

# **Sacred Heart of Jesus**

Catholic Elementary School

Boosters Handbook



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## **SACRED HEART BOOSTER PROGRAM STATEMENT OF PURPOSE**

The purpose of the Sacred Heart Catholic School Booster program is to help develop the entire child. Our primary goals are:

- To teach the children the fundamentals of each sporting activity in which they may become a part and instill an appreciation of teamwork and athletic competition
- To promote involvement throughout our community and display true sportsmanship wherever they may be
- To ensure our children are taught the importance of learning, having fun, competing fairly, and being part of team
- For all involved with the program, to conduct themselves in the spirit of Sacred Heart, starting with our coaches, teachers, administrators, and parents, thereby leading our children to respect the game, the opposing teams, the referees/umpires, as well as the spectators
- Support and follow the School's Mission Statement to be committed to nurturing the growth of EVERY student – spiritually, intellectually, emotionally, physically, and socially and build values that will last a lifetime

## I. Members and Board

The membership shall consist of parents and guardians of current and former students attending Sacred Heart Catholic School or Parish and staff.

The Board shall consist of the following Officers:

- President
- Vice President (and/or Co- Vice Presidents)
- Treasurer
- Secretary
- Finance Director
- Uniform & Equipment Coordinator
- Athletic Director
- Assistant Athletic Director

As well as Coordinators for the following sports programs currently being offered at Sacred Heart:

- Basketball
- Volleyball
- Cheerleading
- Golf
- Track
- Cross Country
- Football

## **II. Board Member Appointment**

### **A. Officers Appointment**

It is the duty of all Booster Board members to seek out candidates for Board vacancies on the basis of each individual's dedication and interest in the Boosters Organization. Notice of open Officer positions shall be announced in such a way to provide equal opportunity to all interested. This will include via Sacred Heart School and Boosters' websites, Booster minutes as well as the Sacred Heart school communications in February and March of each year and as needed otherwise. These notices will include a brief description of the responsibilities of the respective position(s). No previous Booster experience is necessary but it is recommended to be considered for Booster President. New members will be installed annually at the May meeting and their one-year term begins June 1st.

### **B. Coordinator Appointment**

Coordinators are appointed to a one-year term by a majority vote of the existing Board. Notice of open Coordinator positions shall be announced in such a way to provide equal opportunity to all interested. This will include via Sacred Heart School and Boosters' websites, Booster minutes as well as the Sacred Heart school communications in February and March of each year and as needed otherwise. These notices will include a brief description of the responsibilities of the respective Coordinator position(s). Members interested in being considered for appointment should contact a Booster Board member for nomination. If the opening is the result of a resignation, and the position needs to be filled immediately, a coordinator may be temporarily appointed until a permanent coordinator is appointed following the procedure outlined above. Additionally, if the Board deems it necessary to create a new Coordinator position (e.g., the adoption of a new sport), a coordinator may be temporarily appointed until a permanent coordinator is appointed following the procedure outlined above. In the event there are no volunteers for a particular sport's coordinator position, the Booster Board may appoint a current Board member or volunteer to fulfill the responsibilities until a new coordinator is identified.

### **C. Term Limits**

Terms for Officers and Coordinator positions will be 1 year. The President may serve for 3 consecutive annual terms. *Note:* the Treasurer and Finance Director will serve terms that will begin on alternate years to avoid 2 new "finance" people in the same year; the Athletic Director position is a 2 year term. At the end of that term, the position opening may be made available to the school community as outlined above. If there is no interest from a new candidate, then the current Board member may hold another term at the discretion of the remaining board members.

### **D. Resignations**

Any Board member may relinquish his/her position by written resignation to the Board Officers. Following acceptance of this person's resignation, any Board member may fill this vacancy in the interim. Additionally, a request may be sent to the school community to fill the vacated position following the process outlined in Section II.A and II.B above.



### III. Responsibilities of Board Officers and Coordinators

#### *Officers*

Each of the following officers shall have the authority to prepare or sign checks from the Boosters account. Although any officer can prepare a check, the Treasurer shall have primary responsibility for preparation of checks. The officer who prepares a check cannot sign the same check.

#### ***President***

The President shall call all regular and special meetings and carry out the constitution to the best of his/her ability. The President will submit the monthly meeting agenda via e-mail to the Boosters Committee 24 hours prior to the meeting. The President will be the main contact for all Booster issues. The President, with the assistance of the Boosters Board, shall monitor the activities of parents, coaches, and players and standards of conduct for all. The President may stay in this role for 3 consecutive annual terms. Once the President's term is complete he/she will become the advisor to the President the following year.

#### ***Vice President***

The Vice President is approached and appointed by the President and is assumed to move to the position of President when that position is vacated. (Note: If there are Co-Vice Presidents, The VP with more experience will move into the role of President. If they have the same experience a vote of the Board will take place to elect the next President.) The Vice President shall preside in the absence of the President at all meetings. The Vice President shall carry out the constitution to the best of his/her ability. The Vice President shall assist the President and the Board to monitor the activities of parents, coaches, and players and standards of conduct for all. The Vice President shall administer evaluations at the end of each sport season, of all parents, players, and coaches to develop and improve the succeeding year's Booster program.

#### ***Treasurer***

The Treasurer is approached and appointed by the President. The Treasurer shall collect all obligations to the organization such as dues, fees, and other monies as may be raised by the organization. The Treasurer shall pay all approved bills promptly upon receipt. The organization shall not be responsible for any obligation that is not approved by the Board in advance. (This includes items that are not part of the approved budget for the current school year.) The Treasurer shall submit monthly status reports to the Sacred Heart Booster Board.

#### ***Finance Director***

The Finance Director is approached and appointed by the President. The Finance Director shall establish annual budgets. The Finance Director shall keep a correct statement of receipts and expenditures and submit a monthly report at the monthly meeting, or a status report when called upon to do so.

#### ***Secretary***

The Secretary is approached and appointed by the President. The Secretary shall maintain an accurate, permanent record of all proceedings of Boosters organization meetings. The Secretary shall conduct the correspondence of the organization. The Secretary shall be

responsible for preparing and distributing minutes to all Booster Board members and archiving the minutes for public review.

***Athletic Director***

The Athletic Director is approached and appointed by the Pastor. The minimum term is expected to be 2 years. The Athletic Director will oversee the work of the coaches and related people involved in the SHS Sports Programs. The Athletic Director will be responsible for filing paperwork needed for entering the SHS teams in their Leagues and attending any League meetings. The Athletic Director will be responsible for scheduling the gyms (Sacred Heart and other gyms that need to be “rented”) and gym times used for the SHS basketball and volleyball teams.

***Assistant Athletic Director***

The Assistant Athletic Director is approached and appointed by the President and Athletic Director (as needed). In Most situations, it is assumed that the Assistant Athletic Director will migrate to the Athletic Director position when vacated.

***Uniform & Equipment Coordinator***

The Uniform & Equipment Coordinator shall be responsible for the procurement, distribution, inventory, and storage of all uniforms and sports equipment. They shall work with Sport Coordinators to ensure each team is prepared for their season. They will also monitor condition of all uniforms and equipment at the end of each season and prepare and submit a report for Boosters identifying which items will be needed for the following season. This report should include rough budget requirements for any replacements that are needed.

***Cheerleading Coordinator***

The Cheerleading Coordinator shall hold registration for all interested students in the Fall. They shall submit coaching personnel to the Board for approval prior to each season. They shall work with the Uniform & Equipment Coordinator to determine needs for each season. They are responsible for creating all cheer squads and organizing practice and game schedules.

***Sport Coordinators***

All Sport Coordinators shall attend league organizational meetings. They shall submit coaching personnel to the Board for approval prior to each season. They shall complete a skills assessment prior to the start of their sport season to ensure appropriate teams. They shall hold a pre-season meeting for all coaches to distribute rules, guidelines and provide a tutorial on using the facilities. Coordinator will ensure their respective coaches schedule parent volunteers to work concessions. Coordinators shall pass along all information concerning league play, cancellations, or changes in scheduling to all coaches as well as the President and Athletic Director.

Each Coordinator shall submit a budget to the Treasurer for his/her sport before the April monthly meeting. At this meeting, Final Budgets will be reviewed and approved for the May meeting.

## **IV. Board Meeting Regulations**

### **A. Meetings**

Most regular Sacred Heart Boosters meetings will be held on the third Tuesday of each month at the Church or School facility unless a holiday or attendance issue forces the President to reschedule. Please check the school calendar or with a Booster member to confirm meeting time and location. All meetings will be posted on the school calendar and associated websites. Agenda items and Coordinator Reports must be submitted to the President one week prior to that month's meeting. These meetings are open to the public and all members and parents are encouraged to attend.

There may be times where a portion of a meeting will need to be CLOSED to non-Booster Board members due to further discussion of sensitive issues. The President will announce this during the meeting and all non-Board members will be asked to leave for the remainder of the meeting.

### **B. Attendance**

Board members are expected to attend the monthly Boosters meetings. If a Sports Coordinator is unable to attend a monthly meeting, it is expected that they submit a written summary for that month to the Booster President prior to the meeting. Any Board member who is not adequately communicating due to missing meetings or not performing duties will be asked to step down. If not, the Board will need a two-thirds vote to remove any Board member in question. Any Board member who is not following the mission statement of Boosters can be removed at any time based on a two-thirds vote.

### **C. Quorum**

A quorum representing at least 51% of the current Board members is necessary for approval of all issues concerning the organization. A meeting can be held and an e-vote can occur for approvals afterwards. Alternatively, the President can reschedule the meeting to a date that a quorum can be reached.

### **D. Voting**

On matters concerning Sacred Heart Boosters' organization, voting will be done by a majority of the Board members present. Each will have one vote except the President, who shall cast a vote only in order to break a tie. Voting will occur during regularly scheduled Booster Board Meetings. On rare occasions, where it becomes necessary for the Board to vote on a matter in an expedited manner, voting can occur via email. These "e-votes" will be conducted by the Board Secretary, who shall verify that each Board member has been contacted and offered the opportunity to vote, and will require a majority vote for approval. Any co-coordinators will only be granted one shared vote. The Secretary will set a time limit for each e-vote. If a quorum is reached at that time, then the vote will be complete and results will be submitted and distributed to all Booster Members. Results of any e-votes will be read into the minutes at the following Board Meeting.

### **E. Handbook Amendments**

Any amendment to this document shall be introduced to the Boosters organization. Each such

amendment will be read and discussed at the next regular Boosters monthly meeting. The amendment will be voted on by the Board and will be passed by majority of the Boosters Board at that meeting. In the event further discussion is necessary, the President can determine to delay voting until the following meeting. Once passed, any such amendment must be approved by the Sacred Heart Booster Board before being incorporated into this document.

#### **F. Donation Policy**

The Sacred Heart Boosters Organization is appreciative of any cash or non-cash donations. All cash donations shall accrue to the general operation of the Organization. Restricting or "earmarking" of any cash or non-cash donation must be approved by the Boosters Board. Any coach, parent, or guardian may purchase/donate items for improving practice efficiency. However, any donation to be used in competition will need Booster Board approval.

#### **G. Fund Raising**

All fund raising activities must have approval of the Booster Board.

## V. Coaching Staff and Volunteers

It is the Booster's expectation that coaches serve as role models for our youth. Coaches are responsible for instruction of student athletes in the respected activity. Coaches must abide by all rules of their sport, Sacred Heart School policies, Booster policies, and all league rules and regulations. Coaches will be recommended by Coordinators and approved by the Coach Selection Committee. The Coach Selection Committee will consist of the Coordinator and two other individuals appointed by the Athletic Director. It is recommended that each coach attend a coaches' clinic for his/her respective sport. All Head coaches and all assistant coaches must attend the Child Protection Seminar/ Virtus and be fingerprinted, which are both required by Sacred Heart and the Cincinnati Archdiocese, or they will not be allowed to coach. Parent Volunteers are also required to attend the Child Protection Seminar/Virtus due to their interaction with students. Coaches will care for and be responsible for facilities, equipment and sportsmanship conduct of all coaches, student athletes, and parents while attending practices and games.

Coaches shall be considered volunteers and shall not be paid for their service.

In accordance with Archdiocesan and Sacred Heart policy, a minimum of two non-related coaches must be present for all practices, clinics, games, or any other Booster activity involving minor children. If two coaches are not available, the presence of one coach and a parent, unrelated to that coach, who has attended the Child Protection Seminar/Virtus, shall be sufficient to satisfy this policy.

All coaches will sign a Coach's Code of Conduct. If a coach waives from this agreement, they will be asked to explain their actions and necessary actions taken to resolve. If a coach is having an issue with a parent or player violating the Code of Conduct, the coach should take needed steps to resolve the issue. If after an initial attempt to resolve the issue fails, the coach is to report it to the Coordinator for that Sport and the Boosters Board for assistance to resolve the issue.

### A. Head Coach Selection Policy

Coaches will be recommended by the Coordinator to the Coach Selection Committee. They will discuss, in private, the qualifications of each interested coach. It is Boosters' goal to appoint and use as many coaches that are qualified. All coaches will be evaluated by the Coach Selection Committee and the most qualified coach will be selected. Coach Evaluations will be used from the previous year to make the determination. There is no guarantee that a coach from the past year will be used in future years. Also, a coach may only coach one team per season. If there are no other candidates interested in coaching, a coach may be considered for two teams at the discretion of the Boosters Board. If a coach submits their registration forms after the deadline, they WILL NOT be considered for a coaching position for that season. A parent/player is unable to request not to play for a coach after the evaluation process. If they have a problem with a certain coach from a previous year, then they should make Boosters aware by either filling out the End-of-Season Evaluation Form, following the Conflict Resolution Policy, or contacting an Boosters Officer and discussing concerns that they may have with the coach at the end of the previous season. If the Coach Selection Committee is unaware of these issues from the previous year, because proper protocol was not followed, input from parents will not be permitted as basis for switching coaches. Coaches are all volunteers that deserve the cooperation and teamwork of the parents and students at Sacred Heart.

## **B. Mandatory Pre-Season Coach's Meeting**

All Coaches must attend the Mandatory Pre-Season Coach's Meeting and all parents are encouraged to attend. These meetings will be held each season after team selection has occurred and before the start of the season. The Sport Coordinator will schedule, plan, and conduct this meeting. The Code of Conduct and Conflict Resolution Policies will be discussed, reviewed and acknowledged by each coach.

## **VI. Student Athlete**

The Student Athlete must be a registered student of Sacred Heart of Jesus School or enrolled in REP at Sacred Heart Parish. The Student Athlete must be supportive of teammates and coaches and abide by all the rules of his/her sport, Booster policies, and all league rules. The Student Athlete will contribute to team spirit while maintaining sportsmanlike conduct. The Student Athlete should be prepared to participate at all practices and games. The Student Athlete is expected to maintain passing grades, or maintain eligibility according to any rules established by the Sacred Heart administration pertaining to eligibility for extracurricular activities (This will be monitored by the parents/guardians of the student/athlete and they are expected to communicate with the coach and or the Booster President if a situation of ineligibility should occur). There are playing time requirements in place for each sport. If the Student Athlete doesn't utilize practice time productively or continually misses practice, the coach has the right to notify the Sport Coordinator of a suspension in playing time. The Boosters Board will vote to approve this request. A 48-hour lead time is required for reporting any such issues.

### **A. Grade Level Play**

All athletes will play at the recommended grade level with the exception of an inadequate number of players. When this occurs, the coordinator may recommend the proper team combination to the officers, who will make the final determination.

## VII. Parents of Student Athlete

The parents are important to the Boosters organization and will be supportive of Student Athletes, Coaches, the Booster Board, and the Sacred Heart faculty and staff. The Student Athlete's Parents must abide by all rules of their child's sport, Booster policies, and all league rules. Parents are encouraged to attend regular Boosters meetings. Parents are a vital part of the team on which their student athlete is playing and shall be expected to work Gym Duty and concessions (for Home games), as assigned. Parents must conduct themselves with respect and good sportsmanship at all sporting events. Boosters encourage parents to monitor Students Athletes' grades and injuries during the playing season. Parents are responsible for their child's attendance at all of the scheduled activities for his/her sport. If the child cannot attend a scheduled activity, the parent is responsible for notifying the coach involved prior to the start of the activity. Upon the conclusion of every season, parents will be issued an evaluation of the program and the coaches involved. These evaluations should be returned as early as possible following the season.

Parents must sign a Parent Code of Conduct form which also commits them to volunteering for Gym Duty for that season. If a parent pulls their child for any reason, besides medical, once teams are determined (i.e. unhappy with team placement or coach, joined a select team), their registration fee will not be refunded and their child will not be permitted to participate in that sport the following season. If such action occurs during a student's 8<sup>th</sup> grade year, a \$100 fine will be assessed to the family's school account.

Parents are expected to treat coaches with respect at all times. If there is an issue that occurs during a game, please do not approach or contact the coach immediately after the game. Allow a minimum 24-hour cool down before contacting a coach. If after such contact a resolution is not met, follow the guidelines under the Conflict Resolution Policy.

## VIII. Conflict Resolution Policy

The Sacred Heart Boosters Organization is committed to a safe and healthy environment for our children, parents, coaches, and spectators. Effective communication among the Boosters organization and the parents and students involved in a Boosters' activity is an essential element of the Sacred Heart Boosters.

Although the Sacred Heart Boosters organization strives to make each child's experience a fulfilling one, parents/guardians of children participating in a Sacred Heart Boosters-sponsored activity may have a concern or issue with one of the following: Sport Policy and Procedures, Coaching, Sport Coordinators, Booster Board, Conduct of Players, Practice, Playing Time, Schedules, and/or Fees.

Parents should *first* discuss their concern or issue with their individual coach after a 24-hour cool-down period instead of waiting until the end of the season. If the issue is *un-resolvable* with your coach, the next step is to contact the respective sport coordinator for the Boosters-sponsored sport. All unresolved concerns or conflicts brought forth to a coach or coordinator should be documented on a conflict resolution form and sent to the Boosters' President. The President will then direct the Conflict Resolution Committee to review and resolve the conflict within 1 week of receipt, in writing, to the addressee(s).

The Conflict Resolution Committee shall consist of the Booster President, Vice President(s), Secretary, Finance Director, Athletic Director and Treasurer. If there is a need for a mediator, an unbiased representative shall be appointed by the Committee to fill that need. The committee shall have the authority to resolve any conflict as described herein.

## Sacred Heart Boosters

### Conflict Resolution Form

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Date: \_\_\_\_\_

Sporting Event (if applicable): \_\_\_\_\_

Coach (if applicable): \_\_\_\_\_

Conflict/Issue: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Conflict (if applicable): \_\_\_\_\_

Signature: \_\_\_\_\_

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**For Boosters Use Only:**

Date Received: \_\_\_\_\_ Date Resolved: \_\_\_\_\_

Resolution: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## IX. General Policies

### A. Registration

Registration for fall sports will be held during the first two weeks in May (Registration for winter sports will be held on the first two weeks in September. Registration for spring sports will be held the first two weeks after Christmas break, during the month of January. Exact dates, times, and locations will be placed on the Sacred Heart Booster website and in the Boosters minutes during the month preceding registration. For everyone's convenience, registration can be found on the Booster's secure website. All registration fees must be paid at the time of registration. Failure to do so will result in a late fee if payment is received after deadline. **Note: Some exceptions may apply for dates of registering and registrations will be held in accordance with the league requirements for that sport.**

Late registration is available to anyone who misses these registration dates but submits forms prior to the league team registration deadline. No registrants will be accepted after the league deadline. Late registrants will be assessed a \$20 late fee. Exceptions to this policy will be considered by the Booster Board at its sole discretion on an individual basis. Every attempt will be made to place as many athletes on teams as possible. Spots will be filled in the order received. Sport Coordinators have the authority to fill open spots on teams per our selection policy and their individual sport CYO guidelines.

**NOTE:** *It may be necessary for a sport coordinator to attempt to recruit late registrants in order to fill team rosters, or adjust team sizes. Any late registrant recruited in this manner will not be assessed the \$20 late fee.*

### B. Fees

The registration fee will be set for each sport by the Booster Board. The Board will evaluate the fee annually. Additionally, the Board will ensure that a registration fee will never be a barrier for participation in a Boosters' activity. Hardship cases will be approved by the Booster Officers on a case-by-case basis. The Board shall also endeavor to disclose any and all additional fees or costs related to participation in a particular sport (e.g., purchase of socks or shorts) at the time of registration. A late fee will be assessed to any registration that occurs after the documented deadline for each program. Exceptions to this are documented in the **Section IX.A** above.

### C. League Participation

All sports teams will compete in one league for the entire season. If a team wants to compete in an outside or second league, they must get approval from the Sport Coordinator and the parents of the players. Coaches, players, and parents/guardians will be held to the same standard and codes of conduct as when they play in the League. Boosters will pay fees for a second league in lieu of paying for tournaments. The cap on these fees is determined by the Booster budget for that school year. Coaches will be responsible to pay these fees at the time of service and will need to submit a reimbursement form once the league or tournament is complete.

### D. Practices

Sometimes it is necessary to decrease the amount of practice time as the gym and gyms that Sacred Heart may rent are used for other activities. When scheduling practice, gym time priority will be given

to the higher grade levels first (ie- 8th, 7th, 6<sup>th</sup> ...3rd). This priority is for court availability, not necessarily priority for specific time slots allotted (i.e. an 8th grade team may get to practice on their own court while 4th and 5th may have to share.) As a guideline, teams generally should not have more than 4 hours of court time per week (Sunday 9am - Saturday 11:59pm). This is left to the discretion of the coach and parents. It is also limited by facilities availability. Any disagreements regarding facilities scheduling that cannot be resolved in a reasonable manner between, but not limited to, schedulers, coaches and/or parents will be mediated by the Conflict Resolution Committee.

## **E. Tournaments**

Each year, the Booster Board shall budget an amount of money for each team's tournament participation or second league. Each team may use its full budgeted amount to participate in one or two tournaments in addition to a season-ending league tournament. All requests to participate in tournaments must be submitted to the Sport Coordinator prior to registering the team. Under no circumstances will Boosters pay for more than the allotted amount per grade level.

## **F. Uniforms**

Each sport has a designated uniform. These uniforms represent Sacred Heart and will be worn in the same manner by each player (i.e. each athlete's shirt tucked in). Always refer to league rules for specific uniform guidelines for more information. Unreasonable wear and tear will be subject to a charge for replacement costs. Any uniform that is lost or not returned at the end of the sport season will also be subject to a replacement charge. If there are any issues with uniform numbers, please consult the Sport Coordinator. Teams are not to wear their uniforms outside parish/school sanctioned activities.

## X. Team Evaluation Process

Evaluations for team sports will be scheduled before each season. There will be one scheduled evaluation for grades 3 through 8 but there may be times when a coordinator deems it necessary to have an additional evaluation. If there are only enough players for 1 team, then evaluations will not be needed for that grade.

Parents in grades 3-5 are encouraged to drop their child off and pick them up when the evaluation is over. If they feel it is necessary to attend the evaluations, then they will be required to not be a distraction to the evaluation process by giving advice to their child, talking with the evaluators, etc. If they are not following this request, the evaluators or sport coordinator has the right to ask the parent to leave the building.

For grades 6-8, **no parent** is allowed at the evaluations at any time. If they feel that it is necessary to attend the evaluations, their child will be automatically placed on the "B" team. If coaches are selected ahead of time (parent or non-parent), they are encouraged to attend the evaluations along with the coordinator (if possible), and 2 unbiased evaluators the coordinator/coach has asked to help. If the sport coordinator is a parent of a player trying out for an A/B team- they shall remove themselves from the process for that grade only. An unbiased person will be appointed to help in this situation.

There will be three evaluators used for each grade. Evaluators for grades 3-5 will be an outside evaluator preferably. A parent knowledgeable in the sport and that does not have a child in the evaluation may be used if an outside evaluator is not available. For grades 6-8, the goal will be to try to get 2 outside evaluators that are highly knowledgeable in sport evaluations. If we are unable to obtain 2 outside evaluators, then we will use parents that are knowledgeable and have limited amounts of knowledge about the players. If in extreme events, evaluators are hard to come by, one evaluator may have knowledge of the players. In either case, the three grades of each evaluator will be compared against each other. If two are similar and one is an outlier, then the outlier will be thrown out. This will limit the bias factor or a poor evaluation.

Boosters also reserve the right to make exceptions to the evaluation process for unique situations that we have not incurred or thought of in the handbook. This will be voted by all voting members of Boosters and parents will be informed if there are any exceptions before the evaluations process begins.

### A. Team Selection Policy

For boys and girls basketball there must be 7 players to create 1 team, at least 14 to create 2 teams, 21 to create 3 teams and so on. Girls' volleyball must have 8 players to create 1 team, at least 16 to create 2 teams, 24 to create 3, and so on. Boys' volleyball must have 10 players to create 1 team, 20 for 2 teams, 30 for 3, and so on. If there are not enough players to create 1 team, then CYO will be contacted to ask for an outside player to supplement that team or players from lower grades will be asked to move up to help the team. If there are enough players to form a team but not enough to reach the 7 player minimum, the Coordinator will have a meeting with the parents to determine their options. Boosters will be informed of the options and determine how to best form a team with an adequate number of players.

If a player quits the team after the "Team Selection Process" for any reason, besides medical, once

teams are determined (i.e. unhappy with team placement or coach, joined a select team), their registration fee will not be refunded and the student will not be permitted to participate in that sport the following season. If such action occurs during a student's 8<sup>th</sup> grade year that player will not be permitted to play any sport for the remainder of their 8<sup>th</sup> grade year.

### **Grades 3-5:**

The goal is to create multiple teams with similar athletic capabilities.

The coaches from each team will get together with the Coordinator and a Boosters Board Representative. The players will all be ranked and known to all. If a coach is also a parent, they will automatically get their child on the team. If there are 2 teams, then the next two best players will be ranked and the coaches will choose between those players. This process will continue with the next best players available until the teams are decided. The coaches will then determine if their teams have an adequate number of point guards, inside players, and so on. They can move kids from one team to the next in order to even the teams out and make sure they cover all areas needed to be competitive. It is the Coordinators job to make sure that this process is done in a professional manner. **Coaches will not be able to name an assistant coach until the teams have been determined.** Since coaches must be approved by Boosters, it will be understood that the coaches are all capable of coaching a team and following the Sacred Heart coaching policy. **No player or parent may request a coach.** Requesting coaches hinders the process of creating equal teams.

### **Grades 6-8:**

The goal is to create multiple teams with increasing athletic capabilities.

As listed in the "Evaluation Process", players will be ranked and placed on teams based on skill level. If a player is unable to make the evaluation, the results from the previous year will be used to help the Coordinator and Coach make an informed decision on where that player should be placed. There is no guarantee that the player will make the "A" team even if they made the "A" team in the previous year. If there are an odd number of players for a grade, the "A" team will get the lesser amount of players.

The head coach and coordinator will determine the final teams based on evaluation results and team make-up. (i.e. If the top 6 players are point guards and the next 4 kids are a mix of guards and forwards. The obvious decision would be to add a few forwards to the "A" team instead of more point guards.) A solid basketball team requires a mix of players for specific positions. Although the forward may have been the 9<sup>th</sup> best player- they are chosen because creating a competitive team with all guards and no forwards is not in the best interest of the team.

Each player on the "A" team is required to make a commitment to the Sacred Heart team that is being placed in a higher CYO league. If the athlete is playing in another highly competitive league (AAU, etc), it may not be beneficial to the player or team if the Sacred Heart team is second on the priority list and practices and/or games are missed. Participation on another competitive team will not exclude the student athlete. However, the Sacred Heart team should be the first sport priority if the player desires to compete at a higher CYO level. If practices and games are missed, the coach has the right to decrease playing time or require a player to sit on the bench as a penalty for not keeping the priority team commitment. The coach also has the right to not allow any playing time until such penalty is served.

Equal playing time is not the first priority of a team playing in a more competitive environment. Each

player and parent must be aware that this will not be the emphasis of the coaching staff involved in competition in a higher CYO league. Does this mean winning at all costs? Absolutely not; however, the concept of equal playing time might not fit in with the specific coach's game plan for competing in the placed CYO league.

Boosters also reserve the right to make exceptions to the team selection process for unique situations that we have not incurred or thought of in the handbook. This will be voted for by all voting Booster members and parents will be informed if there are any exceptions before the team selection process begins.

## **B. Individual Sport Requirements**

### **Playing Time Guidelines:**

CYO guidelines currently require 1 continuous period of play for grades 3-6 only. There are no such requirements for grades 7-8.

Sacred Heart Boosters recommends equal playing time for grades 3-5 and 6-8 non-"A" teams & 1 period for the grade 6-8 "A" team.

If a player joins a team late in the season, it is at the coach's discretion as to when that player is ready for playing time in a game situation.

### **Coaching Staff:**

- 1 Head Coach
- 1 Assistant
- 1 Team Assistant

## **XI. Booster and Non-Booster Team Policy**

### **A. Teams Created by Boosters**

This team will play in Cincinnati CYO. They can choose to play in 2 tournaments to be reimbursed by Boosters (this amount varies depending on grade level). This team can still have 2 practices per week if gym time is available. **OR**, this team could also choose to play in a second league which would then be reimbursed up the predetermined amount per grade level. They can wear the SHS uniforms in the second league. Extra practices are allowed during the Christmas break if gym time is available.

### **B. Non-Boosters Team Made up of all SHS Students**

This team, with the exception of the team listed below in #3, will not be recognized as a Sacred Heart team. This team is not allowed to wear the SHS uniforms and will not be reimbursed by Boosters. Court time for this team will not be given by the Boosters.

### **C. A Non-Boosters Team Made up of all SHS Students for Girls' BB to Play in Hamilton CYO.**

Because Cincinnati CYO plays girls' basketball in the Fall, when most other leagues play girls' vb in the Fall, there are no outside leagues for Catholic schools/parishes to play. Therefore, Boosters has recognized the Girls' Hamilton CYO as a viable league. This team will need to furnish their own uniforms and will be responsible for paying any fees that apply. There will be no Booster reimbursement for this team.

## **XII. Scheduling**

*Sundays & 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 pm. Also, no scheduling of athletic activities on site at Catholic parishes that adversely affect the parish's worship (for instance due to noise or parking problems) during Saturday afternoon or evening liturgies.

*Triduum:* No scheduling of athletic activities on Holy Thursday, Good Friday, Holy Saturday or Easter Sunday.

*REP/ sacrament preparation:* Athletic activities will not be scheduled when the children involved normally would be attending religious education, sacramental preparation and programs of the like. If conflicts would occur, REP and sacramental preparation would take precedence with no penalty to the athlete(s) involved.

## **XIII. Role of Sacred Heart Boosters**

The booster athletic organization is the heart and soul of Catholic Youth Athletics. It's the place where the Catholic identity of participants, coaches and teams is authentically affirmed, modeled and lived out.

## **XIV. Ministry Mission of The Booster organization**

The youth ministry mission of the parish or school is the mission of the parish and athletics organization. The booster's organization is an extension of the mission and youth ministry efforts of the parish. The booster organization are responsible for organizing, coordinating and sustaining high quality athletics experiences for young people that build up their faith, character, virtues, self-confidence, communication capabilities and leadership skills, in the context of athletics. The booster organization stand in for Jesus when he says, " Let the children to me, and do not prevent them; for the kingdom of heaven belongs to such as these." Matt. 19:14

## **XV. Spiritual Liaison**

The booster's will have a Spiritual Liaison that will 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 will be appointed by the Pastor and report directly to him or his designee.

The Spiritual Liaison will serve as the booster organization's connection with the parish and will be responsible for communicating the spirit, mission, goals and principles of the

Charter to all of our organization. They will attend meetings, promote ministry spirit, assist with the end of the year evaluations, provide resources (including prayers etc.) to assist our coaches and help develop guidelines to be fulfilled by our coaches or teams to integrate faith.

## **XVI. Accountability**

The booster organization will be accountable to the Pastor (including resources, finances, buildings, insurance and other matters).

## **XVII. Safety and Well Being of Children**

All volunteers that have contact with children must attend Virtus Child Awareness Session on the Decree and be fingerprinted and go through a background check before they have contact with children.

A child may participate in an organized program sponsored by the boosters or the Archdiocese organization only with a written consent of the child's parent or guardian on a standard permission, release and medical power of attorney's form. Such written consent is expected to provide for emergency care of the child, as warranted by the program or activity.

For any activity sponsored by the Archdiocese of Cincinnati, at least 2 adults, both of whom have successfully completed a VIRTUS Child Awareness Session and background check through fingerprinting or otherwise 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. The number and gender of the adults are to be in proportion to the age, number and gender of the participants, and the duration and difficulty of the activity. Prudence is required in applying this policy to different age groups, length of activity and the risk level of the activity. A ratio of 1:10 is recommended.

Whenever there is a mixed group of boys and girls it is preferred that an adult of each gender is present. The proportion of male/female chaperones should be similar to the proportion of the children. Single sex athletics should have at least one adult of the same gender as the players. (whenever possible, one of the adults should be a parent or guardian of a participant).

No child may be disciplined corporally or corrected with abusive language.

## **XVIII. Concussions**

The booster organization complies with State of Ohio law in regards to concussions. Per those guidelines, all coaches are required to take the State Concussions Training program. (<http://www.healthy.ohio.gov/concussion.aspx>)

## XIX. Ejections and Suspensions

Any 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 2 adults until the child is directly under the supervision of a parent or guardian, in compliance with VIRTUS.

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

Following is consequence of the violation:

Violation	When	Sanctions
First	Before, During or after any game or practice	Ejection from the rest of the game or practice. Can not attend the next game.
Second	Before, During or after any game or practice	Ejection for the rest of the game or practice. Can not attend the next 2 games.
Third	Before, During or after any game or practice	Attendance at practices, games and any other team activities is prohibited for the rest of the season.

Technical/Personal foul policy: **COACH** (foul language, arguing with a referee or another coach, parent or player, etc.)

First	Before, During or after any game	Remain seated the remainder of the game and will be subject to evaluation by the SH Booster Board (which could result in a 1 game suspension).
Second	Before, During or after any game	Coach must exit the game immediately and will be suspended for the next consecutive scheduled game in that league during the season. The Board will also review the incident(s) and may invoke further action as the situation warrants.

Third	Before, During or after any game	Coach must exit the game and will be decommissioned from coaching for the remainder of the season.
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Technical/Personal foul policy: **PLAYER** (for rough play or any action deemed to be unsportsmanlike and/or loss of temper)

First	Before, During or after any game	Remain seated the remainder of the game and will be suspended for the next consecutive scheduled (1) game in that league during the season.
Second	Before, During or after any game	Remain seated the remainder of the game and will be suspended for the next (2) consecutive scheduled games in that league during the season. The Booster Board will also review the incidents and may invoke further actions (including but not limited to) additional game suspensions or removal from the team.
Third	Before, During or after any game	Remain seated the remainder of the game and will be automatically suspended from the team for the remainder of the season by the Booster Board.

## **XX. Transportation**

- A. In an automobile, all passengers must wear seat belts, with no more than one passenger per seat belt.
- B. 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.
- C. 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.
- D. Children must be directly transported to their destination, or make only previously planned stops (gas, food etc). If an emergency stop must be made, all reasonable efforts must be made to ensure two adults are present.
- E. Children must never be transported without written permission from the child's parent or guardian.
- F. 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.
- G. 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).
- H. The driver's insurance is the primary insurance coverage, not the Archdiocese.

## XXI. Code of Conduct

We, the Sacred Heart Booster Organization, have implemented the following Sport Parent Code of Conduct for the important message it holds about the proper role of parents in supporting their child in sports. Parents should read, understand and sign this form prior to their children participating in our organization.

Any parent guilty of improper conduct at any game or practice will be subject to the Ejections and Suspensions section of this Handbook.

### Preamble

The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship and six core principles: • Trustworthiness, • Respect, • Responsibility, • Fairness, • Caring, and • Good Sportsmanship. The highest potential of sports is achieved when competition reflects these “six pillars of character.”

I, therefore, agree:

1. I will not force my child to participate in sports.
2. I will remember that children participate to have fun and that the game is for youth, not adults.
3. I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
4. I will learn the rules of the game and the policies of the league.
5. I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every game, practice or other sporting event.
6. I (and my guests) will 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.
7. I will not encourage any behaviors or practices that would endanger the health and well being of the athletes.
8. I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
9. I will demand that my child treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.
10. I will teach my child that doing one’s best is more important than winning, so that my child will never feel defeated by the outcome of a game or his/her performance.
11. I will praise my child for competing fairly and trying hard, and make my child feel like a winner every time.
12. I will never ridicule or yell at my child or other participants for making a mistake or losing a competition.
13. I will emphasize skill development and practices and how they benefit my child over winning. I will also de-emphasize games and competition in the lower age groups.
14. I will promote the emotional and physical wellbeing of the athletes ahead of any personal desire I may have for my child to win.
15. I will respect the officials and their authority during games and will never question, discuss, or confront coaches at the game field, and will take time to speak with coaches at an agreed upon time and place.
16. I will demand a sports environment for my child that is free from drugs, tobacco, and alcohol and I will refrain from their use at all sports events.
17. I will refrain from coaching my child or other players during games and practices, unless I am one of the official coaches of the team.

I, \_\_\_\_\_, I have read the Sacred Heart Booster Handbook and Code Of Conduct and agree to abide by the Handbook and Code of Conduct Policies of the Sacred Heart Booster Organization.

Parent/Guardian Signature \_\_\_\_\_

Student Athlete Name(s) \_\_\_\_\_