

St. Gertrude Bulldogs

Athletic Boosters Association Handbook



Updated 05/17/15

ST. GERTRUDE PARISH ATHLETIC BOOSTERS ASSOCIATION HANDBOOK

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1.0 St. Gertrude Parish Athletic Program Philosophy

"The runners in the stadium all run in the race, but only one wins the prize. Run so as to win. Every athlete exercises discipline in every way. They do it to win a perishable crown, but we, an imperishable one."
1 Cor. 9:24-25

1.1 God, our creator, intends that we care for and develop the physical, spiritual, intellectual and emotional gifts he gave to us. The appropriate physical education and development is one part of a child's overall growth as a follower of Christ and a productive member of Christian society. The primary purpose of the athletic program at St. Gertrude is to provide the children with the instruction, guidance and direction necessary to develop their talents in athletics, while at the same time forming them in those virtues that are an integral part of team play and competition.

1.2. A well-rounded Catholic parish program of organized sports does not have as its primary goal to produce winning teams. Rather, it seeks to instill in young people respect, generosity, honesty and fairness in dealing with others as necessary qualities to internalize if they are to be truly successful people as well as athletes. It seeks as well to guide the individual to function as a member of a team working to achieve a common goal.

1.3 Basic to the program at St. Gertrude are the following principles:

1.3.1 The athletic program at St. Gertrude should foster the spiritual, intellectual, social and physical development of our athletes. The sports program should be seen in its proper perspective among the educational and faith formation priorities at St. Gertrude. A student's scholastic effort, as well as attitude and behavior within the school setting, is of primary importance. The athletic program should supplement the child's academic and spiritual growth.

1.3.2 An athlete who enters a competitive activity should receive the direction necessary to develop athletic skills according to his or her own level of ability.

1.3.3 An athlete who wishes to take part in a given sport should have the opportunity to become an active participant.

1.3.4 The role of the St. Gertrude athletic program is to be a place where the Catholic identity of participants, coaches and teams is authentically affirmed, modeled, and lived out. The St. Gertrude athletic program is an integral part of the mission, ministries, and life of St. Gertrude Church, under the direct authority of the Pastor, and is a source of inspiration, character development, virtue and Catholic Christian behavior that ideally will be beyond reproach.

1.3.5 The Pastor has authority over all parish activities; therefore, any changes to Boosters and/or participation in GCCYS programs will be authorized by the Pastor.

2.0 St. Gertrude Parish Athletic Boosters Association

2.1 Purpose: The purpose of the St. Gertrude Parish Athletic Boosters Association is as follows:

2.1.1 To establish and maintain a St. Gertrude athletic program that follows the parish mission statement and the philosophy and guidelines set forth by GCCYS Athletics and GCYL.

2.1.2 The whole Church and each of its members, participants, parents, families, coaches, athletics organizations, fans, and alumni, are invited into the evangelizing mission of bringing the good news of Jesus Christ to a world much in need of it. The St. Gertrude athletic program is a form of youth ministry that leads young people closer to Christ and identifies itself with the threefold goal outline in the USCCB document *Renewing the Vision – A Framework for Catholic Youth Ministry*.

- (a) Discipleship: to empower young people to live as disciples of Jesus Christ in our world today.
- (b) Participation: to draw young people to responsible participation in the life, mission, and work of the Catholic faith community.
- (c) Growth: to foster the total personal and spiritual growth of each young person.

2.1.3 To ensure that the St. Gertrude Parish athletic program promulgates the philosophy, ideas, goals, and guidelines as established by St. Gertrude Parish and the Boosters Athletic Association.

2.1.4 To sponsor and promote athletic activities for the youth of St. Gertrude parish.

2.1.5 To establish a program budget each year and raise funds to support that budget.

2.1.6 To coordinate activities and ensure good communication between the Boosters organization, sports teams, parish, pastor, parents, and school.

2.2 St. Gertrude Parish Athletic Boosters Association Constitution

2.2.1 Officers and Board of Directors

- (a) The elected officers of the boosters(executive committee) shall be the President, Vice Presidents (2), Secretary, and Treasurer.
- (b) The Board of Directors shall be the Officers, the Pastor of the Parish, the Parish Liaison, the Past-President, and the Sport Coordinators (football, cheerleading, boys' basketball, girls' basketball, volleyball, and track).
- (c) All Boosters Board members are required to be active members of St. Gertrude Parish, attend weekly Mass if Catholic, support and promote participation in the SportsLeader program, and attend all Boosters meetings unless excused by the President.
- (d) The term of office for all Board members is 2 calendar years beginning on July 1 and ending on June 30. Members may serve up to 2 consecutive terms in the same position. The Past-President shall serve at least one year, and may serve up to two full consecutive terms if requested by the current President and Pastor.
- (e) Any Board member, who is unable or unwilling to fulfill their obligations under this Constitution and the St. Gertrude Parish Athletic Boosters Association Handbook, may be removed from their position by approval of the Board and the Pastor. The Board shall select a replacement for the remaining term of the vacated position.

2.2.2 Duties of Board Members

- (a) The President shall assume the responsibilities of overseeing the athletic program for the pastor; supervise the athletic program so that it adheres to its philosophy and achieves its goals as set forth in the Boosters Handbook; preside at all meetings and call special meetings if warranted; prepare and distribute to all Board members a specific agenda for each general meeting; work with Sport Coordinators and Board members to ensure actions are consistent with guidelines set forth in Boosters Handbook/Constitution; work with Treasurer and Sport Coordinators to establish budgets; act as primary contact with Pastor; serve as liaison with other Parish/school organizations; work with Secretary to set dates on calendar for yearly events; publish open Sports Coordinator positions, recommend to the Board qualified candidates for Sports Coordinator positions and obtain Board approval for Sports Coordinator positions; if circumstances require, appoint emergency/interim Sports Coordinators or Coaches, with the remaining Handbook requirements to be applicable to the interim/emergency Coordinators and Coaches; supervise the selection and training of all coordinators and coaches; resolve student qualifications and team selection conflicts or questions; hear and resolve questions or concerns raised by parents, student athletes, coaches, or other participants in the athletic program not resolved at the Sport Coordinator level; approve or reject the addition or elimination of athletic teams; have the authority to approve needed expenditures up to \$1,000 without Boosters Board approval.
- (b) The Vice Presidents shall assist the President; attend all Booster meetings, assume the

responsibilities of the President at Board meetings if the President is unable to attend; review and update the Boosters Handbook and Constitution prior to the beginning of each school year, chair a committee to study the Handbook, if necessary; ensure the provisions of the Handbook and Constitution are adhered to by the Board and general membership, collect the Handbook signature page signed by each Coach, Sports Coordinator and Booster member, every year and prior to participation in a sport; prepare and provide to each Sports Coordinator an end of season survey, review returned surveys, so long as the Vice President is not currently a coach of the sport to be surveyed, and provide the results to the Board; organize and conduct electronic voting for any open Board Positions. One of them shall assume the responsibilities of the President's office if that seat falls vacant.

(c) The Secretary shall attend all Booster meetings; keep an accurate record of all meetings and a permanent file of all minutes; distribute meeting minutes to all Board members for approval; keep attendance at Board meetings; publish meeting minutes on website; notify/remind the membership as to dates, times and locations of meetings or other functions; coordinate the publication of the minutes and meeting notifications in the Bulldog Bulletin and Parish bulletin; work with website manager regarding updates and information; conduct all correspondence of the Boosters.

(d) The Treasurer shall attend all Booster meetings, be the custodian of all Boosters funds; maintain files to document deposits and expenditures; develop a letter/ mailing to families that have not yet paid their Boosters membership fee; work with the President and Sport Coordinators to create a budget; provide reimbursement to appropriate members within Boosters guidelines and with appropriate documentation; balance records to bank statements; pay all bills of the Boosters; report at each Board meeting; deposit all funds received into and write all checks on the account of the St. Gertrude Boosters; file a signature card with the Treasurer's and President's signatures with the bank; operate the financial records on a 12 months fiscal year beginning on July 1; submit monthly and annual financial report to the Parish business manager. By July 30th, the Treasurer shall provide to the Board an end of fiscal year report. If determined necessary, the Treasurer shall create Boosters cards and/or assign yearly membership numbers for distribution to families.

(e) The Spiritual Liaison shall attend all Booster meetings and is primarily responsible for communicating the spirit, mission, goals, and principles of the Charter on Catholic Youth Athletics to all in the athletics organization. The Spiritual Liaison shall conduct an annual coaches' athletics ministry meeting in order to present the mission, principles, and goals of Catholic Youth Athletics ministry and Code of Conduct, along with any updates on safety, Charter developments, Best Practices, changes in parish policies or practices, and other matters. The Spiritual Liaison should be an active Catholic in good standing with the Church. The Spiritual Liaison may be ordained, religious or lay, a paid staff member, or a volunteer. The Spiritual Liaison is appointed by the Pastor and reports directly to him or his designee. In consultation with the Pastor and athletics organization leadership, the Spiritual Liaison will work to establish guidelines to be fulfilled by coaches or teams to integrate Catholic/Christian faith and spirituality more fully into the athletics programming. The Spiritual Liaison will be a member of the Virtue Committee and the St. Gertrude Booster Grievance Committee. An annual review of the Spiritual Liaison should take place with the Pastor or designee with input from coaches and athletics organization leadership.

(f) The immediate Past-President shall attend all meetings and act in an advisory capacity to the President.

(g) The Sports Coordinators shall attend all Booster meetings, act as primary contact for sport with GCCYS or GCYL; attend meetings and coordinate necessary paperwork; including medical release forms ; facilitate coaches meeting; support and promote the SportsLeader program: inventory and assign uniforms equipment; order new equipment as necessary within Boosters guidelines; handle registration process including collection of necessary fees; and keep other Board members informed of sports teams progress, achievements, and/or issues; place notices in publications and on website; work with gym coordinator for scheduling; secure outside gym time for practice based on guidelines; secure outside practice and playing fields; coordinate realignment evaluations; recruit coaches and assign appropriate coaches to teams; provide rosters to designated members; assign opening/closing of gym for home games; deliver entry gate and concession money to Treasurer on a timely basis; announce coaches and teams at sports awards nights.

(h) The concession, awards, spirit-wear, and equipment coordinators are non-voting appointments within the Boosters.

- (i) The Concession coordinator shall purchase items for concessions with appropriate monies from the Treasurer; coordinate stocking of concessions during sports seasons; maintain concessions price sheet; coordinate with the sports coordinators regarding home games/tournament games; make recommendations to the Board regarding concessions.
- (ii) The spirit-wear coordinator will work with the board and the selected vendors to provide spirit-wear offerings throughout the year. Evaluate and suggest items to be sold. The coordinator will ensure that all items meet the guidelines set forth that dictate colors, logos, etc.
- (iii) The equipment coordinator will work with the sport coordinators to inventory, hand-out, and evaluate equipment and uniforms. They will also notify the board of any missing equipment or uniforms and if sending an invoice to a family for the replacement of a uniform is warranted.
- (iv) The website coordinator will be responsible for the upkeep of the website and registration system. They will work with the treasurer and sport coordinator to create registration links and deadlines.

2.2.3 Nominations, Elections, and Appointments

- (a) The nominees for Booster President shall be nominated and elected by Booster members. The President-Elect should have served at least one full year as an officer of the Booster Board or as a Sport Coordinator in advance of his or her nomination. If no such qualified Board officer or Coordinator desires to serve as President, a Booster member may be nominated for election upon the approval of a majority of the current Booster Board.
- (b) At the January Board meeting, open Officer positions will be identified and published in the Bulldog Bulletin and St. Gertrude Parish bulletin. All booster members are eligible to provide a written nomination for the open positions and the nomination should be submitted by the March general meeting. Nominations may also be made from the floor at the March Boosters meeting, at which time all nominees must be present. Nominations shall be closed after the March Boosters meeting.
- (c) At the April meeting, the open positions will be filled through an election by ballot, with the winner being the nominee with the greatest number of votes. Booster members may be present at the meeting to vote, or may vote electronically during a designated 24 hour period to be opened no less than seven (7) days prior to the time of the April meeting. Other means of voting will be permitted if deemed necessary by the Booster Board. Votes will be counted by the Pastor or his representative and at least two Board members
- (d) In the event that there is only one officer candidate running for an open position, the current Board will cancel the election of that specific office and affirm the selection of that candidate presented at April meeting.
In the event of Officer or Board position vacancies, the Board shall select replacements for those positions. Should the Presidency become vacant, one of the Vice Presidents shall be chosen by the Board to assume the office of President and remain in office through the unexpired term.
- (e) The Boosters Board will approve Sport Coordinators of team sports by a majority vote of the Board from all nominees presented to the Board. It is the Board's goal to have co-coordinators for each sport. The criteria for the position of sport coordinator include:

- (i) Strong knowledge and understanding of the sport in which he/she will be coordinator
- (ii) May not be coordinator of another St. Gertrude sport at the same time
- (iii) Has the necessary time available and the people skills for good communication

2.2.4 Voting

- (a) General voting: All members and only members of the Boosters shall have one vote per person regardless of position with the Boosters.
- (b) Board voting:
 - (i) When voting as a member of the Board of Directors, each position shall have one vote only. Each sport shall only have one vote, even though there may be more than one coordinator sharing

the position.

(ii) For all voting, the results shall be announced to the full membership and reported in the minutes.

(iii) Voting shall be open by a show of hands. Under unusual circumstances, the President can request a vote for the disbursement of funds per a phone call, written approval, or electronic mail from all Board members. The count needs to be presented at the next meeting and recorded in the minutes.

(iv) For voting, a quorum shall be required. A quorum shall consist of 51% of the members of the Board.

2.2.5 Finances

(a) The Boosters President, Treasurer, and Sports Coordinators shall work together to create annual budgets for each sport, which shall be approved by the Board.

(b) A written request shall be submitted to the Treasurer and approved by vote (by quorum of the Board) for any expenditure in excess of \$1,000. If time is of the essence, a written request may be submitted to the Treasurer who will approve or reject the request with the consent of two additional officers of the Board. Failure to do so will result in the expenditure being the responsibility of the purchaser.

(c) Any coach or Boosters member who requires reimbursement for expenses incurred shall submit a Reimbursement Request form to the Treasurer. All such reimbursements shall be submitted to the Treasurer by June 1, the end of the fiscal year. After June 1, no further reimbursements shall be issued.

(d) An end of fiscal year report shall be prepared by the Treasurer and circulated to all Board members.

2.2.6 Meetings

(a) Meetings are generally held on the third Monday of each month at 7:00 p.m. No meetings will be held in June and July unless deemed necessary. The Boosters shall have regularly scheduled general Board meetings in coordination with the Parish calendar. These general monthly meetings shall be open to all members. If necessary, a special session or a closed session may be called by the President or Pastor. Meeting dates and times are published in the St. Gertrude School Bulldog Bulletin, St. Gertrude Parish Bulletin and at www.sgsbulldogs.org.

(b) Special meetings of the Boosters Board may be called by the President or Pastor, as needed, with accurate reporting of minutes.

(c) A quorum shall be required to conduct business at any meeting.

(d) Any member may submit items for discussion to the agenda by contacting the President, Pastor or other Officer, preferably in writing.

(e) Regular meetings will proceed as follows:

- (i) Meeting called to order by President
- (ii) Treasurer's report
- (iii) Individual sports updates from coordinators
- (iv) New business
- (v) Old business
- (vi) Adjourn

2.3 Members: The current list of Booster Board members and contact information can be found at www.sgsbulldogs.org

2.4 Responsibilities

2.4.1 The Boosters Board will work to maintain and improve the sports program at St. Gertrude Parish.

2.4.2. Specifically, they will:

- (a) Organize sports teams for children in grades K-8 from St. Gertrude Parish. Teams may be formed in football, cheerleading, basketball, volleyball, and track. Others may be formed as the need arises by a vote of the Board.
- (b) Work with GCCYS or GCYL to place teams in appropriate leagues.
- (c) Provide uniforms, proper equipment, practice time and space, game facilities and referees.
- (d) Approve evaluators to create teams based on criteria set forth in Section 3.2.2.a.ii.
- (e) Recruit qualified coaches and run coaches meetings.
- (f) Facilitate communication and resolve disputes between coaches and parents.
- (g) Sponsor and work with the Virtue Program Support Staff to manage the *SportsLeader* virtue program.
- (h) Establish a budget; set membership fees, sport participation fees, game entry fees; develop and manage fundraising events.

2.5 Virtue Program: SportsLeader

2.5.1 In keeping with the role of the church in the formation of the faithful, St. Gertrude has implemented a sports virtues program. The program at St. Gertrude aims to assist sports programs in the development of the entire person, which includes strengthening and building the family and teaching Catholic values. The program is designed so that the principles have universal benefit to the players on the field, off the field, and throughout their life. The goal is to have participants utilize these tools to transform values into virtues and conviction. Recognizing the unique role and influence coaches have with the participants, the virtues program provides a systematic method to assist coaches in developing their teams into the best possible individual persons and players they can be. The program also engages and challenges coaches and other family members to participate and reflect upon the virtues the players are practicing.

2.5.2 Coaches and coordinators are entrusted with the formation of the parish youth and have a responsibility to be models of virtuous Christian behavior on and off the field of play. The SportsLeader program was instituted to:

- (a) focus on the development of the entire person;
- (b) foster the formation of certain core virtues through mentoring and activities; and
- (c) focus on family.

2.5.3 There are 6 key elements to the SportsLeader program at St. Gertrude. These key elements have had proven success within the SportsLeader program; however, the Support Staff is open to other activities that a coach may deem more appropriate, and is available to offer recommendations if a coach needs assistance with a particular component. The 6 key elements include:

- (a) pre-season personal questionnaire;
- (b) pre-season fun activity;
- (c) virtue talk at each practice;
- (d) mentoring each player weekly;
- (e) pre-season jersey night to promote father/child relationship or relationship with key male influence;
- (f) letter to Mom to promote mother/child relationship or relationship with key female influence.

2.5.4 The current list of the Virtue Program Support Staff can be found at www.sgsbulldogs.org.

2.6 Finances

2.6.1 The Boosters President, Treasurer, and Sports Coordinators shall work together to create annual budgets for each sport, which shall be approved by the Board.

2.6.2 Registration Fees

- (a) Financial Commitment: All outstanding financial commitments must be fulfilled for players to be eligible to register for a sport.

(b) Financial Aid: Parents may request financial aid by contacting the parish business manager. Parents may also request a payment plan by contacting the Booster Treasurer. All requests for financial aid must be made annually.

(c) Refund Policy: Parents may request a refund before the financial books are closed at the end of the sport's season. Parents forfeit 20% of the registration fee after financial outlay for equipment and league fees are submitted, 50% after the first practice, and 100% after the first game. Refund requests must be submitted to both the Sports Coordinator and the Treasurer. Refund requests due to a season ending injury must be accompanied by a doctor's note, will be eligible for a refund up to 80%, and will be considered on a case by case basis.

2.6.3 Reimbursement Policy: Coaches and parents are not eligible for reimbursements without coordinator approval. Reimbursement requests must be made within 30 days of the end of the season. All reimbursements are due to the treasurer by May 30th of the current fiscal year before year end accounts are closed. A written request shall be submitted to the Treasurer and approved by vote (by quorum of the Board) for any expenditure in excess of \$200. If time is of the essence, a written request may be submitted to the Treasurer who will approve or reject the request with the consent of two additional officers of the Board. Failure to do so will result in the expenditure being the responsibility of the purchaser.

2.6.4 Fund Raising

(a) See section 2.2.2 Duties of Board Members

2.6.5 Booster Scholarship

(a) We annually offer two \$1,000.00 scholarships to current 8th grade students of the parish. The scholarship is awarded to one boy and one girl that meet the requirements and submit an essay and two coaches' recommendation letters. The essays and recommendation letters are read and evaluated by the pastor, the principal, and the booster spiritual liaison.

(b) Please see Appendix A for the scholarship introductory letter and Appendix B for the sample recommendation letter.

2.7 Facilities

2.7.1 Coaches and parents are not permitted to contact the parish office to reserve gym time for their child's athletic team. All gym reservations must flow through the coordinator of the sport in session or the booster executive committee in the absence of a coordinator.

2.7.2 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.

2.8 Spirit Wear Policy:

2.8.1 All spirit-wear that is offered or purchased to represent St Gertrude athletics need to meet certain criteria. There is a preferred vendor list of where you can purchase spirit-wear items. The primary criteria that must be met for spirit-wear when representing St Gertrude athletics is that the bulldog must be the approved St Gertrude Bulldog logo with torch in his mouth. The official colors of our athletics organization are navy blue, vegas gold (NOT athletic gold), and white. If you have questions regarding spirit-wear offerings please reach out to the booster board.

2.8.2 Please see Appendix C for a more formal explanation of spirit-wear.

3.0 St. Gertrude Athletic Team Guidelines

3.1 Player Eligibility

3.1.1 Determining Eligibility. Eligibility for participation on a St. Gertrude athletics team shall be determined by the following:

- (a) Parish registration: The participant's parent or legal guardian is registered with the parish sponsoring the team. If the parents of a participant are registered at more than one parish, the child is expected to play in only one parish per school year (July through June); OR
- (b) Catholic elementary school: The participant attends a Catholic school sponsoring the team. If a participant from one parish attends another parish's school, or a non-parish school, the participant may participate either on the team(s) of the school they are attending, or the parish's team(s); OR
- (c) Unaffiliated participants: Children (Catholic or non-Catholic) who are not registered with a Catholic parish or attending a Catholic school may participate in Catholic Youth Athletics only by special application and permission by the parish Pastor, or non-parish school principal), the athletics organization(s) and the league(s).

3.1.2 The participant is expected to play in the St. Gertrude athletic program for the entirety of the school year, unless the family residence moves to a different locale and parish, in which case a change is permitted. If an individual's parish or school sponsors a team in a particular sport, the individual is to participate on that parish's or school's team and is not permitted to play for a different parish or school without written approval by the parish Pastor, or non-parish school principal, the athletics organization(s) and the league(s), on a case-by-case basis. If St. Gertrude is unable to sponsor a team please see section 4.2.5 of the Charter on Catholic Youth Athletics for eligibility requirements.

3.1.3 Religious education requirements.

- (a) Catholic participants: To be eligible to participate on a St. Gertrude Parish team, a player must be a St. Gertrude Parish member in good standing, and either attend St. Gertrude School, be enrolled in and actively attend Religious Education classes at St. Gertrude School (which may be scheduled during the summer or the school year), or be home schooled in all subjects. Three or more unexcused absences from religious education sessions will normally result in suspension from the team. Legitimate excused absences such as due to illness will be assessed on a case by-case basis at the local level.
- (b) Non-Catholic participants in Catholic schools: In the case of non-Catholic children enrolled in Catholic schools, they are eligible to play provided they attend the school's religious education classes in the current school year.
- (c) Non-Catholic participants in Catholic parishes: In the case of non-Catholic children whose parents have enrolled in RCIA or are otherwise in the process of becoming Catholic, they are eligible to play provided they are enrolled in and regularly attend the parish's religious education in the current school year. Missing three or more religious education sessions will normally result in suspension from the team.

(d) Unaffiliated participants: As described in Section 4.2.1(c), p. 16 of The Charter on Youth Athletics, unaffiliated participants are not required to attend religious education, but may be welcomed and encouraged to do so.

3.1.4 Any player who quits a team sport after selection of the teams for that sport shall be ineligible to participate in that sport the following school year without the prior consent of the Sport Coordinator and Boosters Board. In the event that an 8th grade student quits a sport after teams are selected, the 8th grade student will be ineligible to participate in any sport in the immediately following season of his or her 8th grade academic year. The purpose of this section is to discourage players from quitting teams following selection, which conduct may have a detrimental impact on the balance and number of players on the respective teams. Such conduct by a player is deemed by the Boosters Board to be unfair to the team's coach and the other players on that team.

3.1.5 All families with a child playing a St. Gertrude sport will be required to join the Boosters at an annual fee set by the Board. Families must also pay a sport participation fee for each child playing on a St. Gertrude team. The fee will be set by each sport in order to offset the expenses associated with that sport. These fees are established by a vote of the Boosters board and are subject to change as the financial situation may dictate. A player will not be permitted to participate in practices or games until the fees are submitted.

3.1.6 St. Gertrude Boosters Academic and Conduct Probation Policy: A child who has been placed on academic or conduct probation by their parents and/or school should be removed by parents from sports until the probation has been lifted. It is the parents' responsibility to inform the coach of the probation and only return the child once the probation is lifted. Violation of this policy will result in suspension of the child from sports for the rest of the athletic year.

3.2 Team Selection/Realignment

3.2.1 Team selection will be the responsibility of the Sports Coordinator under the direction of the Booster Board. In the event of multiple teams at the 3-5 grade levels, the Boosters will conduct a team selection process coordinated by the Sports Coordinator for the respective sport to achieve equal talent on the teams. In the event of multiple teams at the 6-8 grade levels, the Boosters will conduct a team selection process coordinated by the Sports Coordinator for the respective sport based on player ability.

3.2.2 The following team selection guidelines shall be followed when multiple teams exist within the same grade level:

(a) Team Selection – 3rd Grade:

Teams are to be formed with as equal a division of talent as the evaluation process permits. To achieve this goal, the coordinator will assemble a committee of non-parent, impartial evaluators who will aid in the evaluation of the players in anticipation of team selection. Each grade will have an evaluation night/open-gym at which the evaluation committee will be present. All players will be put through a series of drills by one or more of the evaluators and the evaluation committee will make recommendations based upon their observations. The evaluations will be given to the Sport Coordinator(s) and the players will be divided based upon the results of the evaluations, with the goal of creating teams with equal talent. All coaches will be approved by the Sport Coordinator.

(b) Team Selection – 4th and 5th Grade:

In order to maintain a relatively even division of talent and to provide the players an opportunity to play with different children and for different coaches, a reshuffling of players will occur in the 4th grade. The Sports Coordinator(s) will redistribute the teams based either on player performance during an open gym evaluation or on coaches' evaluations from the previous season. Again, the team division will be performed with the goal of creating teams with equal talent.

In the event a parent requests his or her child not play for a specific coach, those requests will be honored only if the parent had previously submitted an evaluation, or a written complaint about the coach, which was determined by the Booster Board to be justified.

(c) Team Selection – 6th, 7th and 8th Grade:

(i) *Realignment*: All sports teams will be realigned in 6th, 7th and 8th grade assuming there is more than 1 team per sport. The Sports Coordinator, in conjunction with the Boosters Board, will conduct a try-out/selection process to realign teams based on player ability. Each session of the selection process shall be documented as well as the final team(s) alignments.

(ii) *Evaluators*: The Sports Coordinator will arrange to have independent and impartial evaluators participate in the team selection process. The evaluators will be individuals without knowledge or association of, or known by the children participating in the tryouts, unless otherwise approved by the Board. The evaluators will have knowledge and experience concerning the sport in which they are evaluating. The evaluators may not have a child or other relative participating in the tryouts. With Board approval, the panel of evaluators may include a predetermined non parent Coach. The panel of evaluators will consist of 2 to 4 individuals and will be submitted to the Booster Executive Committee. The size of the panel should be proportionate to the number of children to be evaluated, and not more than a ratio of 10 children to one (1) evaluator. The panel of evaluators should be the same for each session. The Sports Coordinator shall be present for tryouts and responsible for organizing tryouts and the evaluation team. A Booster Board member, without a child participant, will be present during the evaluations for administrative assistance. However, the Sports Coordinator will not be an active participant in the actual evaluation process or in the team selection process.

(iii) *Evaluation process*: Each child participant in the evaluation process will be assigned a number for purposes of identification throughout the evaluation process. At the end of the first tryout session, evaluators should perform and document an initial evaluation using a standardized form using points of evaluation for each child by their assigned number. They should also discuss and create a list of type of positions that are needed to make the team. After the second session, the evaluation team should fill and document the potential roster in consideration of team makeup. At the conclusion of the evaluation process, each child will be assigned to a team. No one is to be present in the gym during evaluations except for evaluators, players, and non-affiliated board members. However, this policy does not exclude parents, coaches, and coordinators from supporting evaluations in other capacities.

(iv) *Schedule*: Tryouts should be scheduled at least 1 month prior to the start of the season. Tryouts will be conducted over a minimum of 2 separate occasions within approximately one week of each other. The sessions will include fundamental drills, skills, and scrimmaging at the discretion of the evaluators.

(v) *Parents*: Parents are not permitted in the gym during the tryout sessions. Any parents who have questions about the process should direct them to the Sports Coordinator. After completion of the evaluations and team assignment, upon request a parent will be provided by the Sports Coordinator a tabulated summary score for their child participant.

(vi) *Student-Athletes*: All student athletes who sign up for a parish sponsored sport should attend both scheduled tryout sessions. In grades 6, 7 & 8, before realignment evaluations and team selections, the parents for good and serious reasons can make a written request to the Sport Coordinator for their child to play at a lower level. It is presumed that the Sport Coordinator will honor the parents request whenever possible. Even if the student does not wish to compete at the highest level, it is recommended that he/she attend both sessions as teams will be realigned at the 6-8 grade level. Any students who do not attend and/or participate in both sessions will be arbitrarily placed on a team by the Sports Coordinator and approved by the Boosters Board. Any student athlete who is added to a team after the teams have been determined will be placed on the

B or C team, at the discretion of the Coordinator.

(vii) *Teams*: When there will be three teams in grade 6-8 they will be A-B-B, unless the unanimous opinion of the evaluators is that it is in the best interest of the student athletes to have an A-B-C set of teams. The recommended formation of an A-B-C set of teams shall be approved by the Board. Recommended team rosters should be 8-10 players per team for volleyball and basketball. If a team has more than 12 players, a second team could be authorized to ensure adequate playing time for team members.

(viii) *Level of play*: Teams will be placed in a GCCYS division, commensurate with the team's capabilities.

3.3 Coach Selection

3.3.1 Each year, the registration forms for the various sports will include a section for Coach Volunteers. Open head coaching positions will be publicized in the Bulldog Bulletin, the St. Gertrude Parish Bulletin and at www.sgsbulldogs.org at least two (2) weeks prior to the sport registration. The Sports Coordinator will screen the volunteers for head coaching positions and evaluate their qualifications. When more than one candidate has expressed an interest in the same head coaching position, or when a head coach is selected from outside the parish, interviews with the coaching candidates will be held. The interviews will be attended by the Sport Coordinator and two elected officers. The Sports Coordinator will then recommend candidates for head coaching positions to the Board for their approval.

3.3.2 The Coordinator(s) and Boosters board will choose coaches based on the following criteria: Active members of St. Gertrude Parish/ attend weekly Mass if Catholic. Exceptions must be approved by the Pastor.

- (a) Character and sportsmanship
- (b) Knowledge of the sport fundamentals and rules
- (c) Coaching experience
- (d) Ability to communicate with children
- (e) Time availability and dependability
- (f) Ability to communicate with parents
- (g) Fairness to children and the program
- (h) Parental feedback from previous coaching experience
- (i) Ability to follow rules

3.3.3 In the event that the Board cannot agree, the decision will be made by the Boosters President and the Pastor.

3.3.4 Parent head coaches will be determined following the team selections.

3.3.5 Head coaches for all teams will be determined in a manner to allow equal coaching talent on all teams at all levels.

3.3.6 For grades 6-8, the head coach may be determined prior to tryouts provided he/she is qualified and does not have a student athlete trying out for the team, Preference will be given, to head coach candidates for grades 6-8 who are qualified, non-parent/non-family member coaches.

3.3.7 All Assistant coaches will be selected by the head coach after team selections and prior to the start of the season. The head coach will submit the name of their assistant(s) to the Sport Coordinator, who will then submit the names of the assistant coaches to the Board for approval.

3.3.8 Any questions regarding the qualifications of the Coach Volunteers should be brought to the Sport Coordinator's attention prior to the coach being selected.

3.3.9 Head coaches must be over 21 years of age. Head and assistant coaches who have graduated high school will be required to:

- (a) Complete the Archdiocese *Virtus* Child Awareness Program, follow its provisions, be fingerprinted, and be officially registered at the parish office prior to coaching any player
- (b) Complete initial SportsLeader training and annual retraining
- (c) Read the Boosters Handbook, accept all of the Boosters provisions, sign and affirm the acknowledgment page of the Handbook and adhere to the Boosters policies
- (d) Pursuant to Ohio's Return to Play law, complete an online concussion training class and provide to the Sports Coordinator the completion certificate.

3.3.10 No coach will be replaced without prior notice or consultation with the Sport Coordinator and Boosters Board.

3.3.11 According to the Archdiocese Decree on Child Protection, two adults (over 21 years of age) must be present as chaperons at each practice. Coaches may choose to have assistants who are under 21. However, coaches under 21 do not count as an adult for practice and must undergo an abbreviated version of the SportsLeader training may not be considered a SportsLeader "mentor" unless they are over 18 years of age.

3.3.12 If an adult attends more than one practice a month as a chaperon, the adult must complete the Archdiocese *Virtus* Child Awareness Program, follow its provisions, be fingerprinted and be officially registered at the parish.

3.4 Playing Time Requirements

3.4.1 St. Gertrude athletic programs will not be scheduled on Sundays and Holy Days before 1:00pm or during the Triduum on Holy Thursday, Good Friday, Holy Saturday or Easter Sunday. Athletics activities should not 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 by coaches or athletic leaders for missing a practice or game due to participation in such programs.

3.4.2 The Playing Time Guideline establishes the minimum playing time requirements. It is the goal of the St. Gertrude Athletic Boosters that all coaches exceed the minimum playing time requirements as outlined by GCCYS and GCYL especially for the formative years (grades 1-5) and in 6th, 7th and 8th grade in cases where GCCYS has eliminated any time requirement at all. All coaches for teams in grades 1 through 5 must maximize the playing time of each student athlete; coaches should make every reasonable attempt to play athletes equally. However, this is at the discretion of our coaches, taking into consideration attendance, effort and overall understanding of our athletes. The coach may reduce playing time for disciplinary reasons or safety concerns. The athlete should be informed the day prior to a game, if playing time will be reduced for disciplinary reasons. During a game, for disciplinary reasons a coach may, as necessary reduce or eliminate playing time for a student athlete. Following such discipline, the coach should make reasonable efforts to inform the player and his or her parent(s) of the basis for the discipline. **Look at Charter for wording on competitive(A) team time.**

3.4.3 Athletes are expected to attend all team functions while being disciplined. No student athlete should attend a game and not play at all for prior discipline reasons unless playing status is determined the day prior to the game.

3.4.4 The St. Gertrude playing time requirements for boys and girls are as follows:

(a) St. Gertrude Playing Time Requirements for Boys

Grade	Sport	Recommended Team Size		Required Playing Time	Total Playing Time
		Max.	Min.		
K/2nd	Football	30	13	As equal as possible	4 – 15 min. qtrs.
3rd/4th	Football	30	13	As equal as possible	4 - 8 min. qtrs.
5th/6th	Football	30	20	As equal as possible	4 - 8 min. qtrs.
7th/8th	Football	40	20	Average 8 plays/game	4 - 8 min. qtrs.
3 rd	Basketball	10	8	As equal as possible	4 - 5 min qtrs.
4 th	Basketball	10	8	As equal as possible	4 - 5 min qtrs.
5 th	Basketball	10	8	As equal as possible	4 - 6 min qtrs.
6 th	Basketball	10	8	1 continuous qtr	4 - 6 min qtrs.
7 th	Basketball	10	8	1.5 qtr.	4 - 6 min qtrs.
8 th	Basketball	10	8	1.5 qtr.	4 - 6 min qtrs.
3rd/6th	Volleyball	10	8	As equal as possible	3 games/ match
7th/8th	Volleyball	9	8	1 game	3 games/ match
K/8th	Track	-	-	As equal as possible	Meet

(b) St. Gertrude Playing Time Requirements for Girls

Grade	Sport	Recommended Team Size		Required Playing Time	Total Playing Time
		Max.	Min.		
K/8th	Cheerleading		n/a	None	None
3 rd	Basketball	10	8	As equal as possible	4 - 5 min qtrs.
4 th	Basketball	10	8	As equal as possible	4 - 5 min qtrs.
5 th	Basketball	10	8	As equal as possible	4 - 6 min qtrs.
6 th	Basketball	10	8	1 continuous qtr	4 - 6 min qtrs.
7 th	Basketball	10	8	1.5 qtr.	4 - 6 min qtrs.
8 th	Basketball	10	8	1.5 qtr.	4 - 6 min qtrs.
3rd/6th	Volleyball	10	8	1 continuous game	3 games/ match
7th/8th	Volleyball	9	8	1 game	3 games/ match
K/8th	Track		1	1 event	Meet

*All players bat.

3.4.5 Tournament play requirements are the same for all sports (boys and girls) as seasonal play.

3.4.6 St. Gertrude playing time requirements exceed those set forth by the GCCYS/GCYL, which are listed here for reference:

(a) GCCYS/GCYL Playing Time Requirements for Boys

Grade	Sport	Recommended Team Size		Required Playing Time	Total Playing Time
		Max.	Min.		
1 st /2 nd	Football	30	13	None	4 – 15 min. qtrs.
3rd/4th	Football	30	13	None	4 - 8 min. qtrs.
5th/6th	Football	30	20	None	4 - 8 min. qtrs.
7th/8th	Football	40	20	None	4 - 8 min. qtrs.

3 rd	Basketball	10	8	1 continuous qtr*	4 - 5 min qtrs.
4 th	Basketball	10	8	1 continuous qtr*	4 - 5 min qtrs.
5 th	Basketball	10	8	1 continuous qtr*	4 - 6 min qtrs.
6 th	Basketball	10	8	1 continuous qtr*	4 - 6 min qtrs.
7 th	Basketball	10	8	None	4 - 6 min qtrs.
8 th	Basketball	10	8	None	4 - 6 min qtrs.
3rd/4th	Baseball	15	12	N/A	5 innings
5th/6th	Baseball	15	12	None	6 innings
7th/8th	Baseball	15	12	None	7 innings
4th/6th	Volleyball	10	8	1 game out of 3*	3 games/ match
7th/8th	Volleyball	9	8	None	3 games/ match

(b) GCCYS Playing Time Requirements for Girls

Grade	Sport	Recommended Team Size		Required Playing Time	Total Playing Time
		Max.	Min.		
5th/6 th	Cheerleading		10	None	None
7th/8th	Cheerleading		10	None	None
3 rd	Basketball	10	8	1 continuous qtr*	4 - 5 min qtrs.
4 th	Basketball	10	8	1 continuous qtr*	4 - 5 min qtrs.
5 th	Basketball	10	8	1 continuous qtr*	4 - 6 min qtrs.
6 th	Basketball	10	8	1 continuous qtr*	4 - 6 min qtrs.
7 th	Basketball	10	8	None	4 - 6 min qtrs.
8 th	Basketball	10	8	None	4 - 6 min qtrs.
3 rd /4th	Softball	15	12	1 inning in field & cont. bat	5 innings
5th/6th	Softball	15	12	1 inning in field	6 innings
7th/8th	Softball	15	12	None	7 innings
3rd/6th	Volleyball	10	8	1 game out of 3*	3 games/ match
7th/8th	Volleyball	9	8	None	3 games/ match

*Limited to same number of players on opposing team

No student athlete should attend a game and not play at all for disciplinary reasons unless playing status is determined the day prior to the game. All coaches for teams in grades 4 through 6 must maximize the playing time of each student athlete. By this it is meant that coaches should make every reasonable attempt to play athletes equally. The coach may minimize an athlete's playing time for missed practices/games and for unsportsmanlike conduct.

3.4.7 Discrimination. Discrimination based on ethnicity, nationality, gender and race is contrary to Catholic moral teaching and is unacceptable in Catholic Youth Athletics. This applies in particular to:

- (a) Scheduling (e.g., preferential treatment to boys' over girls' sports);
- (b) Team formation (e.g., selections based on race, ethnicity or nationality); and
- (c) Playing time (e.g., decisions based on race, ethnicity or nationality).

3.5 Grievances

3.5.1 The St. Gertrude athletics program is committed to a safe and healthy environment for children, parents, coaches and spectators at all athletic events that take place in its name. Effective communication, inspired by Christian ideals, is an essential element of the St. Gertrude athletics program. Moreover, the Catholic principle of subsidiarity calls for matters to be handled at the lowest possible level, so that grievances are best managed and settled locally between people of good faith.

3.5.2 Grievance Committee: The Grievance Committee of the St. Gertrude athletics program is the group responsible for managing the grievance process. Its purpose is to effectively manage and resolve any problems or conflicts in the athletics program that have reached the point of initiating that process. The Grievance Committee will consist of the Boosters President, Spiritual Liaison, and the remaining members of the Executive Committee. Decisions of the Grievance Committee are final; however, an appeal may be made to the Archdiocese of Cincinnati Catholic Youth Athletics Commission if:

- (a) due process as described in the Organizational Documents of the athletics organization has been claimed to have been violated; or
- (b) other noncompliance with the athletic organization's Organizational Documents and this Charter has been credibly alleged.

3.5.3 Grievance Process: In order to ensure healthy and effective communications especially in situations of disagreement or conflict, the St. Gertrude athletics program includes a grievance process which outlines the step-by-step due process to be used in the event of problems or conflicts with coaches, parents or athletes within the St. Gertrude athletics program.

- (a) The Coach has the authority and responsibility to exercise good judgment in matters relating to his/her team. If a parent has a complaint, he/she is to wait 24 hours after the incident/issue occurs before approaching the coach. The coach should be consulted first in all matters relating to the team members, league play, tournaments, and practices.
- (b) If a parent feels that it is inappropriate to consult the coach, then the Sports Coordinator should be contacted to resolve any conflicts.
- (c) If the problem cannot be satisfactorily solved at the Coordinator level, the parents shall submit the issue, in writing, to the Boosters President and Spiritual Liaison for further evaluation and resolution.

3.5.4 Discipline: All grievances submitted in writing to the Grievance Committee by a coach, coordinator, or parent will be considered on a case by case basis. The Grievance Committee reserves the right to issue consequences regarding violations of the Code of Conduct ranging from a formal warning to prohibition from participation in St. Gertrude athletics.

3.6 St. Gertrude Sponsored Tournament Play

3.6.1 St Gertrude Boosters sponsors our athletics teams to play in a single sanctioned league and any tournament hosted by the sanctioned league or school/parish participating in said league.

3.6.2 The Booster organization will cover the cost of up to two tournaments not exceeding a total expense of \$300.00 for additional tournament play outside the end of season league tournament. You need to get prior approval from treasurer if you will be spending more than \$300.00 for the two covered tournaments.

- (a) Any additional tournament above and beyond the 2 that are covered by the Booster Board must be approved by a team vote and then presented to the sport coordinator or board for final documentation and review.
- (b) Uniforms – Are only to be used for our sanctioned teams in the sanctioned leagues we participate in. Uniforms are not to be used for any league or team play outside of sanctioned playing.
- (c) Any (home) tournament hosted by St Gertrude where a St Gertrude team wishes to participate will not count against their allotment of 2 tournaments.

4.0 Responsibilities and Codes of Conduct

4.1 Players

4.1.1 Players are expected to:

- (a) Attend all scheduled practices and games.
- (b) Be on time and be prepared to participate.
- (c) Give full attention to the coach and follow coach's instructions during practices, games and other team-related activities.
- (d) Treat teammates, opponents, coaches, parents, officials, and all others in the GCCYS and GCYL with respect at all times.
- (e) Always try hard and do one's best, both in practice and during games.
- (f) Encourage and help teammates who may not be as skilled at sports.
- (g) Respect all equipment and uniforms.
- (h) Wear the correct uniform for all games.
- (i) Respect decisions made by officials and referees.

4.1.2 The player is a representative of St. Gertrude Parish. Unsportsmanlike conduct, use of foul language and disrespect for coaches, officials, other players, parents, and spectators will not be tolerated. If the player fails to abide by the aforementioned rules and guidelines, the player will be subject to disciplinary action that could include, but is not limited to, the following:

- (a) Verbal or written warning by the official, head coach, sport coordinator, or Boosters president
- (b) Game or season suspension
- (c) Game forfeit through the official or coach
- (d) Repeated violations of player responsibilities may affect the player's team placement the following year.

4.2 Parents

4.2.1 Parents are expected to:

- (a) Submit registration forms, Boosters membership fees, sport participation fees, medical release forms and GCCYS/GCYL release forms **on time and at www.sgsbulldogs.org**. The establishment of teams, selection of coaches, and entrance into a league all depend on the timely receipt of the sign-up form; therefore, **an athlete may be closed out of the sport unless the deadline is met.**
- (b) Keep uniforms and equipment clean and in good working condition and return uniforms and equipment on time. Lost or carelessly damaged uniforms or equipment will require replacement by the parent at the parent's expense. Any damage should be reported and noted upon return.
- (c) Ensure that one's child will attend all games and practices and, when not possible, inform the coach in advance. Inform the coach of any scheduling conflicts or other issues that may impact the athlete's ability to make a full commitment to the team.
- (d) Inform the coach of any physical disability or ailment that may affect the safety of one's child or the safety of others.
- (e) Parents are responsible for transporting their child to and from practices and games or ensure that proper transportation has been arranged. The parish does not offer transportation to practices or games.
- (f) Inform the coach if a player will not be present for a practice or game. A student athlete who misses scheduled games or practices for any reason other than illness or bereavement may have his/her playing time affected.
- (g) If a player sustains an injury during practice or game that requires a doctor's attention, the parent must submit an original letter signed by the doctor to the coach that states that the player may return to sports activities.

- (h) Support the team and coach by attending games.
- (i) Coaches will assign parents to help with the home gate, concessions, scorekeeping, set up/clean up, etc. Parents are expected to be present sufficiently in advance to fulfill their responsibilities. **If parents are unable to fulfill their assigned duties, it is the responsibility of the parent to secure their own replacement. This is NOT the responsibility of the coach.** Parents must follow written procedures while working the entry gate and concessions, especially if working the first game or last game scheduled for that day. Set up and cleanup is everyone's responsibility even though it requires arriving early or leaving late.
- (j) Treat coaches with respect at all times and communicate with them directly about concerns. If a parent has a concern, he/she should make an appointment to discuss any concerns, as initiating a discussion before or after a contest or practice is prohibited. Parents should wait at least 24 hours after the incident/issue occurs before approaching the coach. The parent may then voice the issue(s)/concern(s) to a coach in a professional, positive, and constructive manner. If the coach and parent are unable to effectively address the issue(s)/ concern(s), the parent should contact the Sports Coordinator. If the problem cannot be satisfactorily solved at the Coordinator level, the parents shall submit the issue, in writing, to the Boosters President for further evaluation.
- (k) Parents are expected to assist the Boosters by submitting the end of season survey in a timely manner. The Boosters relies on the end of season surveys to maintain the quality of our sports programs.
- (l) Remember that the players are youth and are playing for their enjoyment, not their parents'.
- (m) Demand that one's child treat teammates, opponents, coaches, officials, and spectators with respect at all times, regardless of race, creed, color, sex or ability.
- (n) Respect decisions made by the officials and referees.
- (o) Do not coach from the sidelines or stands.
- (p) All parents are expected to conduct themselves in a courteous and Christian manner during games and in their dealings with the coaches. Be a role model by positively supporting teams, encouraging good sportsmanship, and not shouting instructions or criticisms to or about the players, coaches, or officials. Negative confrontations and unsportsmanlike conduct, such as booing, taunting, refusing to shake hands, or using profane language or gestures with officials, coaches, team members, or other parents will not be tolerated. Remember that we are the true role models to our children.
- (q) Avoid consumption of alcohol during practices, games, pre-games, and post-games.
- (r) Be responsible for one's own actions, as well as the actions of guests.
- (s) Parents must uphold the spirit of St. Gertrude, the GCYL and the GCCYS by setting a "Christ-Like" example and ensuring that their children recognize their Catholic responsibilities (weekly Mass attendance) while representing St. Gertrude.

4.3 Coaches

4.3.1 Coaches and athletics leaders serving in Catholic Youth Athletics understand their roles as forms of youth ministry leadership, and will get training that leads to competence not only in coaching a given sport, but also in modeling and sharing faith, developing young Catholic disciples, and helping young people and their families stay meaningfully connected to the Catholic Church.

4.3.2 Coaches are recognized as the primary means by which St. Gertrude Parish Athletic Boosters upholds and enforces its ideals, goals, and philosophy. The coach is valued as a teacher of the student athlete and exerts the most influence over the conduct of the players and spectators at sporting events. It is the responsibility of the coach to emphasize the maturation and growth of the student athlete through sports participation. It is also the responsibility of the coach to visibly show that he/she values fair play, hard work, dedication, and sportsmanship. The coach is responsible for ensuring that each team member has a rewarding experience while participating in the St. Gertrude Sports Program while striving to make our program successful and competitive at all levels.

4.3.3 The coach should focus on the following goals:

- (a) Uphold the spirit of St. Gertrude, the GCYL and the GCCYS by setting a "Christ-Like" example and participating in the prayers and activities as put forth by the SportsLeader program.

- (b) Encourage hard work, team participation, good sportsmanship, and positive relationships between all players
- (c) Promote the enjoyment and rewards of competitive play
- (d) Encourage that each team member put forth their best effort in school
- (e) Teach sound fundamentals of the sport
- (f) Give attention to the student athlete's needs and abilities as required
- (g) If a coach or player is ejected from a game the sport coordinator and/or president must be notified within 12 hours of the incident.

4.3.4 In addition, the coach is expected to:

- (a) Attend the SportsLeader Virtue Training Sessions
- (b) Pursuant to Ohio's Return to Play law, complete an online concussion training class and provide to the Sports Coordinator the completion certificate.
- (c) Accept roster assignments from the Sports Coordinator. The Sports Coordinator must approve any roster changes and approval must be consistent with these by-laws. In the event the Sports Coordinator is also a coach, the Boosters Board will be responsible for approving any individual roster changes.
- (d) Be responsible for handing out, collecting, and returning all uniforms and equipment. Respect all uniforms and equipment that have been loaned to the coach or the team and return them on time.
- (e) Start and finish practice on time. No student athlete shall ever be left at a game or practice site without adult supervision.
- (f) Remember that the players are youth and are playing for their enjoyment, not the coach's.
- (g) Be a role model by positively supporting teams, encouraging good sportsmanship, and applauding the efforts of all the players. Model Catholic values and virtues, and always be mindful of a coach's high visibility and great influence. Coaches should ensure that prayer happens at each practice and game.
- (h) Use positive coaching methods to make the sport enjoyable, increase self-esteem and foster love and appreciation for the sport.
- (i) Adhere to all *St. Gertrude* minimum playing times. Each student athlete who dutifully attends practice should be given every opportunity to play.
- (j) Communicate to parents any discipline or safety concerns that impact an athlete's playing time or position.
- (k) Use substitutes in games where the outcome has been decided. Deliberate attempts to humiliate an opponent, such as running up the score, will not be tolerated.
- (l) Avoid shouting criticisms to or about the players, other coaches, or officials. Avoid the use of profanity, abusive, or degrading language at games or practices. Avoid any action or remark that may incite the displeasure of the spectators.
- (m) Demand that the athletes treat teammates, opponents, coaches, officials, and spectators with respect at all times, regardless of race, creed, color, sex or ability.
- (n) Do not engage in any kind of unsportsmanlike conduct with any official, coach, player or parent such as booing and taunting; refusing to shake hands; or using profane language or gestures.
- (o) Respect decisions made by the officials and referees.
- (p) Immediately discipline any player who intimidates an official, another coach, opposing player, or teammate. The coach must be fair in disciplining all players when enforcing team rules. Disciplinary action that results from flagrant abuse of the rules or conduct unbecoming a *St. Gertrude* student athlete should be reported to the Sports Coordinator. The Sports Coordinator will complete a written complaint and turn it into the Boosters President. The Sports Coordinator, together with the Boosters President and Pastor, must approve any player removal from a team due to a disciplinary action.
- (q) Never engage in physical or psychological intimidation, verbal abuse or any conduct that demeans a player or parent.
- (r) Treat parents with respect at all times and communicate with them directly about concerns. Inform the Sports Coordinator of any unresolved parent concerns. Participate with the Booster Board in a professional manner when handling parent concerns and issues.
- (s) Ensure that team pictures are taken and insure that all student athletes have the opportunity to participate.
- (t) Call in or email scores weekly to GCCYS/GCYL and the web site coordinator.

- (u) Organize team parents to assist at home games. The coach is strongly encouraged to designate a “team parent” who will be responsible for scheduling parents to work home games.
- (v) Ensure that two adults are present at each event. It is not necessary that the adults be coaches.
- (w) Participate at Award and other "official" ceremonies and encourage parents and players to participate as well.
- (x) Avoid drinking, smoking, or using dip at games or practices.
- (y) Avoid throwing things in anger at games or practices.
- (z) As Parents are required to abide by this Handbook, no other contracts or agreements shall be distributed.
- (aa) A coach may not forfeit a game without prior approval from the coordinator.
- (bb) All requests to parents for additional money outside of the normal registration fee must be discussed and voted upon in a team meeting prior to the expenditure. The sport coordinator must be notified of the expenditure and team decision.

4.3.5 School and Parish Inclement Weather Policy

- (a) Lightning, Thunder: When thunder is heard or a lightning bolt is seen at a practice or competition, teams will suspend play and take shelter immediately. Once play has been suspended, play or practice will not resume until approximately 30 minutes has passed since the last thunder was heard or lightning flash witnessed.
- (b) Heat: To prevent heat illness (i.e. heat cramps, heat exhaustion, or heat stroke), when there are high temperatures, leagues, athletics organizations, coaches and teams should exercise prudence (such as by monitoring athletes closely, limiting practice duration, allowing lighter clothing, providing frequent fluid breaks for rehydration, and/or providing for shade).
- (c) During inclement weather if the St Gertrude campus (school) closes then all St Gertrude sanctioned/sponsored events, organization, and team activities are also cancelled. This includes any team or organization that may meet offsite as well. If your event, organization, or team are sanctioned/sponsored by St Gertrude Parish or School all activities on-campus or off-campus are cancelled in the event that the school closes for weather. Practice exceptions may be granted upon request to the booster president. The above policy does not impact holy mass, for information on the schedule for holy mass contact the parish office.

4.3.6 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:

- (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.healthyohiprogram.org/concussion.
- (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. Archdiocese of Cincinnati | Charter on Youth Athletics 21
- (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.
- (d) 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.

4.4 Coordinators

4.4.1 The sports coordinators are responsible for organizing their particular sports. Every effort should be made to have co-coordinators for each sport. Specific duties include:

- (a) Attend SportsLeader training as well as promote and support the SportsLeader program.
- (b) Attend Boosters meetings and keep other board members informed of sports teams' progress, achievements and/or issues.
- (c) Act as primary contact for sport with GCCYS or other league; attend league sport meetings and coordinate necessary paperwork.
- (d) Distribute sport registration information via Bulldog Bulletin, parish bulletin and Boosters' website.
- (e) Hold player evaluations in the manner specified in this handbook.
- (f) Recruit and select coaches in the manner specified in this handbook.
- (g) Conduct a coach's organizational meeting which includes an explanation of the coaches' requirements pursuant to this handbook.
- (h) Provide to the Parish staff a final list of coaches in sufficient advance of the start of the sport season, for compliance with the Archdiocese Decree on Child Protection.
- (i) Work with gym coordinator for scheduling practice time; secure outside gym time/practice fields/playing fields as needed.
- (j) Assign opening and closing of gym for home games.
- (k) Inventory and distribute team equipment, including uniforms, balls, and keys.
- (m) Ensure the quality of equipment and replace as needed with Boosters approval.

4.4.2 If a coordinator does not adequately perform these duties as determined by the Boosters board, they may be asked to step down and a new coordinator may be assigned.

4.5 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:

4.5.1 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.

4.5.2 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 the booster board.

4.5.3 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:

<u>Violation</u>	<u>When/Where Occurred</u>	<u>Sanction</u>
First practice;	Before, during, or after a game or practice	Ejection for the rest of the game or attendance at next game prohibited.
Second	Before, during, or after a game or practice	One-year suspension from all Boosters sponsored athletic activities.

4.6. Transportation

4.6.1 Parents are responsible for transporting their child to and from practices and games or ensure that proper transportation has been arranged. The parish does not offer transportation to practices or games.

4.6.2 No coach, coordinator, board member, or any other person in his capacity as a representative of the parish may transport a player to a practice or game. The parish considers all athletic events to begin and end at the site of the activity; hence, the parish bears no burden to organize transportation.

4.6.3 Parents are encouraged to read the transportation policy in Section 7 of the Archdiocese of Cincinnati Charter on Catholic Youth Athletics which includes, among others, the following guidelines:

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

(b) Parents should never transport a non-family member child alone. There should be at least two adults in every vehicle that transports children. In exceptional situations, one adult may transport children in a vehicle, provided the vehicle goes directly from point A to point B, with no stops in between.

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

(d) Parents are strongly discouraged from using 15-passenger vans which have been prohibited since May 2005 per the recommendation of the General Secretary of the United States Conference of Catholic Bishops (USCCB).

4.7 Archdiocese of Cincinnati Charter on Catholic Youth Athletics Code of Conduct

4.7.1 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.

4.7.2 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 Catholic Youth Athletics, and those of the Organizational Documents of 44 Promulgated March 1, 2014

participating athletics organizations and leagues.

4.7.3 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. Please refer to your league's ruling on the definition.
- (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 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.

4.7.4 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.

4.8 Handbook Acknowledgment

4.8.1 Each parent, coach or coordinator shall review and acknowledge the Handbook at www.sgsbulldogs.org, as well as contribute the Booster membership fee and any other fees associated with the sport if applicable, prior to any child, parent, coach or coordinator participating in the Boosters' organization, any sponsored sport or other Boosters' event.

Appendix A

Saint Gertrude 2014-2015 Booster Scholarship Guidelines

The Saint Gertrude Athletic Boosters are pleased to announce that we will again award two \$1,000.00 scholarships. The scholarship is awarded to one male and one female athlete who has participated in a St Gertrude sponsored sport and will be attending a catholic high school in the fall of 2015. The scholarship is based upon an essay relating to your experiences in Saint Gertrude athletics.

If you are interested in competing for this scholarship, there are three criteria you must meet

- 1) Your family must be St Gertrude Parishioners and you, the student, must be actively enrolled in St Gertrude School, St Gertrude CCD, or home school.
- 2) You must write an essay which answers the following topic:
 - a. *What is the most significant value I learned through participation in athletics at Saint Gertrude and why?*
- 3) You must supply 2 letters of recommendation from any two of your coaches throughout your athletic career, at least one coach must be a St Gertrude coach. Please ask your coaches to fill out the attached form.
 - a. If one or both of your parents were your coach they are NOT eligible to write a recommendation for you.
 - b. One recommendation may be from a non-St Gertrude team coach.

The essay must be 500 words or less and must be typed.

The essay and letters of recommendation are to be submitted to Mrs. Bayer no later than Friday, May 1, 2015 at 3:00pm.

Mrs. Bayer will assign each essay and their correlating recommendations a number. Please do not put your name on the essay or include any reference throughout your essay which would possibly identify who you are.

The evaluators that will be judging the essays are the pastor, principal, and booster spiritual liaison. If the 3 evaluators determine a 4th person is needed then the Booster Executive Committee will select a 4th evaluator.

The scholarship winners will be announced at the 8th Grade Awards Program, scheduled for May 26, 2015.

Thank you and Good luck!

Marc Gerwel

St Gertrude Booster President

If you have any questions please feel free to call or email me (513) 774-7779 or marc@4bis.com.

Appendix B

St. Gertrude Booster's Scholarship Application- Coach Recommendation Form

Athlete's Name _____

Coach's Name _____

Please list the sport(s) and year(s) you coached this student:

Please rank the applicant in the following categories, comparing him or her against other athletes.

	UPPER 5%	UPPER 10%	UPPER 25%	MIDDLE 50%	LOWER 25%	Not Able to Judge
Motivation and Perseverance						
Embodies the virtues of Courage, Humility, Charity, Respect, Sacrifice, and Perseverance						
Respect for coach and players(conduct)						
Positive Attitude						
Ability to work as a team player						
Leadership Ability						

Please use the space below to elaborate on the information summarized above. All applications are assigned a number to keep anonymity. Please do not refer to the applicant by name in your comments. (You may attach a type-written letter to this form if you prefer.)

Signature

date

**Please place this letter of recommendation in an envelope and seal it. Upon sealing the envelope please sign your name over the seal and return to the athlete. We will ask the athletes to return the sealed letters along with their essay. Thank you for taking the time to help us in our selection process.

Appendix C

St. Gertrude Parish and School Spirit-Wear Policy

This policy is provided to guide all staff, faculty, parishioners, parents, athletic coaches, and school extracurricular leaders in proper outfitting of our ministries, teams, clubs and groups with spirit wear.

Standardizing the parish and school logo is important to our brand. For most apparel items, colors may be different to suit the needs of the ministry or group sponsoring an event, but the logo, as seen above, must be used to promote our parish and school. Colors and logos will not be altered for athletic teams. The discussion of branding and creating a standard look and color to be used by every organization was approved by parish and school leaders in 2011-12 to eliminate several variations of the bulldog (see below) and team colors.

The only authorized colors for parish athletic teams are: Navy Blue and Vegas Gold; RGB codes for team colors: Navy Blue 0, 0, 128 and Vegas Gold 197, 179, 88.

The only authorized school colors are: Red plaid and black and white for school uniform jumpers (girls) and white and blue with the blue and gold tie (boys); gym uniforms for are navy blue and vegas gold.

Base apparel colors are Navy blue, gray, white, vegas gold, and red (for school) and exceptions are permitted for Youth Group, 8th Grade, and for the Jayne O’Neill Tournament shirts.

Parish and School Administrators, with parent input, voted to minimize vendors to get consistency of product offerings, sizing, and colors. The ONLY approved vendors are: Educational Outfitters™, Spirit2Share, and Rokkitwear. Ministry leaders and coaches must seek approval to use any other.

The only authorized logo for athletics and spirit wear are the Bulldog w/torch with full body or just head. It can be color, black and white, or navy blue/vegas gold. Here are examples of approved bulldogs:



The Bulldog paw print with intertwined SG or SGS on the pad of the paw may be used for special occasions (i.e. SGS Walkathon). For the SG or SGS to look right, the paw print must be 2” or larger. If the paw prints will be less than 2”, it must have the Bulldog w/torch or “St Gertrude” on the apparel.

Other logos that may be used, and require approval, are the Veritas shield and the SG or SGS acronym, and Interlocking SG.



For clarification or requests for exception to this policy, please contact the school office, parish office, or booster organization.