

St. Susanna Athletic Boosters

Policy Handbook



September 2017

Section	Table of Contents	Page
	Document Change Record	IV
1	Mission, Goals and Guiding Principles-Charter on Youth Athletics	1
2	Organizational Role	2
3	Safety and Well Being of Children	4
4	Transportation	9
5	Code of Conduct	11
6	General Policies	13
6.1	Registration	14
6.2	Late Registration	14
6.3	Registration Fees	15
6.4	Athletic Eligibility	15
6.5	Tournaments	16
6.6	Non-Booster Sponsored Teams	16
6.7	Team Selection Policy	17
6.8	General Rules for Evaluations	17
6.9	Parent Participation in Evaluations	17
6.10	Injured Players	18
6.11	Team Selection Instructional Teams Grades 3-5	19
6.12	Team Selection Competitive Teams	21
6.13	Team Announcements	22
6.14	Expectation of Coaches	22
6.15	Playing Time	23

Section	Table of Contents	Page
6.16	Coach Selection	24
6.17	Assistant Coaches	25
6.18	Parent Volunteers	25
6.19	Outline for Coaches Meetings with Parents	26
7	Conflict Resolution	27
8	Roles and Responsibilities Board Members and Coordinators	29
9	Responsibilities of Coaches, Students, and Parents	37
10	Athletic Booster Meetings	38

Date / Version	Author	Change Description
3/15/15	Gina Kelly	Compliance with Arch Diocesan Charter
11/30/16	Mark Cravens	Athlete Eligibility
9/12/17	Mark Cravens	Athlete Eligibility and Team Selection Process Grades 3-5

SECTION 1. Mission, Goals, and Guiding Principles (Charter on Youth Athletics- Arch Dioceses-9/2014)

1.1 Mission

Catholic Youth Athletics furthers the mission of the Catholic Church by providing sports experiences for youth that are firmly rooted in the Catholic faith tradition, based on the goals of Catholic youth ministry, and aligned with the evangelizing mission of the Catholic Church.

1.2 Goals

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

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

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

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

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

1.4 Statement of Philosophy and Beliefs for St. Susanna Athletic Boosters

As Pope Paul VI said:

“Our athletics should go hand in hand with our youth ministry. We are trying to achieve a sense of quiet confidence and humility that is rooted in discipline

and perseverance. Christian maturity comes from a process of inner growth. Athletic maturity envelops a process of inner growth. Sports well understood and practiced contributes to the development of the whole person because it demands generous effort, careful self-control, mastery of self and respect for others, complete commitment and team spirit.”

We believe that sports are an important and valuable part of the ministry of our Parish. Our coaches, parents, teachers, and administrators have a significant influence on our Catholic student athletes. The interaction of coaches, parents, and children in the Catholic sports experience should be a positive influence in the way our children feel about themselves and their love for God. If we can foster the spiritual growth in our Parish families, we as the community called Boosters, have enabled everlasting gifts.

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

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

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

Section 2. Organization Role

2.1 Role of Catholic Athletics Organizations. The athletics organizations of our parishes, and non-parish schools, are the heart and soul of Catholic Youth Athletics. It's the place where the Catholic identity of participants, coaches and teams is

authentically affirmed, modeled, and lived out. This Charter understands the parish, and non-parish school, athletics organization to be:

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

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

2.3 Bookkeeping and Accounting

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

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

Section 3. Safety and Well-Being of Children

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

(a) Regular and occasional volunteers: For purposes of the Decree, a “regular volunteer” is an adult who is not a cleric or employee (for example, a catechist, scout leader, coach, server coordinator, etc.) who functions in a regular relationship having contact with children. This includes interns, student teachers and others in similar capacities. For example, a regular volunteer is one who has contact with children on any overnight event; on at least a monthly basis; or in a multi-day program (e.g. Vacation Bible School). A regular volunteer has contact with children at least once a month, or participates in any overnight event with children. It does not include the occasional volunteer such as a driver or chaperone whose contact with children is less than one hour per month for activities that are not overnight.

(b) VIRTUS®: (A.3 Policy) All candidates for ordination, clerics, regular volunteers and employees who have contact with children must attend a VIRTUS® Child Awareness Session on the *Decree* before they have contact with children. Responsible supervisors who hire personnel furnished by a third party contractor who have contact with children, or who utilize auxiliary services personnel, are to inform such personnel of the existence of the *Decree*, inform them of the requirements of the *Decree* which pertain to them (for example, the C.9 Policy), and give such personnel the option of attending a VIRTUS® Child Awareness Session on the *Decree*.

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

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

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

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

(f) Minimum of Two Adults, Gender Ratio, Etc. (C.3 Policy): For any activity sponsored by the Archdiocese of Cincinnati, at least two adults, both of whom have successfully completed a VIRTUS® Child Awareness Session and background check through fingerprinting or otherwise in a manner approved by the Chancellor in accord with the current policies of the Archdiocese, and who are not related to each other, must be present for any activity, including but not limited to after school tutoring of any sort (whether the tutor is hired by the parents or not).

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

- (i) A ratio of 1:10 is recommended;
- (ii) Whenever there is a mixed group of boys and girls it is preferred that one adult of each gender is present. The proportion of male / female chaperones should be similar to the proportion of the children;
- (iii) Single sex athletics must have at least one adult of the same gender as the players (e.g., in case of injury or illness requiring attention in a rest room).

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

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

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

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

(h) Reporting (Ohio Revised Code § 2151.421(A)(1)(a); § 2151.421(G)(1)(a)): Ohio law requires all persons acting in an official or professional capacity to immediately report any actual or suspected act of child abuse to the public children’s services agency or to a municipal or county peace officer in the county where the child resides or where the abuse or neglect is occurring. Failure to do so is a misdemeanor and can result in prosecution. The Archdiocese encourages all persons to immediately report any actual or suspected acts of child abuse to Civil Authorities. In either case, a person reporting in good faith in making such a report is immune from both civil and criminal liability.

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

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

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

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

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

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

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

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

Best Practice – Inclement Weather: When at outdoor practices and competitions, coaches, athletes, game officials and administrators should be aware of potential inclement weather and the signs that indicate thunderstorm development. It is advisable to monitor local weather forecasts the day before and morning of the practice or competition and by scanning the sky for signs of potential thunderstorm activity. Weather can also be monitored using small, portable weather radios from the National Weather Service (NWS). The NWS uses a system of severe storm watches and warnings. A watch indicates conditions are favorable for severe weather to develop in an area; a warning indicates severe weather has been reported in an area, and everyone should take proper precautions.

Section 4.0. Transportation

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

Laws:

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

Schools must transport by bus (by mandate of the Ohio Department of Education and the Ohio Revised Code).transportation for children, the following guidelines must be strictly observed:

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

When traveling in a caravan there must be a minimum of one adult in every vehicle. If a vehicle is traveling alone, there must be at least two adults in the vehicle;

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

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

Archdiocesan Recommendations and Clarifications.

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

When Church leaders are providing transportation for an event, a teen may drive him or herself (and siblings) only with written permission of the parent or guardian. They may not transport other passengers.

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

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

Church leaders never organize transportation for parish or school events using drivers under the age of 21. Policies: If it becomes necessary for any priest, deacon, auxiliary services personnel, personnel furnished by a third party contractor, employee or volunteer to provide.

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

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

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

Section 5.0. Code of Conduct

All who are involved in Catholic Youth Athletics are expected to conduct themselves as examples of Christian behavior. This is essential and expected as a witness to the mission of the ministry of Catholic Youth Athletics, both on the field of play and away from it. The conduct of coaches and players in practices and in competitions has a powerful impact on the conduct of parents and fans, the love of the sport, and the reputation of the Catholic faith community. This Code of Conduct extends to all events or activities sanctioned or sponsored by athletics organizations; including but not limited to meetings, games, practices, travel to and from events, attendance at another team's game, camps, players' clinics, officials' clinics, and during other related activities. Any violations of this Code of Conduct will be subject to disciplinary action as deemed appropriate by the athletics organization leadership, and/or league leadership.

Volunteers will comply with all policies, handbooks, rules and regulations of St. Susanna Boosters and of the Archdiocese of Cincinnati. Volunteers agree to exemplify Catholic principles in a manner consistent with our relationship with the Catholic Church and to refrain from any conduct which would reflect discredit on or cause disparagement to the Boosters, St. Susanna Parish/School, or be in contradiction to Catholic values.

5.1. Code of Conduct

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

5.1.1 Spirit of Catholic Youth Athletics.

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

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

5.2.2 Adherence to Laws, Rules and Policies.

- (a) Catholic canon law and Archdiocesan laws and policies including, but not limited to, the Archdiocese of Cincinnati Decree on Child Protection.
- (b) Federal, state, and local laws and ordinances.
- (c) The mission, goals, principles, and policies of the Archdiocese of Cincinnati Charter on Catholic participating athletics organizations and leagues.

5.2.3 Specific Violations.

- (a) **Eligibility:** Violation of the eligibility policies of the Archdiocese of Cincinnati Catholic Youth Athletics Charter, including using an ineligible player.
- (b) **Recruiting:** No recruiting for athletic purposes or to enhance a team's competitive advantage is permitted.
- (c) **Leaving the field of play:** No team may leave the field, floor, game or tournament because of dissatisfaction with the officials, or their decisions.
- (d) **Losing control:** Coaches are expected to control their own conduct and the conduct of their players and report to the league and Commission instances where opponents, officials, parents, or fans have failed to control their own conduct.
- (e) **Running up the score:** It is not permitted to humiliate an opposing team by playing in such a way so as to intentionally run up the score after the outcome of the game is no longer in question.
- (f) **Inappropriate communication and behavior:** The use of inappropriate, insulting, disrespectful, bullying and demeaning language or behavior before, during or after meetings, practices or games by players, coaches, officials, parents, fans, site personnel, volunteers, or others involved in any parish athletics program is prohibited. Also prohibited are physical intimidation and the use of profane, vulgar, abusive or sexually-oriented language, in oral, written or electronic forms of communication (such as texting or email), by players, coaches, officials, parents, site personnel, volunteers, or fans.
- (g) **Escalating behaviors:** Behaviors that incite others to act in ways that are in direct conflict with the spirit of Catholic Youth Athletics are prohibited.
- (h) **Vandalism and theft:** There will be no vandalism, theft, or destruction of property at any athletics venue.

(i) Alcohol, tobacco, illegal controlled substances: No alcohol, tobacco, or any illegal controlled substance is permitted at practices, league competitions, or tournaments where Catholic Youth Athletics and those of the Organizational Documents of children are present (such as “tailgating” where alcohol is present). Athletics organizations are expected to establish and communicate zero tolerance policies regarding alcohol, tobacco, and illegal controlled substances at competitions, tournaments and gatherings where children are present.

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

(ii) 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).

5.2.5 Archdiocesan Recommendations and Clarifications.

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

(b) When Church leaders are providing transportation for an event, a teen may drive him or herself (and siblings) only with written permission of the parent or guardian. They may not transport other passengers.

(c) The driver’s insurance is the primary insurance coverage, not the Archdiocese.

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

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

Section 6.0. -General Policies

6.1. Registration

Registration for each sport will be completed through the St. Susanna registration website and a link can be found on the Boosters website at www.stsusannatitans.com. There will be three registration periods, one for each season: Fall, Winter and Spring. Special programs may fall outside of these standard registration periods.

SEASON	SPORT	APPROXIMATE REGISTRATION PERIOD
Fall Sports	Football; Cheerleading; Girls' Volleyball; Golf*	April
Winter Sports	Boys Basketball; Girls Basketball	September
Spring Sports	Track & Field; Boys Volleyball	January

Registration announcements will be placed in the bulletin, on the Boosters web page, and through emails for at least two weeks. In most cases, the registration will be open for one month. For everyone's convenience, registration is done electronically via our registration web service. All registration fees must be paid at the time of registration for the registration to be considered complete. If paying by check, the check must be received before the registration deadline. Late fees will be applied automatically to registrations that are not paid before the registration deadline.

*Note while Golf doesn't note participate in a Catholic League it is expected our Teams follow all principles of an Archdiocesan sanctioned leagues.

6.2. Late Registration

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

6.3. Registration Fees

The registration fee will be set for each sport by the Booster Board. Registration fees cover the expenses to run a sport which include: league fees, referees fees, uniforms, equipment, gym rentals, tournament fees, etc. The Board will evaluate

the fee annually and will strive to keep registration fees as low as possible. Additionally, the Board will ensure that a registration fee will never be a barrier for participation in a Boosters' activity. Boosters is willing to assist parents who are struggling financially and do not have the capability to pay for sport registration fees. The parent needs to make a request of the Boosters President who will determine along with the Finance Director the best action to take.

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

6.4. Athlete Eligibility

All children and youth in St. Susanna Boosters sports/programs must be from families that are registered parishioners and/or enrolled at St. Susanna School. Children not enrolled in the school must be registered in the parish Christian Formation Program (CFP) to be eligible to participate in any sport/program. Any athlete who does not meet these criteria must be approved by the Athletic Director, President, Pastor, and League.

For purposes of draft, selection, team formation, and competition, no distinction is made between children who attend St. Susanna School and those who do not. All children and youth of the parish and school are covered by the guidelines and processes in this Handbook.

All athletes will play at their grade level with the exception of an inadequate number of players. When this occurs, the coordinator will recommend the proper team combination. Children cannot play down a grade. Boosters will also comply with OHSAA rules where applicable for varsity grades. Boosters will comply with appropriate league rules.

All athletes in grades 6-8 that register and participate in evaluations will be considered for the competitive (A and B levels) and recreational (C level) teams. If parents do not want their child to be considered for the competitive teams they need to notify the Coordinator and Athletic Director in writing (via email) before the first evaluation. Both the A and B Teams are considered to be competitive teams. Parents do not have the option of declaring their child to only be eligible for the A or B Team only. Once evaluations are completed, the athlete must play for the team for which they were selected. For example, if an athlete is selected

for the A Team the athlete does not have the option of declining the roster spot and playing for the B Team.

A student athlete who quits a team after evaluations have been completed or during the season is not eligible for a competitive team in any sport the following year.

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

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

6.5. Tournaments

In applicable sports, Boosters will cover one pre-season and 2 in-season tournaments for all Instructional and Recreational Teams. These tournament costs are covered by Boosters. For Competitive teams in Grades 6-8, tournaments participation will be aligned to with Coach and Coordinator per tournament/ game limits established by the Booster Board. Additional tournament costs will be communicated after Team announcements and paid directly to Boosters.

6.6. Non Booster Sponsored Teams

Boosters will only sponsor teams that compete in Booster-approved leagues. Booster’s recognizes that coaches and parents may form teams of St. Susanna Booster athletes outside of these leagues to compete in, for example Amateur Athletic Union (AAU) tournaments. However, these teams are in no way affiliated with Boosters, and the teams must provide their own uniforms and equipment. They are not permitted to use the St. Susanna name, St. Susanna uniforms or equipment. Coaches who attempt to use St. Susanna uniforms will be disciplined based on the Boosters Disciplinary Guidelines as described on the Code of Conduct. Using the St. Susanna name or property of St. Susanna is a direct violation of the Archdiocese policy.

A non-Booster-sponsored team of all St. Susanna parishioners may request gym time through the Booster's Vice President. The gym is a Parish facility and available to all parishioners, however priority will be given to Booster sponsored teams.

6.7. Team Selection Policy

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

In grades 3 through 5, our focus is on providing an instructional experience. Our goal when players are placed on teams in grades 3 through 5 is to balance the teams.

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

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

6.8. General Rules for Evaluations

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

The coordinator must communicate to parents that evaluations are not optional, and an athlete may miss an evaluation only for circumstances beyond their control.

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

6.9. Parent Participation in evaluations:

For grades 3-5 only parents who will also serve as head coaches can participate in the evaluation.

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

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

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

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

For each evaluation session the athletes should be provided with an evaluation number and athletes names should be blinded to the evaluators as much as reasonably possible.

The coordinator shall provide a Player Evaluation Form to the evaluators.

Evaluation criteria should be sport specific and should be defined prior to the evaluations.

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

All evaluation data are privileged. Evaluation sheets should be collected and turned into the lead evaluator and kept by the coordinator for a period of two years. All inquiries and discussion of rankings shall be managed by the coordinator only. Parents should only be provided evaluation data on their child only. Any breach of this information will be considered a violation of the Code of Conduct.

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

6.10. Injured Players

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

- If a player wants to be on a competitive level team the parent must advise the coordinator.
- If a previous years evaluation of a St. Susanna Booster sponsored team information is available this may be used as part of the evaluation.
- An evaluation from a previous coach regarding the athlete's talent and character from previous St. Susanna Booster sponsored team may be used as part of the evaluation.
- Any combination of the above criteria may be used to rank the injured athlete.
- Once all the available information is compiled the lead evaluator and coordinator must agree on the final placement of the player on a team.
- In the event of equitable players, the favor should fall with the player who attends the evaluation. The resulting recommendation must be approved by the Athletic Director.
- At the completion of the season the Coordinator should get a ranking of player's skills from each Head Coach. This information should only be used as check against the next year's evaluations in the event of an injury.

6.11. Team Selection Process for Instructional Teams (Typically grades 3-5)

- **Player Evaluation:** The process will be managed by the Coordinator and independent evaluators for each grade. If the Coordinator is coaching in the grade there needs to be independent evaluators managing the evaluation process and the Coordinator can only act as a coach. The head coaches may or may not be able to participate, this will be at the discretion of the Coordinator and Athletic Director. If the Head Coaches are not included in the Evaluations, there needs to be a minimum of three Independent Evaluators.
- **Player Ranking:** All players must be evaluated on the core skills for each sport. Players must be ranked into the appropriate levels before the Draft. If Head Coaches are included in the player evaluation process the majority of the head coaches must agree on each player's final ranking. The Coordinator

and/or Independent Evaluator(s) have the authority to overrule the player ranking of the Head Coaches. Athletes that are registered, but did not participate in an evaluation will be assigned a ranking by the coordinator.

- **Evaluation Sheet:** The AD/Coordinator will create an Evaluation Sheet that will be used by each individual evaluating players. The sheets must be completed for all the players and submitted to the individual managing the Evaluation/Draft process. The sheets can't be taken home by any of the Coaches. They must be turned in after all evaluation sessions. If a Coordinator is a Head Coach in the grade there must be another person designated to manage the Evaluations and Draft.
- **Team/Player Selection Process:** There will be draft for each grade and the Coordinator/Athletic director have the latitude to determine the best approach for the Draft. The lead evaluator should be available during the draft and open to discussing strength and weaknesses of athletes based on their observations. If the Coordinator is coaching in this grade the Athletic Director and/or Independent Evaluator must manage the Team/Player Selection process.
- **Formation of Teams:** The Goal for grades 3-5 is too form balanced teams. If any of the teams appear to be unbalanced the Coordinator and/or Athletic Director retain the right to move players from one team to another in the effort of producing balanced teams.
- **Independent Evaluators:** For grades 3-5 an independent evaluator can be any of the following: Athletic Director, Board Member, Varsity Coach, Club Coach, or a person that is trusted by the Boosters Organizations. Independent Evaluators should not have a kid in the grade.
- **Assistant Coaches** are selected after the draft. In other words, a head coach can't pick his/her assistant coach before the draft.
- Parent head coaches will have their child placed on their team. The child should be considered one of the draft picks according to their associated ranking.
- Prior to the draft the coordinator must determine the number of teams and head coaches. The number of teams should be based on the number qualified coaches and maximizing playing time.
- Only head coaches are allowed to participate in the draft.

6.12. Team Selection Process for Competitive Teams (Grades 6-8)

- Selection will occur after an evaluation of all players that have registered is completed.
- Prior to any selection procedure all players must be ranked into an A, B, or C pool or similar ranking per the coordinator. Ranking within the pool are recommended.
- Athletes that did not participate in an evaluation will be assigned a ranking by the lead evaluator or coordinator. However, to be considered for an A or B team the athlete must attend at least one evaluation.
- Injured players will be ranked prior to the selection of the teams as defined in this document.
- Prior to the selection of teams the coordinator must communicate to the parents that if an athlete is to be part of a competitive team (A or B) this sport must be their first priority. It will be unacceptable to an athlete to miss practices or games for another sports/team's commitment. If the sport is not first priority, the student athlete may be placed on the recreational team.
- Prior to the selection of the teams the coordinator must determine the number of teams and head coach. The head coach of the A team must be preselected prior to the evaluations per the Coach Selection Policy. The A Team Coach should be the lead evaluator and present at all the evaluations.
- The coordinator in consultation with the A Team Coach should determine the number of teams and number of players on each team.
- The coordinator in consultation with the A Team Coach must then determine how the teams should be formed with respect to when to form competitive teams and when to start recreational teams,
- An A Team should always be selected, only by exception as approved by the Coordinator and the Athletic Director
- Competitive teams should continue to be formed as long as there are athletes who want to play competitively and can form the core of a solid competitive team, and the next level skill team will be able to play at a level that will allow them to be competitive in their league.

- Any athlete who joins the Parish or is a member of the Parish and is eligible to play after the teams have been selected cannot be assigned to an A or B competitive team. The player must be assigned to a C or Recreational Team.
- Coordinators are charged with the responsibility of ensuring an effective selection process and timely resolution of any issues. If the coordinator has a child at the grade being evaluated, he/she should ask the AD to stand in or assign someone on the Board for evaluations.
- The coordinator has the authority to modify the above process as long as the result yields fair teams, and the modification is approved by the Athletic Director prior to announcing the teams.
- Once teams are announced they are not subject to change, unless approved by vote by the Booster Board.

6.13 Team Announcements

- Team announcements must be made by the coordinator only.
- The team evaluation and selection process is considered privileged information and should not be shared with anyone outside of Boosters. Anyone other than the coordinator sharing information with parents, athletes, or those without a need to know is considered to be in violation of the Code of Conduct.
- The announcement of the teams must occur for all teams, and should not be done individually.
- The team announcement should include the following information:
 - Head and Assistant Coaches names (if available) and contact information
 - Team Roster including any contact information
 - A copy of the Code of Conduct
 - Explanation of playing time philosophy.
 - A copy of the Booster Conflict Resolution policy. It should be made clear of that issues should be brought to the coach first, and progress to the coordinator, then the Athletic Director.
 - Any practice or game schedule information
 - Explanation of tournament involvement.
 - Discussion of the team service project and weekly Bible Verse expectations.

- Discussion of the expectation of parental involvement including: working concessions / admissions, running the clock, etc.
- Expectations of returning the uniform at the completion of the season.

6.14 Expectations of Coaches

6.14.1 Faith Expectations of Coaches

- At least one prayer will be shared at each practice and game, praying together with the visiting team at all home games – keeping God first in all we do.
- Coach or parent shares Weekly Virtues and asks a few kids what this means to them – helping our kids share their faith with peers.
- Each team completes a service project as a team any time during the season. These projects, should as much as possible, flow from parish endeavors as provided by the Peace and Justice Commission.
- During the season, each coach dedicates some quiet prayer time each week for their Christian athletes – listen for any guidance from the Holy Spirit.
- The head coach is charged with the responsibility of the team’s administrative work and should seek input from all assistant coaches while building a Christian partnership of team leadership.
- If a candidate for head or assistant coach has coached previously, past parent evaluations will be reviewed for consistency of the above mentioned criteria.

6.15 Playing Time

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

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

6.16 Coach Selection

- Coaches must be registered and active parishioners of St. Susanna. At least one coach must be Catholic.
- Coaches will have a willingness to represent St. Susanna with a high-level of sportsmanship, integrity and respect towards team, parents and opponents at all sporting events.
- Coaches will have a willingness to adhere to Booster's policies and support the Ministry's philosophy.
- Coaches must attend and complete Virtus Child Protection training, and stay current, before they begin practices or have any interaction with the student athletes.
- No one under the age of 21 may be a head coach.
- Important factors in the head coach selection include the following:
 - Support spirituality aspects of the Booster Ministry mission
 - Knowledge of the sport fundamentals and rules
 - Ability to communicate with children and parents, especially in difficult situations
 - Time availability and dependability
 - Post season survey responses (if they have coached for St. Susanna before) or feedback from previous coaching experiences
 - Ability to develop players' abilities, character, and spirituality
 - Goal to develop each child to the best of their ability
- All coaches must be willing to abide by the Code of Conduct
- Coaches will ensure that every student athlete is to participate in all practices and playing time guidelines shall be followed. For the safety of the student athletes, the coach will start and finish practices in a timely manner. No child shall ever be left at a game or practice site without adult supervision.

- There are four spiritual requirements for each one of our sports teams that the coaches are expected to meet. Our desire is that these four expectations will play an important role towards fulfilling our St. Susanna Athletic Booster Ministry Purpose – to provide opportunities for spiritual growth, character development, and athletic skills training.
- Non-parent head coaches will be recruited for competitive/ “A” teams in grades 6-8. A non-parent head coach is strongly preferred for the competitive/ “A” team. A coordinator and Athletic Director may recommend a parent coach to the Board if they believe he/she is best qualified.
- Booster Board members may not be Head Coaches of Competitive Teams during the duration of their Board tenure.
- The Booster Board must approve all recommended coaches.

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

6.17 Assistant Coaches

- Assistant coaches for each sport at each grade level will be chosen by the head coaches after team selection. An assistant coach must be 19 years or older.
- The attributes listed above for head coaches should also be sought for assistant.
- The Booster Board must approve all recommended assistant coaches.
- Non- Parent assistant Coaches are preferred for competitive Teams.

6.18. Parent Volunteers

Coaches must be responsible for assigning volunteers to provide a variety of services to make the program successful. This will include, but not limited to: set up, clean up, concessions, and admissions and all duties that accompany these

activities. Coordinators will provide the list of duties that must be fulfilled by the team. If a coach is not willing to take responsibility for assigning these volunteers (they may select someone to assign volunteers, but the coach is ultimately responsible), we ask that they do not volunteer to coach. If parents are not able to work, they are responsible to get someone to sub for them. Volunteers must be 18 years old or older. If there is a child that is younger than 18, they may help, but the parent must be present with the student. If the assigned parent does not show up and fulfill their duties as assigned, their child playing the sport may have to sit out the next game.

6.19. Outline for Coach's Meeting with Parents

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

- Coach's welcome and share background
- Review Boosters Statement of Purpose
- Share Booster's four program elements for Spiritual Development
- At least one prayer at practice and games as a team
- Weekly Virtues shared
- Service project fulfilled
- Coach dedicates private prayer time during the week for his team
- Share coach's personal thoughts on Character Development
- Share coach's approach to Skill Training
- Review key policies for the sport program (specific sport handbook items), including policy on playing time
- Review Code of Conduct – have parent(s) sign
- Review responsibilities of the parents – concessions, etc.
- Communications-Discuss the best ways and times to communicate between parents and coaches

- Share conflict resolution expectations. See section on Conflict Resolution Policy for details.
- Share what parents will receive in terms of communications throughout the year (a mid-season and end of year meeting is strongly encouraged)
- Share importance of end of year evaluations and what defines success.

Section 7.0 Conflict Resolution Policy

7.1. Conflict Resolution

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

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

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

Any conflict still unresolved after following the steps below should be documented on a Conflict Resolution Form and sent to the Pastoral Associate. The Pastoral Associate will acknowledge receipt of the form within 48 business hours and direct the Conflict Resolution Committee to review and resolve the conflict within 30 days of receipt, in writing, to the addressee(s). NOTE: A conflict resolution form will not be accepted for any sport unless it is submitted no later than one week after the season end.

7.2. Conflict Resolution Committee

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

- Pastoral Associate – Chair
- Booster President
- Spiritual Director
- Appropriate Athletic Director (Boys or Girls)
- St. Susanna Pastor (or Parochial Vicar) as deemed necessary by the Conflict Resolution Committee

7.3. Process

The steps for resolving conflict will be:

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

Section 8.0. Roles & Responsibilities of Board Members and Coordinators

8.1. Board Members

8.1.1. President

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

Additionally the President will:

- Ensure the Athletic Directors are effectively running their sports programs consistently with Booster policies and practices and Arch Diocesan Charter
- Ensure frequent communications with parents, coaches and coordinators occurs
- Participate on the Conflict Resolution Committee
- Prepare and distribute the agenda 3-days prior to the Booster's meeting
- Ensure the Parish Staff Liaison is updated when he/she is unable to attend Board meetings
- Be responsible for leading the Boosters in developing annual and long term goals
- Advise the Parish Staff Liaison of upcoming policy recommendations and/or issues
- Administer Coach Evaluation process with Vice President

8.1.2. Vice President

The Vice President will preside in the absence of the President at all meetings. The Vice President will work closely with the President to carry out the constitution to the best of his/her ability and at the same time that all operating goals are accomplished.

Additionally the Vice President will:

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

8.1.3. Finance Director

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

Additionally, the Finance Director will:

- Reconcile monthly bank statement
- Track, document and maintain records on all expenditures, income and revenues
- Write out all checks for all expenses
- Prepare monthly profit/loss statement for monthly meetings
- Track all capital expenditures
- Ensure the Concession Coordinator has adequate supplies and makes regular deposits
- Ensure payment for registrations are made by members on the online registration system

- Work with the parish office on all fiscal monetary decisions

8.1.4. Communications Director

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

The Communications Director will also:

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

8.1.5 Athletic Directors

The ADs will be responsible for managing and directly supporting the Coordinators who manage the individual sports. They will work closely with the Coordinators to make sure they are following the principles and standards established by Boosters. The ADs will also solicit feedback from the Coordinators and work to make improvements in all sports as necessary. They will assist the President, and the Board, to monitor the activities of parents, coaches, and players and standards of conduct for all. The ADs will ensure that Coordinators recruit the most qualified and competent coaches to provide the student athletes the best possible experience, that the Coach Evaluation processes and Team Selection processes are utilized. They will also recruit and recommend suitable replacements for Coordinators when needed.

8.1.6. Spiritual Director/ Liaison

- Catholic: The Spiritual Director/ 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.

- Appointed by Pastor or principal: In a parish, the Spiritual Liaison should be appointed by the Pastor and report directly to him or his designee. In a non-parish school, the Spiritual Liaison should be appointed by the principal or his or her designee.

Duties:

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

- The Spiritual Director will be responsible for making sure that the principles, as defined by Statement of Philosophy, are fully communicated and implemented at all levels of the sports program. He/she will assist coaches in understanding what they should be incorporating into their programs including that virtues and prayer is incorporated into practices and games. He/she will also help develop strategies and ideas for teams to participate in community service.

8.1.7. Facilities Director

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

8.2. Coordinators

Sport Coordinators

Coordinators shall attend league organizational meetings, and Boosters meetings the months immediately before, during, and immediately after their season. Coordinators will submit their list of recommended coaches to the parish office to confirm that the coach has completed the Child Protection Seminar and has been Finger printed. All new coaches will be required to complete a coaching application form that will be reviewed by the Coordinator and the appropriate Athletic Director. Coordinators will dispense equipment, rules and uniforms to all coaches before season and ensure collection at the end of the season. Coordinators will work with each other to resolve conflicts in practice and game times and facilities for all teams. Coordinators will ensure their respective coaches schedule parents to work concessions. Coordinators will ensure coaches communicate with parents in a timely manner to keep them informed and pass along all information concerning league play, cancellations, or changes in scheduling to all coaches and Parish Facility scheduler. All coordinators will submit a budget to the Treasurer for the sport they are administrators for no later than May 31st.

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

8.2.1. Outline for Coordinator's Meeting with Coaches

It is expected that the sport coordinator will meet with the head coaches prior to the first practice. This is a mandatory meeting for the head coaches, but all assistants are encouraged to join. Head coaches bear the responsibility to share the coach's code of conduct to all assistant coaches and obtained signed copies.

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

8.2.2. Specific Coordinator Duties

- Adhere to and support Booster policies
- Developing an evaluation schedule
- Securing facility time for the evaluations with the Vice President.
- Using the Sports Signup Website to manage registrations and team selections.
- Forming the evaluation teams for each grade and selecting a Lead Evaluator

- Developing, compiling, and retaining the evaluation forms and documents. The documentation should be retained for a period of 2 years.
- Forming the teams using the process as described in the Team Selection Section.
- Communicating the team selections to the parents as described in the Team Announcement Section.

Coordinators are responsible for maintaining and dispensing equipment and uniforms to all coaches before season and ensure collection at the end of the season. Coordinators are expected to have an inventory of all equipment and uniforms. Coordinators are encouraged to communicate to parents that uniforms or equipment not returned may result in a fine and ineligibility for the next sport.

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

- Coordinators will make sure that parents discuss in season issues directly with coaches and the issue is discussed with parent.
- Coordinators will ensure playing time is tracked and the Boosters requirements are met.

8.3. Concession Coordinator(s)

Concession Coordinators will purchase all necessary items needed for concessions for Girls Basketball, Football, Girls Volleyball, Boys Basketball and optionally Boys Volleyball. Concession Coordinators will work with Sports Coordinators for proper coverage at all home games to work concessions and admissions. A Concession scheduler may be utilized to coordinate the scheduling of volunteers and to ensure that each team has the appropriate number of workers scheduled for each game. The Concession coordinator will work with the Finance Director on necessary budget and cash management.

8.4. Web Site Coordinator

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

8.5. Uniform Coordinator(s)

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

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

9.1. Coaches

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

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

9.2. Student Athletes

The Student Athlete must be a child of an active St. Susanna Parish member. Student Athletes must respect their coaches and be supportive of teammates. Student Athletes must abide by all rules of their sport, Booster policies, and all league rules. Student Athletes will contribute to team spirit while maintaining sportsmanlike conduct. Student Athletes should be prepared to participate at all practices and games. Student Athletes are expected to maintain passing grades. See also section titled "Athlete Eligibility".

9.3. Parents

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

Coaches and Parents must conduct themselves with respect and good sportsmanship at all sporting events. Boosters encourage parents to monitor

Students Athletes' grades. Parents should call coaches if their son/daughter will be absent from practices or games. At the end of every season, parents will be required to complete an evaluation of the program and the coaches involved.

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

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

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

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

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

Section 10.0. Athletic Boosters Board Meetings

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

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

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

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

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

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

10.2. Booster Board Discernment Process

Each year, the positions available on the Boosters Board will be communicated broadly to the Parish (Booster & Parish website, Parish Bulletin and Booster email) and will include an outline of the Boosters' Statement of Philosophy and Scope as well as a brief description of the respective Board Officer's responsibilities. Role openings must be posted a minimum of 1 month. This list of nominees and their application will be given to the Board for discernment during. Once the Board discerns and makes recommendation, names will be submitted to the Pastor final approval. The outcome shall be recorded and published in the meeting minutes for the next month. New members will be installed at the first regularly scheduled meeting after Elections with a one meeting overlap.

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

The parish community will be asked to prayerfully consider and nominate individuals they feel would be of best service to this group. Nominations will be received by before the end of April.

Candidates will complete an application and be asked to attend Discernment where they will introduce themselves to the Board.

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

2. If a current board member is not able to make the meeting, that member will share his/her recommendation via email to the President and the Pastor or Pastor Designee.
3. The Pastor will be notified of those discerned to the positions, and he will either confirm or reject it.
4. Newly discerned board members are encouraged to join the Board at the June meeting, officially starting their term and duties on July 1st.

11.3. Group Discernment Overview

In order to discern effectively one needs to develop three qualities. The first quality is that of inner quiet – that ability to be silent and centered in God. The second quality is that of inner freedom – a sense of indifference and openness to the greater good – not clinging to one’s preference, comfort zone, or control. The third quality of discernment is that of inner strength - attentiveness to all that one thinks, feels, and does, and the ability to honestly face it.

In practical terms, group discernment involves these steps:

- To pray for the qualities of inner quiet, inner freedom, and inner strength.
- To look at the facts about myself, others and about the matter to be considered for decision.
- To get feedback from others – what do others think about this?
- To discuss variety of opinions on the matter.
- To prayerfully come to a mutual decision or consensus