

Saint Andrew-Saint Elizabeth Ann Seton (SASEAS) Schools Boosters Organization Guidebook

Revised March, 2016

SASEAS Boosters Website: www.saseasschool.org

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OVERALL STATEMENT OF PURPOSE

The St. Andrew/St. Elizabeth Ann Seton Boosters Organization (SASEAS Boosters) exists to further the mission of the Catholic Church by providing sports experiences that are rooted in the Catholic faith tradition, based on the goals of Catholic youth ministry, and aligned with the evangelizing mission of the Catholic Church. The purpose of the Boosters Organization is as follows:

1. To sponsor, promote, coordinate, and operate athletic activities for the youth of the Parishes and students of the St. Andrew/St. Elizabeth Ann Seton Schools, taking into consideration their spiritual and scholastic development.
2. To approve or reject the addition or elimination of teams/activities.
3. To raise and disperse funds for the purpose of operating the Athletic Programs which it sponsors.
4. To hear and resolve concerns raised by the parents, youth or coaches who participate in the programs which it sponsors.
5. To inform the general membership of the scheduled activities and events of the association.

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.

Goals and Guiding Principles

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.

LEAGUES AND SCHEDULING

SASEAS teams will only participate in leagues and tournaments administered by organizations that are compliant with the Archdiocesan Charter on Youth Athletics.

Scheduling Criteria: Sundays, Triduum, and Religious Education

Sundays and Holy Days: No scheduling of athletics activities (including games, practices, tournaments, and other meetings) at parishes, schools or at Facilities, on or off-site, on Sundays and Holy Days before 1:00pm (e.g., 1:00pm kickoff, tipoff, starting whistle, etc.). Also, no scheduling of athletics activities on-site at Catholic parishes that adversely affect the parish's worship (for instance due to noise or parking problems) during Saturday and Sunday afternoon and evening liturgies.

Triduum: No scheduling of athletics activities (including games, practices, tournaments, and other meetings) on Holy Thursday, Good Friday, Holy Saturday or Easter Sunday.

Religious education and sacramental preparation: Athletics activities (including games, practices, tournaments, and other meetings) are not to be scheduled when the children involved normally would be attending religious education, sacramental preparation programs and the like. If conflicts occur, programs of religious education, sacramental preparation and the like take precedence. Coaches are expected to support the faith formation of their players, and in no case are children to be penalized (for example, being required to sit out all or part of a game) by coaches or athletics leaders for missing a practice or game due to religious education, sacramental preparation, or participation in Sacraments.

PARENT RESPONSIBILITIES

Parents/guardians with children participating in St. Andrew/St. Elizabeth Ann Seton sports have the responsibility to:

1. Return registration forms, release forms and fees on time. Children will not be allowed to practice until all forms and fees are received by the SASEAS Boosters Association.
2. Read & abide by the SASEAS Boosters Guidebook.
3. Keep uniforms and equipment clean and in good repair and return them on time. Lost or carelessly damaged uniforms will require replacement at the parents' expense. Damage such as loose numbers or letters should be noted when returned.
4. Bring players to practices and games on time. Pick up players on time. Inform the coach if a player will not be present or will be late to a practice or game.
5. Ensure that two adults are at each practice. If not, then the parents should stay until a second coach arrives or until the end of practice.
6. Alert the coach of any special problems with a player's medical history prior to the first practice.
7. Participate by volunteering your time at Boosters meetings and fund raising events. Assist in coaching, be a respectful fan, provide transportation, assist with admissions and concessions, line judging – whatever you are capable of doing.
8. Remind your child of his/her commitment to practices, games and sportsmanship.
9. Be positive on and off the court or field. Demonstrate good sportsmanship.
10. Support your child, the team and the coach by attending games. Allow the coaches to coach during games and competitions. Providing sideline coaching to your player during the competition can confuse the player if in conflict with the coach's instructions.
11. Make sure your child learns to warm up properly and that he/she receives proper medical attention when necessary.
12. Use the Grievance Procedures to address any comments, questions, or concerns related to their child's participation in Booster activities as soon as possible.
13. Complete the post season survey distributed by the SASEAS Boosters.

ATHLETE RESPONSIBILITIES

1. Athletes are expected to be at all practices and games. Athletes will notify the coach if they can't be present.
2. Athletes will treat coaches, fellow players, officials and parents with respect and encourage sportsmanship from all; they will not use foul or inappropriate language.
3. Athlete shall listen so that they may learn from the coaches.
4. Athletes are encouraged to communicate with the coach.
5. Athletes are expected to take care of their uniforms/equipment.
6. Athletes are expected to respect all practice and playing facilities at home and away games.
7. Athletes are expected to not possess or use illegal drugs or alcohol.
8. Athletes are expected to not physically or verbally intimidate any individual (player, coach, or spectator).
9. Athletes are required to maintain grades and attendance at school.

Safety and Well-Being of Children

[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 Chancellor 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.

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:

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.

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

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.

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).

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.*

Best Practices – 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:

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.

Athletics Fields: Before beginning practice or play, coaches or athletics leaders should inspect the field(s) for any unsafe conditions.

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.

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

Best Practices – Age, Human Development and Health Considerations. To avoid injury and to enhance the health and well-being of children it is imperative that coaches and athletics leaders who work with younger children avoid putting demands on their bodies and emotions for which such children are not developmentally suited. Coaches and athletics leaders who work with younger children are expected to be especially attentive to asking too much of children at too early an age. Parents are expected to be vigilant in monitoring the development of their children and working with coaches and athletics leaders to do what is best for their children. The Commission should assist parents, athletics organizations and leagues in determining age-related health considerations regarding athletic activities.

Best Practice – Biennial Red Cross Certification. It is a Best Practice for athletics organizations to have a minimum of one coach or other adult with Red Cross Basic First Aid Certification present at practices and games. Athletics organizations are expected to maintain records of Red Cross Basic First Aid Certification of participating coaches and volunteers. Red Cross Basic First Aid Certification should be renewed on at least a biennial basis.

Best Practice – Archdiocesan Role. The Commission should provide information on Red Cross Basic First Aid training to parishes, and non-parish schools, and their athletics organizations.

COACH RESPONSIBILITIES

1. To ensure the safety & welfare of the students they coach at all times, all coaches must complete the Archdiocesan Child Protection Decree training class and be fingerprinted *prior* to coaching.
2. To comply with the Archdiocesan Child Protection Decree, coaches will ensure that at least two gender appropriate and VIRTUS trained adults are present at any activity for children sponsored by the SASEAS Boosters.
3. Read & abide by the SASEAS Boosters Guidebook.
4. Teach and guide our youth in a manner, which will increase their respect for authority, their sense of fair play, and their ability to adapt to the wins and losses of everyday life. Help our children develop:
 - a. Spiritually, by learning self-discipline, respect for the differing talents that God has granted them & others, perseverance, and a good work ethic.
 - b. Socially, by learning cooperation in a competitive context and appropriate standards of behavior (sportsmanship).
 - c. Physically, by learning sports skills, improving physical conditioning, developing good health habits, and avoiding injuries.
 - d. Psychologically, by learning to control their emotions and developing feelings of self-worth.
5. Help our children have fun.
6. Coaches are expected to know the rules of the game, teach skills effectively, and nourish the enthusiasm of the athletes they coach.
7. Communicate effectively with team parents, listen to their concerns. Coaches are required to hold a meeting with parents prior to the season to establish good communications. The purpose of the meeting will be for the coach to explain his or her philosophy and expectations. Parents will have an opportunity to ask questions, make suggestions, or voice concerns.
8. Communicate effectively with their players. A coach must let the players know what he or she expects of them. Establish team rules. The coach must be fair in disciplining the players when enforcing team rules.
9. Coaches will not use profanity, abusive or degrading language during a game or practice.
10. Coaches must avoid any action or remark that may incite the displeasure of the spectators.
11. Coaches will immediately discipline any player who intimidates an official or opposing player.
12. Coaches must ensure that no spectator intimidates an official or player. The coach must report offenses by any SASEAS spectator to the sport commissioner for that sport.
13. Every player is to participate in all practices and playing time guidelines shall be followed. For the safety of the players, the coach will start and finish practices in a timely manner. No child shall ever be left at a game or practice site without appropriate adult supervision.
14. The head coach is 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.
15. The coach is responsible for collecting uniforms at the end of the season and turning the uniforms, as well as other equipment, into either the sport commissioner or uniform coordinator.
16. Coaches ejected from a game must report the offense to the sport commissioner and will be suspended from the next game.
17. The Booster program strongly recommends the use of substitutes whenever possible, especially when the game's outcome has more or less been decided. Deliberate attempts to humiliate opponents by running up the score are inconsistent with our philosophy.
18. Attend an annual Coaches' Athletics Ministry Meeting to be conducted by SASEAS Boosters.

CONSEQUENCES

The responsibilities outlined above have corresponding consequences should they not be met. SASEAS Boosters and our sports commissioners will monitor our players, coaches, parents & fans for compliance with our expectations and reserves the right to exercise the following measures:

Players

Failure to follow the rules, before, during, or after a game or practice will result in the following penalties:

- a. First infraction - Suspended for that game or practice, plus the next game (includes practices leading up to the next game)
- b. Second infraction – Suspended for that game or practice, plus the next two games (includes practices leading up to both games)
- c. Third infraction – Declared ineligible for the rest of the season; must apply for reinstatement to the sports commissioner in writing prior to the next season for that sport.

After the second infraction, the sport commissioner and coach will meet with the player and his/her parents to discuss the failure to follow rules and the consequences of a third infraction.

Parents/guardians

Parents/guardians who are in regular violation of Booster guidelines and policies will be contacted by the Booster President of these concerns. If problems persist, the Booster President will contact the appropriate Parish Pastor to discuss having the family barred from participation in Booster activities.

Coaches

Any coach found to be in violation of their responsibilities or in violation of Archdiocese or Boosters guidelines is subject to following penalties:

- a. First infraction – coach is disqualified for next game
- b. Second infraction – coach is disqualified for next two games
- c. Third infraction – coach is declared ineligible for the rest of the season and must apply in writing to the Booster President for reinstatement prior to being permitted to coach any Booster sport

Note: When a coach is disqualified for games, he/she is not permitted to attend the game (i.e. to be present at the playing field or in the gym), nor will they attend the team practices leading up to the games for which he/she is suspended.

After the second infraction, the sport commissioner and coach will meet with the Booster President to discuss the failure to follow rules and the consequences of a third infraction.

Spectators

Any coach, player, spectator present at a playing facility may be cited for unsportsmanlike conduct by officials. At the time of the alleged infraction, the offender is to leave the playing facility. Each team is responsible for the conduct of its fans and, if the offender(s) refuses to leave, the game will be forfeited in favor of the parish team not involved in the citation. If the offender is a minor, the coaching staff is responsible to assure the minor is safely escorted from the facility with two adults, unless the parent or legal guardian is present.. A coach may elect to pull a player from a game if his/her parents are acting inappropriately in the stands.

Coaches will report the ejection of any spectator to their sports commissioner, who then reviews the incident with the Booster President. The Board will deal with serious infractions or multiple offenses. A coach, parent/spectator or player ejected from any game is subject to a one game suspension at the very next scheduled game. Disciplinary action beyond the one game suspension will be at the discretion of the Board.

OUR COLLECTIVE RESPONSIBILITY- “WINNERS FIRST, WINNING SECOND”

All of us (coaches, parents, students, the SASEAS Boosters & the guests we invite to our games) must be responsible to cultivate the proper environment for the students who participate in our sports programs. We must balance the desire to win games against the long term goal to help our children become winners.

We expect our coaches, players and parents/guardians & guests to encourage our children to win and to develop in our children a familiarity of healthy competition by striving to win. Striving to win is important in sports., the process can bring out the best in young people – in their performance, commitment, and moral development.

For sports to provide these benefits, it is important to maintain a proper perspective on winning. It is easy to lose sight of the long term objectives – helping athletes develop physically, psychologically, socially, and spiritually – while pursuing the short term objective of winning the contest, because the rewards for winning are immediate and powerful. Winning, or striving to win, is never more important than an athlete's wellbeing. When winning is kept in perspective, sports programs produce young people who enjoy sports, strive for excellence, dare to risk error in order to learn, and who grow with both praise and constructive criticism.

Transportation

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. Schools must transport by bus (by mandate of the Ohio Department of Education and the Ohio Revised Code).

Policies:

If it becomes necessary for any priest, deacon, auxiliary services personnel, personnel furnished by a third party contractor, employee or volunteer to provide transportation for children, the following guidelines must be strictly observed:

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.

15-passenger vans have been prohibited since May 2005 as per the recommendation of the General Secretary of the United States Conference of Catholic Bishops (USCCB).

Archdiocesan Recommendations and Clarifications.

For liability reasons, the Archdiocese prefers that buses rented from a third-party who supplies the driver are used for transportation.

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.

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.

ATHLETIC PROGRAM SPORTS

Fall:

1. Girls Basketball
2. Boys and Girls Cross Country
3. Boys Football

Winter:

1. Boys Basketball
2. Girls Volleyball

Spring:

1. Boys Volleyball

A specific activity may be downsized or canceled if the Boosters Board deems that it is not viable. Reasons for this include, but are not limited to, lack of sufficient participants, lack of sufficient facilities, lack of sufficient adult volunteers for coaching, or any other reason that the Board believes is in the best interest of the overall Boosters program.

Startup of new Booster Programs

Anyone interested in starting a new Booster-sponsored sport should contact the Boosters President. In general, the requirements for starting a new Booster program are:

- Someone has volunteered to act as a commissioner to create/manage a program budget and represent the new program on the SASEAS Booster Board.
- Acknowledgement that all program participants (coaches, players, parents) agree to be bound by the responsibilities and eligibility restrictions of SASEAS Boosters, as outlined in this guidebook. This includes permitting maximum participation by any interested & eligible student.
- The addition of new programs requires the approval of the SASEAS Boosters Board and the approval of both Parish Pastors.

For sports participating in non-catholic leagues it is expected that our teams will follow all elements of the Charter.

PLAYER ELIGIBILITY REQUIREMENTS

- Belong to either St. Andrew or St. Elizabeth Ann Seton Parish, attend SASEAS School or belong to a parish which has been given permission to participate on SASEAS Booster sponsored team for which they wish to participate due to non-availability of the sport at their home parish
- Attend Mass on a regular basis.
- Either attend a Catholic School, or be enrolled in the PRE program or other religious education program approved by the Pastor
- Maintain passing grades in all school subjects and be willing to show proof of academic standing
- Conduct themselves in a Christian manner.

All athletes will play at their current grade level, except in situations where there are either too few or too many players for a given grade level. When this occurs, the sports commissioner will recommend the proper team combinations/grade levels. In no situation, will a player be permitted to “play up” to the next grade level if a team exists for their grade level. (See Team Formation section for further information on combined grade-level teams)

Sports do not permit players to cross Parish boundaries to participate in sports and St Andrew or St Elizabeth Ann Seton parishioners will not register their students in the Sports programs of other parishes. Should a player wish to participate with another Parish *in a sport not offered by SASEAS Boosters*, they must petition Sports for permission to do so prior to registering for the sport.

If a player moves from either St. Andrew or St. Elizabeth Ann Seton parish to another parish during the school year, he/she may finish that athletic year with the St. Andrew/St. Elizabeth Ann Seton team. For all subsequent athletic seasons, they must play for the parish in which they are registered or with the parish school which they attend.

CHANGES IN ELIGIBILITY DURING THE SEASON

Academic eligibility:

- For students enrolled in SASEAS Schools, a representative of the parish school will inform the Boosters President of any students who have failed a course at either midterm or final grading periods. The President will inform the appropriate sport commissioners, who are responsible for contacting the individual coaches. The player will be ineligible for both games and practices until the next grading period, when eligibility will be reassessed based on the latest grades.
- In the case of players who attend other schools, the coaches may request a copy of their report card to confirm their eligibility.
- The Booster President, commissioners & coaches will ensure they maintain confidentiality of student academic status. Reasons for student non-participation will not be discussed except with the affected player & parent/guardians.

School Suspensions:

- Should a player be suspended from school, the student's participation in all Boosters programs is also suspended.
- Parents/guardians are responsible to inform appropriate coaches of their child's suspension.
- Both parent/guardian and coaches are responsible to ensure the player does not practice with the team or play in competition during their suspension.
- If it is found that a student has continued to participate in a sport during a school suspension, the commissioner of that sport shall impose additional punishments up to and including expulsion from the sport for the duration of the season. Season expulsion includes post-season games and tournaments.

ATHLETIC PROGRAM FEES & WAIVER OF FEES

Program registration fees will be set by the Boosters Board.

The Board will ensure that a registration fee will never be a barrier for participation in a Boosters activity. No student shall be denied the opportunity to play due to financial limitations. If a family cannot afford the fees, on a temporary or permanent basis, the parents should contact the Booster President to have the fees waived. Parents may also contact their Parish Pastor to arrange this waiver. Confidentiality will be maintained.

REGISTRATION

Timely & complete registration is critical to the successful startup of Booster sports programs. Roster submission requirements and the legal requirements for player liability & medical documentation cannot be waived or extended. Cooperation by parents/guardians & students with the registration process is crucial.

Information on registration dates, times and locations will be as widely disseminated as possible in both parishes (i.e. parish bulletins, handed out at PRE, sent home with the parish school students, posted on Booster web site, etc.). These announcements will also include the registration deadlines.

Registration will be completed online at the school website, www.saseasschool.org

Late Registration

Registration will close by the date specified in the registration announcement.

- Late registrants will be assessed a \$10 late fee; no exceptions will be made to this policy.
- Every effort will be made to accommodate late registrants but they are not guaranteed a spot on a team.
- Late registrants will be placed on a wait list until it is determined that there are enough teams and/or an open spot on a team for each late registrant to play.
- We will make every attempt to place as many children on teams as possible, subject to the maximum team size numbers for each sport.
- Spots will be filled in the order that registration forms are received.
- No unsolicited registrations will be accepted following team formation for each sport.
- All registration ends on the day of first practice for any SASEAS team in that sport and registration is officially closed.
- If a child is not placed on a team all appropriate fees, to include the late fee, will be refunded.

Soliciting Late Registrations

To maximize the opportunity for students to participate in a sport, the sports commissioners have the authority, after initial team formation, to fill open spots if there are teams under the maximum roster size for that sport by soliciting registrations. In general, sports commissioners solicit additional registrants when their addition will allow the fielding of additional teams or a single full team. Players solicited to join by the commissioners will be placed on teams consistent with the appropriate team selection policy and the individual sport guidelines & must meet all Boosters eligibility requirements

While it is acceptable for the sport commissioner to attempt to recruit late registrants in order to fill team rosters, or adjust team sizes, it is not the commissioner's responsibility to do so. Any late registrant recruited to fill a team roster will not be assessed the late fee & the sports commissioner will inform the Registration Coordinator as to who these players are.

Refund of registration fees

No refunds will be given for a child who decides to not participate once teams are formed or tryouts held, whichever occurs first. In addition, no refunds will be given for children who are declared ineligible once the season begins.

Specifying Coaches

Any parent who, for specific reasons, does not wish to have their child placed under the direction of a specific coach must submit their reasons to the sport commissioner at the time of registration. The commissioner will inform the parent if they do not find the reason to be valid, or if there are not other coaching options available (i.e. only a single team being formed for a sport). At grade levels fielding "A" and "B" teams, requests not to play for the "A" team coach will preclude assignment of that player to the "A" team.

Requests to play for a specific coach will not be entertained. Team formation policies will be as outlined in this guidebook.

Appeals to this policy should be made following the Grievance Procedure outlined in this guidebook and prior to the commencement of team practices.

COACH SELECTION POLICY AND PROCESS

In the majority of circumstances, we are in need of volunteers to coach each of our sports at all levels. Anyone interested in coaching (head or assistant coach) should indicate his/her interest during the time of registration. The sport commissioner will review all applications and select coaches accordingly.

Selections will be based on the following criteria (not listed in priority order):

- All coaches, to include assistants, must be fingerprinted and must complete training as directed in the Archdiocesan Child Protection Decree.
- Overall coaching experience and knowledge of the game (including coaching outside of the Boosters program)
- Knowledge of the sport's fundamentals and rules
- Ability to communicate with parents & children
- Time availability and dependability
- The individual's coaching philosophies (i.e. consistent with SASEAS and Archdiocesan philosophies and guidelines)
- Previous coaching evaluations when available
- Head coaches must be at least 21 years old

In the event that multiple candidates sign up to coach a team, the sport commissioner will assess all candidates based on these criteria, and will make final coaching assignments. There is no guarantee that a coach will be selected to coach the following year based on previous years of coaching. The above criteria will determine coach selection from year to year, to include coaching assignments for "A" or "B" teams.

Each head coach may select assistant coaches, as necessary, with the approval of the sport commissioner.

All coaches will be required to comply with the rules, guidelines and expectations outlined by the SASEAS Boosters.

COACH DESELECTION POLICY AND PROCESS

There may be instances where, in the best interest of the children, a coach may be asked to resign his or her coaching position. These instances include, but are not limited to:

1. Violation of the Archdiocesan Child Protection Decree as it pertains to volunteers
 - a. Failure to have two adults present at a Booster-sponsored activity
 - b. Corporal discipline or use of abusive language towards players
 - c. Causing emotional harm through words that threaten, harshly criticize, ridicule or harass
2. Possession of illegal drugs or illegal use of drugs
3. Possession or consumption of alcoholic beverages before or during a practice or game
4. Use of foul or inappropriate language
5. Physical damage to a facility or theft from another person

6. Possession of any item or material which may be harmful or hazardous to others
7. Unsportsmanlike conduct
8. Violation of specific policies, regulations, or procedures of the SASEAS Boosters Organization
9. Physical or verbal intimidation of any individual
10. Conduct which is inappropriate as determined by comparison to normally accepted behavior

Any individual (parent, player, spectator, etc.) should report any concern regarding a coaches behavior to the appropriate sport commissioner per the Grievance Procedure outlined in this guidebook. A coach will only be removed from his/her position by a Review Board, as outlined in the Grievance Procedures.

TEAM FORMATION

Team formation is a challenging task which can be difficult for sport commissioners & coaches and emotional for athletes and parents. The Boosters strive to make team formation as fair and equitable as possible by endeavoring to conform to the following basic guidelines:

Team Selection Policy for Grades 3, 4 and 5

Organization of teams at these grade levels is based upon the desire to create balanced teams. The selection will occur after an open gym where basic skills of the particular sport are assessed. Basic skill assessments will be done by a panel of evaluators, designated in advance by the sport commissioner. For Grades 3-5, team coaches may participate in the evaluation of players in the grades for which they will be coaching. The sport commissioner, with the assistance of the Booster President or Vice President, will oversee the team formation process to ensure equitable assignment of athletes to create balanced teams.

Team Selection Procedures for Grades 6, 7 and 8

Beginning in the 6th grade, we will field competitive A-teams. When competitive teams are formed, the SASEAS teams will compete with other teams of similar ability. At these grade levels, players will be placed on a team according to ability determined by an evaluation process. Teams will be divided into an "A" and "B" type format. When there are enough players in the same grade to form 2 teams, an A and B team will be formed. When there are enough players in the same grade to form three or more teams, there will be one "A" team and the remaining players will be divided, based on skills, to form two or more balanced "B" teams.

The head coaches of the individual "A" teams will determine the roster size of their team, generally carrying minimum roster sizes, in line with the guidance below. The "A" team can only carry a minimum roster if it does not result in the "B" team carrying more than the maximum number of players for a given sport. Sports commissioners will oversee this process in line with the team formation guidelines in this guidebook.

Players for the "A" team will be selected through a tryout process, with times/places announced to all registered players. All players who wish to be considered for "A" team selection must attend and participate in the entire tryout process unless approved in advance with the sports commissioner. All players will be evaluated by 3 or more independent evaluators who have no connection to the players participating in the tryout. The evaluators are selected by the sport commissioner based on previous experience and knowledge of the sport. Each member of the evaluation team will rate each player. The scores will be turned over to the sport commissioner and Booster President, who will calculate the average score for each player. The evaluation results are confidential and will not be shared with anyone except the sport commissioner, Booster President, and/or Booster Vice President.

The “A” team will be selected using average scores as the first/primary criteria. The top five to eight players (based on roster sizes of seven to ten players) will be selected to the “A” team based on their average scores. The second criteria that can be used are a specific skill or set of skills that the “A” team head coach/sport commissioner feel round out the team (for example, rebounding or strong defender in basketball or setting or defensive specialist in volleyball). The remaining two players can be chosen based on a combination of specific skills, evaluator scores, past experience with the head coach, and input from previous coaches. The head coach/sport commissioner have the option of using evaluator scores as the only criteria for total team selection.

The players will be notified of their status as soon as possible after the tryouts and team selection are completed.

Number of Teams to be Formed

Sports commissioners will make every effort to maximize the opportunity for students to participate by forming the maximum number of teams as is practical. Commissioners will use the following guidelines for team sizes (minimum/maximum)

- Basketball 7/10
- Volleyball 8/12
- Football 18/30
- Cross country has no minimum or maximum team size

Sports commissioners have the latitude to waive these guidelines in order to maximize participation. Commissioners who want to field teams larger than the maximum size will consult with affected coaches to ensure there are measures in place to assure players will receive adequate playing time.

Combined Grade-level Teams

If necessary, based on the number of players registered, commissioners may create teams by combining players of different grades for a ‘combination team.’ If it is necessary to combine grades in order to field a team, the combined team will play at a league level of the oldest child on the team. Sports commissioners will ensure parents are informed of the necessity to form combined grade-level teams prior to finalizing team rosters and parents not wishing to have their children participate will receive a full refund of applicable Booster fees.

PLAYING TIME

- Coaches should outline their playing time policy as a part of their parents meeting at the beginning of the season. If a coach needs to change his policy over the course of the season, he/she should again meet with parents to explain the revised policy.
- Players or parents/guardians with concerns about playing time should address their concerns as soon as possible with their coach to avoid frustration building. Parents are cautioned about doing this immediately following a game (see Grievance Procedures)
- Coaches who intend to reduce a players playing time should ensure that both the player & parents/guardians understand what behaviors have led to the decision & they should be informed in advance of any game in which they will receive reduced playing time

At the 3rd, 4th, 5th grade and 6th grade “B” levels, playing time is expected to be equitable over the course of a season, including tournament play. The child that participates fully on the team (shows up for practice, pays attention, and does what the coach asks) should receive equal playing time. Coaches are permitted to reduce player’s playing time as a consequence of a player’s conduct. Examples include, but are not limited to: routinely missing practices, inattention/disruptive behavior while at practice at practice, or other behaviors detrimental to the team.

For the 6th grade level, teams are in a transitional year between the younger age teams to the more competitive teams in the 7th and 8th grades. While equitable playing time is a goal for teams in the 6th grade, it is not a requirement. At a minimum, playing time must be consistent with Archdiocese guidelines for both regular season and tournament games.

At the 7th and 8th grade levels, playing time is not required to be equal & individual player skills may be taken into consideration. Coaches will balance the needs of the team, the players preparing for high school athletics, and players using this as their last opportunity to play for their school team. While there are no minimums stated in the Archdiocese rules for playing time at these grades and competitive levels, at a minimum, Boosters recommends playing time guidelines for the child that gives 100% should average one quarter per game (for basketball) or one game per match (for volleyball), including tournaments.

TOURNAMENTS

The Boosters will pay for up to two tournaments in a season, in addition to waiving the fee for any St. Andrew/St. Elizabeth Ann Seton team participating in a SASEAS-sponsored tournament. If the roster size is larger than 10 for basketball or volleyball, Boosters will pay for one additional tournament (up to three outside tournaments in total).

Boosters will not pay for league participation during the non-regular season for any sport.

GRIEVANCE PROCEDURES

Parents/guardians who have concerns related to Booster activities and/or its representatives are encouraged to raise these concerns for resolution as soon as possible.

Parents/guardians who have a concern/issue are expected to follow the process outlined below.

1. Contact the coach involved to arrange a time outside of normal practice or game times to discuss the issue.
2. If an issue cannot be resolved with the coach or is an issue that involves multiple teams, contact the individual sport commissioner directly.
3. If the sport commissioner cannot resolve an issue or the complaint involves the conduct of a sport commissioner or Booster Board member, a formal complaint should be submitted in writing to the Booster President.

*If there is a concern that the Booster President may be unable to address the issue objectively, the complaint may be forwarded to the Vice President.

However, it is recommended that grievances not be addressed immediately following any game.

Formal complaints may be appealed to the appropriate Parish Pastor only after they have been addressed through the Booster grievance procedures.

END OF SEASON SURVEYS

Our programs require feedback from participants to thrive and grow. One means of soliciting the input of parents/guardians – and through them the players – is an end of the season survey that is distributed to all participants in Booster sports programs. Parents/guardians are asked to take a few moments to complete and submit these surveys with their honest feedback, prior to the deadline communicated when you receive the survey. Our survey seeks opinions on how ALL parties – coaches, parents & athletes – performed to their responsibilities.

The survey is written in a manner to protect the anonymity of the survey taker, however, the type of information shared in the written comments boxes may point to the identity of the writer, depending on the level/type of information shared.

All coaches' survey results for a sport are shared directly with sports commissioner & the Booster President/Vice President, to allow them to note any trends across the sport. If a commissioner is also a coach, the survey results are returned to the Booster President/Vice President. Coaches requesting to see their own team's survey results will be allowed to review them. Under no circumstances will a team's survey results be shared with the coach of another team.

ANNUAL REVIEW AND UPDATE OF GUIDEBOOK

The Boosters Organization will review the Boosters Athletic Guidebook on an annual basis, or more frequently if required. Proposed changes and updates to the guidebook will be handled as part of the ongoing business of the Boosters Board.