers and other resources, to assist coaches in their youth athletics ministry.
- **Listening:** Be a listening ear outside of the athletics organization for coaches, parents or athletes.
- **Develop guidelines:** In consultation with the Pastor, or principal of a non-parish school, and athletics organization leadership, establish any guidelines to be fulfilled by coaches or teams to integrate Catholic/Christian faith and spirituality more fully into the athletics programming.
- **Grievance Committee:** The Spiritual Liaison should be a member of the athletics organization Grievance Committee.
- **Evaluation:** An annual review of the Spiritual Liaison should take place with the Pastor, or principal of a non-parish school, or designee, with input from coaches and athletics organization leadership.
- **The Spiritual Director** will be responsible for making 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.

8.1.6. Facilities/Field Coordinator

The Facilities/Field Coordinator will be responsible for ensuring Coordinators complete all day to day maintenance and repairs on Athletic Association sport equipment and facilities. Additionally, they will be in charge of all large Athletic Association facilities projects and the necessary planning for each project. The Facilities/Field Coordinator, with the help of the Board Members, will create and update a Master Plan for Athletic Association equipment and facilities. He/she work with the individual Sports Coordinators when requested to accomplish a project to improve the sports facilities or operations.

8.2. Coordinators

Sport Coordinators

Coordinators shall attend league organizational meetings, and Athletic Association meetings the months immediately before, during, and immediately after their season. Coordinators 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 Finger printed. All new coaches will be required to complete VIRTUS, background check, NFHS concussion training and AED/CPR training that will be reviewed by the Coordinator and the appropriate Athletic Director. Coordinators will dispense equipment, rules and uniforms to all coaches before season and ensure collection at the end of the season. Coordinators will work with each other to resolve conflicts in practice and game times and facilities for all teams. Coordinators will ensure their respective coaches schedule parents to work concessions. Coordinators will ensure coaches communicate with parents in a timely manner to keep them informed and pass along all information concerning league play, cancellations, or changes in scheduling to all coaches and Parish Facility scheduler. All coordinators will submit a budget to the Treasurer for the sport they are administrators when applicable.

Coordinators will be responsible for coaches' selections of assistant coaches and work with the athletic director where necessary. The selections must then be approved by the Athletic Association Board.



8.2.1. Outline for Coordinator's Meeting with Coaches

It is expected that the sport coordinator will 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. Head coaches bear the responsibility to share the coach's code of conduct to all assistant coaches and obtained signed copies.

- Welcome and share background.
- Review Athletic Association Statement of Purpose, including four expectations of coaches for spiritual development.
- Review the specific sports handbook including playing time requirements and suggestions
- Review GCCYS Code of Conduct and have coaches sign.
- Share Athletic Association conflict resolution procedure.
- Talk any specific budget items.
- Share importance and process for end of year evaluations, reviewing form if needed.
- Share outline for coach's meeting with parents.
- Invite applicable representatives, which may include Spiritual Director, Concessions Coordinator, Facilities Director or others.

8.2.2. Specific Coordinator Duties

- Adhere to and support Athletic Association policies
- **Using the Sports Signup Website to manage registrations and team selections.*
- Forming the teams using the process as described in the Team Selection Section.
- Communicating the team selections to the parents as described in the Team Announcement Section.

Coordinators are responsible for maintaining and dispensing equipment and uniforms to all coaches before season and ensure collection at the end of the season. Coordinators are expected to have an inventory of all equipment and



uniforms. Coordinators are encouraged to communicate to parents that uniforms or equipment not returned may result in a fine and ineligibility for the next sport.

- Coordinators are responsible for working with the Facilities Coordinator to secure practice and home game time.
- Coordinators should work with each other to resolve conflicts in practice and game times and facilities for all teams.
- Coordinators will ensure coaches schedule parents work concessions. Furthermore, coordinators shall provide to the Concession Coordinator a list of home games and team contact information so that the Concession Coordinator can plan accordingly.
- All coordinators will submit a budget to the Treasurer for the sport they are administrators for no later than May 31st.
- Coordinators should attempt to observe practices and games to see first-hand the quality of coaching on their teams.
- Coordinators will ensure that all Parent meetings on each team are conducted and that the parents who did not attend are followed up with.
- Coordinators must hold pre-season and post-season coaches meetings.
- In conjunction with the Vice President, coordinators must ensure that parents receive and understand the importance of their post season evaluations. Coordinators should also ensure that the results of the survey evaluations are communicated to the coaches.
- Coordinators will make sure that parents discuss in season issues directly with coaches and the issue is discussed with parent.
- Coordinators will ensure playing time is tracked and the Boosters requirements are met.

8.3. Concession Coordinator(s)

Concession Coordinators will purchase all necessary items needed for concessions for Girls Basketball, Football, Girls Volleyball, Boys Basketball, Boys Volleyball, Boys Soccer, Girls soccer, Girls softball and Boys baseball. Concession Coordinators will work with Sports Coordinators for proper coverage at all home games to work concessions and admissions. A Concession scheduler may be utilized to coordinate the scheduling of volunteers and to ensure that each team



has the appropriate number of workers scheduled for each game. The Concession coordinator will work with the Finance Director on necessary budget and cash management.

8.4. Web Site Coordinator

The Web Site Coordinator shall be responsible for updating the Athletic Association web site and making sure it works effectively. They will work with the other Coordinators to train and assist them to update their information on the website. They will also support the Communications Director to keep information accurate and up to date on the website.

8.5. Uniform Coordinator(s)

The Uniform Coordinator's responsibility will be to review the wear and tear of the uniforms each year for all sports and determine along with the Sport Coordinators when each sport is due and in need of re-ordering. The Uniform Coordinator will research vendor and pricing to help build budgets. The Uniform Coordinator will be responsible for logging all uniforms used for St. Louis School sponsored teams, their number, size, condition and grade specific information. The Uniform Coordinator is someone with great organizational skills and is comfortable with presenting a multi-year plan for the organizing and itemizing of all sport uniforms.

Section 9.0- Responsibilities of Coaches, Student Athletes, and Parents

9.1. 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, STL Athletic Association policies, and all league rules.

Coaches will be recommended by the Coordinator of that sport and approved by the Board. 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.

9.2. Student Athletes

The Student Athlete must be a child of an active St. Louis School Parish member. Student Athletes must respect their coaches and be supportive of teammates. Student Athletes must abide by all rules of their sport, Athletic Association policies, and all 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 “Athletic Eligibility”.

9.3. Parents

The parents are important to the Athletic Association organization and will be supportive of Student Athletes, Coaches, the Athletic Association Board, and the Parish Staff. The Student Athlete’s Parents must abide by all rules of their sport, Athletic Association policies, and all league rules. Parents are encouraged to be active in fund raising for the Athletic Association organization. Parents are a vital part of Athletic Association and will be required to work concessions as assigned.

Coaches and Parents must conduct themselves with respect and good sportsmanship at all sporting events. Athletic Association encourages parents to monitor Students Athletes’ grades. Parents should call coaches if their son/daughter will be absent from practices or games. At the end of every season, parents will be required to complete an evaluation of the program and the coaches involved.

Children mature, physically and emotionally, at different rates. This relates directly to sports as well. As parents, we should strive for these standards while involved with our children in sports:

Parents must insist that youth sports participation not detract from the child’s academic and faith formation progress and responsibilities.

Parents should choose the proper sport for their child. This includes consideration of their maturity and the physical requirements to play a sport



Parents need to remind themselves and their child that sports is only a small part of life.

Parents should be a positive influence for their child; positive as a spectator, coach, coordinator, or caring parent. Parents should also be a positive role model by being a good sport at games, practices and at home. Parents should give positive reinforcement, both to their child and their child's coaches.

Section 10.0. Athletic Association Board Meetings

The Athletic Association Board shall meet on a monthly basis. Any changes to this regular schedule of meetings will be communicated at least two days prior to the meeting.

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. In the event that 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.

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.



From Archdiocese of Cincinnati Charter on Youth Athletics/ GCCYS Charter

Section 11: *Ejection and Suspension: Sanctions for Non-Compliance with the Code of Conduct.* Participation on a team and attendance at practices and games are privileges not rights for players, coaches, parents and fans. In the case of a violation of the Code of Conduct, a coach or other official or authorized leader may choose to deliver a warning, or if the violation warrants it the individual may be ejected and suspended, as follows:

(a) 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) and shall be suspended for the next scheduled game. 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 on Child Protection*.

(b) Suspension: An individual who is suspended 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 athletics leaders. Suspension shall follow ejection as a consequence of the violation. Any violation of the suspension or a subsequent violation shall trigger an escalating series of responses, as follows:

Violation When/Where Occurred Sanction

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