

All Saints  
Boosters  
Handbook

2022-2023

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Updated 11/2022

*All Saints Boosters strives to 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*

# All Saints Athletic Boosters Policy Handbook

## Table of Contents

SECTION 1.0 Mission, Goals, and Guiding Principles .....	4
1.1 Mission.....	4
1.2 Goals.....	4
1.3 Statement of Philosophy and Beliefs for All Saints Boosters .....	4
Section 2.0 Organization Role and Responsibilities of Organization Members.....	4
2.1 Roles & Responsibilities of Boosters Board Members and Athletic Directors.....	4
2.1.1 President .....	5
2.1.2 Vice President.....	5
2.1.3 Finance Director .....	6
2.1.4 Communications Director.....	6
2.1.5 Athletic Directors .....	6
2.1.6 Spirituality Coordinator.....	7
2.1.7 Facilities Coordinator .....	7
2.1.8 Concession Coordinator.....	8
2.1.9 Website Coordinator .....	8
2.1.10 Fundraising Coordinator .....	8
2.1.11 Spiritwear Coordinator.....	8
2.2 Organizational Responsibilities of Coaches, Student Athletes, and Parents .....	8
2.2.1 Coaches .....	8
2.2.2 Student Athletes .....	9
2.2.3 Parents .....	9
2.3 Bookkeeping and Accounting .....	9
Section 3.0 Safety and Well-Being of Children .....	9
3.1 Archdiocese of Cincinnati Decree on Child Protection.....	9
3.2 Safe Parish (A.3 Policy).....	10
3.3 Recruiting Volunteers (B.3 Policy). .....	10
3.4 Minimum Standards for Volunteers (C.3 Policy). .....	10
3.5 Discipline (C.4 Policy). .....	10
3.6 Player Safety.....	11
3.6.1 Concussions .....	11
3.6.2 Lindsey's Law .....	11
3.7 Heat, Inclement Weather, Lightning, Thunder and Thunderstorms. ....	12
3.7.1 Lightning or Thunder .....	12
3.7.2 Heat.....	12
3.8 Facility Safety .....	12

Section 4.0. Transportation .....	12
Section 5.0. Code of Conduct.....	12
Section 6.0. General Policies.....	13
6.1 Registration .....	13
6.2 Late Registration .....	14
6.3 Registration & Booster Fees.....	14
6.4 Refunds.....	14
6.5 Athlete Eligibility .....	14
6.6 Tournaments .....	15
6.7 Non-Booster Sponsored Teams .....	15
6.8 Team Selection Policy & Process .....	16
6.8.1 General Rules for Evaluations .....	16
6.8.2 Competitive Team Evaluations.....	17
6.8.3 Injured Players .....	17
6.8.4 Team Selection Process for Instructional Teams (Through Grade 5).....	18
6.8.5 Team Selection Process for Competitive Teams (Grades 6-8) .....	18
6.8.6 Team Announcements.....	19
6.9 Expectations of Coaches.....	19
6.9.1 Faith Expectations .....	19
6.9.2 Playing Time .....	20
6.9.3 Coach Selection .....	20
6.9.4 Assistant Coaches .....	21
6.9.5 Parent Volunteers .....	21
6.9.6 Coach's Meeting with Parents.....	21
Section 7.0. Conflict Resolution Policy.....	22
7.1 Conflict Resolution Committee.....	22
Section 8.0. Boosters Board Meetings .....	23
8.1 Booster Board Election Process .....	24
9.0 Coaches Meeting .....	24

## SECTION 1.0 Mission, Goals, and Guiding Principles

### 1.1 Mission

The All Saints Boosters ( “Boosters” or “Board”) organization provides sports experiences, for youths, rooted in the Catholic faith tradition, based goals of the Catholic youth ministry, and aligned with the evangelizing mission of the Catholic Church.

### 1.2 Goals

In accordance with the [Archdiocese of Cincinnati Charter on Youth Athletics](#) (the “Charter”), the All Saints Boosters subscribe to three overarching goals for its sports programs:

**Discipleship:** Empower young people to live as disciples of Jesus Christ.

**Participation:** Draw young people to participate responsibly in the life, mission, and work of the Catholic community.

**Growth:** Foster personal and spiritual growth of young people.

The Charter provides additional principles and best practices which All Saints Boosters incorporates herein by reference.

### 1.3 Statement of Philosophy and Beliefs for All Saints 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.”*

Our priority is to teach student athletes (of all skill levels) to have fun in sports while developing Christian virtues:

- **Play hard and fair**
- **Respect and discipleship between coaches, officials, parents and teammates**
- **Win with humility or lose with grace**

To that end, all student athletes, parents, and coaches participating in Boosters programs are expected to demonstrate courtesy, patience, pride and respect consistent with our Catholic values.

## Section 2.0 Organization Role and Responsibilities of Organization Members

The Boosters’ role is to create a culture which integrates athletic excellence and spirituality. In accordance with the Charter, the Boosters will provide an athletic environment where each student athlete will feel safe, have fun, be treated fairly and respectfully, and grow in his or her faith.

Sports are an important and valuable part of the ministry of All Saints Parish. Therefore, the Boosters is under the direct authority of the All Saints Parish office in the execution of Booster activities.

The Boosters Board is comprised of the roles listed below, which may be updated or changed by vote of the full Boosters Board (Executive Committee, Athletic Directors and Coordinators) as needed. The Executive Committee of the Boosters Board shall be comprised of the following roles: President, Vice President, Finance Director, and Communications Director. Coordinator roles may be shared among two individuals (as co-Coordinators) as appropriate and approved by the Boosters Board.

## 2.1 Roles & Responsibilities of Boosters Board Members and Athletic Directors, and Coordinators

### 2.1.1 President

The Boosters President presides over all meetings and ensures that the Board abides by the [All Saints Athletic Boosters Constitution](#), to the best of his/her ability. The President recruits Board members as needed and ensures that the requirements of this Handbook are followed by all Board members.

Additionally, the President:

- Ensure Directors are running programs consistent with this handbook and the charter
- Ensures frequent communications between parents, Coaches and Directors
- Participates on the Conflict Resolution Committee
- Prepares the agenda for meetings and distributes the agenda at least 24 hours in advance
- Elevates time sensitive matters to the Board, at his or her discretion, for e-voting
- Leads the Boosters in developing annual and long-term goals
- Advises parish staff liaison of upcoming policy recommendations and/or issues
- Administers the coach evaluation process with the vice president

### 2.1.2 Vice President

The Vice President chairs all meetings in the absence of the President. He or she works closely with the President to carry out the Boosters Constitution and assist in the execution of operating goals.

Additionally, the Vice President:

- Manages the coach's evaluation process at the end of each season
- Works with the Communication Director to ensure that the Boosters Handbook and Constitution remain up to date
- Works with each of the Directors to establish and execute program goals and holistic player development
- Works with parish staff, Board Members and Spirituality Coordinator to ensure service projects and faith formation expectations are completed
- Oversees and maximizes fundraising activities

- Provides a copy of the Constitution and Handbook to each new Board Member

### 2.1.3 Finance Director

The Finance Director will collect all financial obligations such as dues and other monies raised by Boosters. He or she will keep statements of receipt expenditures and submit status reports, as required. The Finance Director shall review and approve director budgets and all expenditure requests. The Finance Director shall pay all outstanding bills promptly, upon receipt.

The fiscal year runs from July 1 to June30.

Additionally, the Finance Director:

- Reconciles monthly bank statements
- Tracks, documents and maintains records on expenditures and revenues
- Writes checks for expenses
- Prepares profit/loss statements for monthly meeting reviews
- Tracks capital expenditures
- Ensures concession coordinator has adequate supplies and makes regular deposits
- Ensures registration payments are made on the online registration system
- Works with the Pastor of Parish Finance Manager on all fiscal monetary decisions
- Ensures compliance with the insurance policies of the Archdiocese
- Forwards the monthly Finance Director's Report to the Parish Business Manager

### 2.1.4 Communications Director

The Communications Director will maintain an accurate record of all Boosters meeting activities. The Communications Director will create and distribute all organizational correspondence. The Communications Director is responsible for item submissions to all communication channels, such as (but not limited to) the Parish Bulletin and School Newsletter and will be responsible for preparing and distributing minutes to all Board Members, the Parish Business Manager and the Parish Staff Liaison.

Additionally, the Communications Director:

- Updates the Booster Handbook and Constitution with board-approved changes
- Facilitates, in consultation with the President, e-voting where necessary for time sensitive matters
- Collaborates with the Website Coordinator on the accuracy and effectiveness of the Boosters website

### 2.1.5 Athletic Directors

The Athletic Directors (or "Directors") are responsible for the managing and support of the coaches, in each of their respective sport. They work closely with the coaches to ensure they are following principles and standards

established by Boosters. The directors will solicit feedback from coaches and, where necessary, seek improvements on that feedback. They assist the President and Vice President in ensuring that their respective sport be compliant with this Handbook.

In addition, the Directors:

- Recruit the most qualified Coaches for providing student athletes with the best possible experience
- Submit the list of Coaches to the Parish staff to ensure every Coach is current on Safe Parish, as required by Section 3.4
- Ensure that the evaluation process and team selection process is followed
- Attend league organizational meetings and Boosters meetings
- Dispense equipment, rules and uniforms to Coaches before the start of the season
- Collect equipment and uniforms (where required) at the end of the season
- Resolve event scheduling conflicts for all Boosters teams
- Ensure Coach communication with parents, including, but not limited to:
  - Schedule, changes in schedule, cancellations
  - Scheduling of parent-run concessions
- Holds a mandatory Coaches meeting prior to the start of the season to communicate Coaches' expectations in accordance with this Handbook
- Communicate regularly with coaches on expectations and program requirements
- Submit sport budgets as determined by the Finance Director, but no later than May 31<sup>st</sup>

#### 2.1.6 Spirituality Coordinator

The Director of Spirituality is an active Catholic in good standing with the Church. This person ensures that principles (as defined by [Statement of Philosophy](#)) are fully communicated and implemented in all levels of the sports program. He or she will assist in the coach's understanding of what should be incorporating into their programs, which includes the incorporation of Catholic prayer and virtues into practices and games. The Director will also help develop strategies and ideas for team participation with community service.

In addition, the Spirituality Coordinator:

- Communicate the requirements of the program to Directors and Coaches at the start of each season.
- Assists Coaches in the implementation and communication of the All Saints Virtues throughout the season
- Provides resources (including prayer and information on the Virtues) to assist coaches in their youth athletics ministry
- Serves as a member of the athletics organization Conflict Resolution Committee

#### 2.1.7 Facilities Coordinator

The Facilities Director ensures Directors complete all day-to-day maintenance and repairs of Booster sport equipment and facilities and oversees gym scheduling for all sports.

In addition, the Facilities Director:

- Oversees facilities projects sponsored by Boosters, including all project planning
- Creates and/or updates a Master Plan for all Booster equipment and facilities
- Works with Directors to accomplish necessary project improvements to sports facilities or operations
- Is responsible for the coordination of the gym schedule

#### 2.1.8 Concession Coordinator

Concession Coordinator purchase all necessary items needed for concessions for all basketball and volleyball events. Concession Coordinators work with the Athletic Directors to schedule parent-run concessions and admissions, for all home games. The Concession coordinator works with the Finance Director on necessary budget and cash management.

#### 2.1.9 Website Coordinator

The Website Coordinator is responsible for updating the Boosters website and registration site. He or she will train other directors on how to update website information and support the Communications Director to keep website information accurate and up to date.

#### 2.1.10 Fundraising Coordinator

The Fundraising Coordinator will be responsible for the Annual Boosters Golf Outing as well as the Shamrock Shootout, including developing a committee to plan and execute all aspects of each event, as well as any other fundraising activities for the benefit of Boosters. He/she will be also be responsible for the sponsorship program for Boosters, including scoreboard sponsorship.

#### 2.1.11 Spirit Wear Coordinator

The Spiritwear Coordinator works with Boosters to evaluate current Spiritwear merchandise. It will be up to the Spiritwear Coordinator to research material, price, and clothing availability for the Booster community. The goal of Spiritwear is to represent our Booster community in uniformity, stylish clothes and competitive pricing. The Spiritwear function for Boosters is designed to be a fundraising effort with profits going to the continuing fiscal needs of Boosters.

### 2.2 Organizational Responsibilities of Coaches, Student Athletes, and Parents

#### 2.2.1 Coaches

Coaches serve as role models for our youth and are expected to continually learn how to better develop athlete skills while working to develop their own spiritual lives and character. Coaches are responsible for the instruction of student athletes in their sport. Coaches must abide by all rules of their sport, this Handbook, and all relevant league rules.

Coaches will be recommended by the Director of that sport and approved by the board (see [Section 6.0, General Policies](#)).



Coaches distribute and collect uniforms, medical forms, codes of conduct and release forms. Coaches are highly encouraged to attend a coach's clinic each year for the respective sport. Coaches and all assistants must be Safe Parish certified 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.

### 2.2.2 Student Athletes

Student Athletes must respect their coaches and be supportive of teammates. Student Athletes must abide by all rules of the sport, this Handbook, and relevant league rules. Student Athletes will contribute to team spirit while maintaining sportsmanlike conduct. Student Athletes should be prepared to participate in all practices and games. Student Athletes are expected to maintain passing grades (see [Section 6.5, Athlete Eligibility](#)).

### 2.2.3 Parents

The parents are important to the Boosters organization and will be supportive of student athletes, coaches, the Boosters, and the parish staff. Parents will review and recognize the values as expressed in the Archdiocese's "[10 Things Parents of Athletes Need to Know.](#)" The student athlete's parents must abide by all rules of the sport, this Handbook, and all relevant league rules.

In addition, parents:

- Are required to work concessions, admissions and other support positions, as assigned
- Conduct themselves with respect and good sportsmanship at all sporting events
- Contact coaches if their child will not be present for team activities
- Complete an evaluation of the program and a [Coach Evaluation](#), at the end of each season
- Ensure sports participation does not detract from the student athlete's academic and faith formation progress and responsibilities
- Be a positive influence for their child, as a spectator, coach, coordinator, or caring parent

## 2.3 Bookkeeping and Accounting

Archdiocesan policy governs all financial bookkeeping, accounting, and accountability. As such, the Boosters is responsible to and under the direct authority of the Pastor for timely, accurate and complete financial reports. All requirements as set forth in the Charter and consistent with [All Saints Parish Policies](#) are incorporated by reference.

## Section 3.0 Safety and Well---Being of Children

### 3.1 Archdiocese of Cincinnati Decree on Child Protection

The provisions of the [Archdiocese of Cincinnati Decree on Child Protection](#) (the "Decree") will be followed without exception and both the provisions of the Charter as well as the Decree are adopted in their entirety by reference. For clarity, certain aspects of the Decree are detailed below:

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 will include, for the purposes of the Boosters, any adult acting in any regular volunteer capacity with the Boosters, including Coaches and Directors. 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.

### 3.2 SAFE PARISH

All Regular Volunteers with Boosters must attend be SAFE PARISH certified before they have contact with children. Final approval for a regular volunteer with the Boosters rests with the Pastor (or his designee). This approval may be revoked at the Pastor or his designee's sole discretion.

### 3.3 Recruiting Volunteers

Boosters must exercise caution in selecting volunteers in accordance with the Decree and SAFE PARISH guidelines. Any question relating to fitness should be directed to the Pastor or his designee.

### 3.4 Minimum Standards for Volunteers

For any Boosters activity, at least two adults, both of whom have successfully completed and are current on SAFE PARISH certification, have been approved by the Pastor or his designee and who are not related to each other, must be present for any activity.<sup>1</sup>

Moreover, the number and gender of the adults should be 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 minimum ratio of 1:10 is recommended.

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 in proportion to the athletes, as feasible.

Whenever possible, single sex athletics should have one adult of the same gender as the players (in case of injury or illness requiring attention in a restroom).

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

For the purposes of this Handbook, exceptions to this section are only allowed for if for unanticipated reasons, only one adult can be present for an activity which is not overnight. In this case, the situation should be documented and sent to the relevant Sports Director as well as the Boosters President.

For purposes of this section, "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.

### 3.5 Discipline

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

Reporting. [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.

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<sup>1</sup> Recognizing the challenge of recruiting volunteer coaches, the minimum requirement is two Safe Parish certified adults consistent with the requirements contained herein.

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, by calling 855-O-H-CHILD. A person reporting in good faith is immune from both civil and criminal liability.

### 3.6 Player Safety

#### 3.6.1 Concussions

The Boosters shall comply with [Ohio's Return to Play law](#) regarding concussions, including:

Before practice or play begins for each sport or season, the parent or guardian of each participating child should acknowledge the head injury information sheet.

Before beginning to coach, Boosters shall provide [information on concussions](#) as well as the [requirements of Ohio law](#) to all coaches.

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:

The individual who is serving as the student's coach during that practice or competition

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 per the above, the coach 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 is responsible. Thereafter, the coach 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 is responsible until both following conditions are satisfied:

The player's condition is assessed by a physician or other authorized licensed health care provider

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

#### 3.6.2 Lindsey's Law

Lindsey's Law was enacted in 2017 to address Sudden Cardiac Arrest in student athletes. All Parents, Student Athletes and Coaches are responsible for reviewing the material related to Lindsey's Law and acknowledging their obligations under [Lindsey's Law](#).

Required material may be found via these links:

[Informational Video](#);

[Information for the Youth Athlete and Parent/Guardian](#);

[Parent/Athlete Signature Form](#)

### 3.7 Heat, Inclement Weather, Lightning, Thunder and Thunderstorms.

#### 3.7.1 Lightning or 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 after the last thunder was heard or lightning flash witnessed.

#### 3.7.2 Heat

To prevent heat illness (e.g. heat cramps or exhaustion), Coaches should exercise caution in extreme temperatures, which may include, but not limited to:

- Limiting practice duration
- Allowing lighter clothing
- Providing frequent fluid breaks for rehydration
- Providing for shade

### 3.8 Facility Safety

All Saints Athletic Facilities (Gymnasium and Athletic Fields) should be inspected for safety before practices and games by the relevant Coach or Director. Safety issues need to be brought to the immediate attention of [Facilities Coordinator](#) and/or [Boosters President](#). If a facility issue could comprise the safety of participants and/or spectators, activities should be suspended until the issue is reviewed and/or resolved.

## Section 4.0. Transportation

Absent special circumstances, Boosters shall require parents arrange and be responsible for the transportation of their student athletes to and from all Booster programs. In the event of any transportation arranged through the Boosters organization, the requirements of Section 7 of the Charter shall be followed without exception and are hereby incorporated by reference.

## Section 5.0. Code of Conduct

All who are involved in All Saints athletics are expected to conduct themselves as examples of Christian behavior, consistent with the [Charter's Code of Conduct](#). This is essential to the mission of All Saints Parish, both on and off the field of play. Participation on a team and attendance at practice or game are privileges for players, coaches, parents and fans, and can be revoked in accordance with this Handbook or consistent with the rules of the relevant sport's league.

This Code of Conduct extends to all events or activities sanctioned or sponsored by the Boosters, 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.

In the case of a violation of the Code of Conduct, a coach, other official, or authorized leader may choose to deliver a warning, or if the violation warrants, the individual may be ejected and suspended as follows:

Ejection: A coach, parent or fan who is ejected for any reason must leave the premises (including the field of play, stands, and adjacent areas such as nearby parking lots). If a parent (including a parent coaching the relevant team)

is ejected for any reason, the child must also leave the premises and is subject to the same consequence as the parent, as detailed below.

A player who is ejected from the game is not required to leave the premises. However, if a player (or child fan unaccompanied by an adult) is ejected and required to leave the premises, that child should be supervised by at least two adults until the child is directly under the supervision of a parent or guardian, in compliance with the Decree.

Any violation of an imposed suspension or subsequent violation shall trigger an escalating series of consequences, as follows:

- First Violation- a violation before, during or after a game or practice that results in an ejection will impose a one game suspension. (Attendance at next game is prohibited)
- Second Violation- a violation before, during or after a game or practice that results in an ejection will impose a two-game suspension. (Attendance at next two games is prohibited)
- Third Violation- a violation before, during or after a game or practice that results in an ejection will impose a suspension for the remainder of the season. (Attendance at practice, games and any other team activities is prohibited for the rest of the season)

Severe violations of the Code of Conduct may trigger additional consequences at the discretion of the Boosters President in consultation with the relevant Director, Vice President, and Parish staff.

## Section 6.0. General Policies

### 6.1 Registration

Registration for each sport will be completed through the All Saints website. A link can be found on the [Boosters' website](#). 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 <sup>2</sup>	APPROXIMATE REGISTRATION PERIOD
Fall Sports	Football <sup>3</sup> , Cheerleading, Girls Volleyball, Golf, Cross-Country, Field Hockey, Soccer	April
Winter Sports	Boys Basketball, Girls Basketball, Ski Club	September
Spring Sports	Track & Field, Boys Volleyball, Baseball, Girls Lacrosse, Soccer	January

In leagues not sanctioned by the Archdiocese, teams will follow their principles but still adhere to the mission and

<sup>2</sup> Subject to availability of volunteers and/or interest of student athletes.

<sup>3</sup> Football is run through All Saints Boosters, but open to neighboring/affiliated parishes as defined by the GCYL. Students joining the Football program from other parishes must meet eligibility requirements (either a student at the parish school or active parishioner) in order to participate.

philosophy of All Saints Boosters as set forth herein.

Registration announcements will be placed in the Bulletin, on the Boosters web page, and through the All Saints School communications and Facebook page. All registration fees must be paid at the time of registration for the registration to be considered complete payment will only be accepted through the registration system.

## 6.2 Late Registration

Late registration is available to anyone who misses the registration dates, at the sole discretion of the relevant Director. Children who register late may be placed on a team, as team size allows, in the order in which late registrations were received.

## 6.3 Registration & Booster 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 but are not limited to league fees, referee fees, uniforms, equipment, gym rentals, tournament fees.

The Booster Fee must be paid each school year for each participating family, and supports Booster costs, such as facility upkeep, website fees, administration expenses.

The relevant Director will evaluate fees annually, with any needed input from the Executive Committee. Boosters is willing to assist families as needed with any fees associated with participation in Booster programs. A parent would need to submit a written request to the Boosters President, who will review with the Finance Director.

All fees must be received before an athlete can practice or play a game.

## 6.4 Refunds

The Booster President and Finance Director will review refund requests based on the following guidelines:

If an athlete cannot play due to injury, academic reasons, relocation, or other special circumstance, the parent must communicate in writing to the Boosters President for approval, prior to player evaluations, to be eligible for a full refund.

If the athlete gets injured or quits after being placed on a team, no refund shall be issued.

## 6.5 Athlete Eligibility

6.5.1 All children of families registered and active at All Saints Parish, either students at All Saints School or active participants in a faith formation program (e.g. FLOCK or the equivalent) are eligible to participate in Booster-sponsored programs. The Executive Committee along with the relevant Director shall determine eligibility in conjunction with Parish leadership, as needed. In the event of a question regarding eligibility, the Pastor shall have discretion to decide based on any unique circumstances.

All athletes will play at their grade level unless there is an inadequate number of players, the athlete exceeds the weight requirements for his/her grade level, or there is another unique circumstance requiring grade level changes. In such cases, the Director will recommend the proper team combination in collaboration with the Boosters President and, if required at the discretion of the Booster President, approved by the Executive Committee. Under no circumstances will an athlete play down a grade.

6.5.2 A student athlete who quits a team after evaluations have been completed is not eligible for a competitive (e.g. “A level”) team in any sport for the next three playing seasons (e.g. if a player quits during the Winter season, that player may not play on a competitive team for the Spring, following Fall and following Winter seasons).

6.5.3 Consistent with the Code of Conduct, certain offenses shall carry more significant penalties.

The use of mind-altering chemicals, drugs or alcohol at any time or any place is prohibited by student athletes or student fans involved in All Saints Booster events or activities. No student may, at any time, possess or use mind-altering chemicals, drugs or alcohol, and any violation is subject to the penalties below.

Any communication that is demeaning or derogatory, such as nicknames, slogans, signs, slurs, negative stereotyping, threatening, intimidating, bullying or hostile acts that relate to a protected characteristic (e.g. race, gender, disability).

In the event a violation of either of the above is alleged to have occurred, the issue shall be documented by the coach, athletic director and any other non-parent of the accused student that has knowledge of the incident. The Conflict Resolution Board, as specified in Section 7.0, shall convene to evaluate the issue and determine whether it falls under this section, consistent with the discretion provided in Section 5.0.

Any student who is found to have violated any of the above shall be disciplined in the following ways:

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

The Boosters President, relevant Athletic Director, Spirituality Coordinator, and the Pastor (or his delegate) make the final determination regarding length of suspension based on the severity of the 1<sup>st</sup> offense, but in no case may such suspension be shorter than 2 weeks.

## 6.6 Tournaments

In applicable sports, Boosters will pay the entry fee for two tournaments during the season. Any additional fees are the responsibility of the coach and the parents of the players. Registration in any additional tournaments should be discussed and agreed upon among coaches, players and parents before registering. It is recommended that teams in grades 3-4 play in one preseason tournament, a maximum of two tournaments during the season and the league’s post season tournament; and teams in grades 6-8 play in one preseason tournament, a maximum of three tournaments during the season and the league’s post season tournament.

## 6.7 Additional Sports

6.7.1 Non-Booster Sponsored Teams. Boosters will only sponsor teams approved and monitored by the Boosters Board and adhering to the requirements of this Handbook. Boosters recognizes that coaches and parents may form teams of All Saints athletes outside of Booster approved teams or participate in local clubs (e.g. AAU). However, these teams are in no way affiliated with Boosters, and the teams must provide their own uniforms and equipment. Non-Boosters sponsored teams are not permitted to use the All Saints name or All Saints uniforms.

A Non-Booster-sponsored team, of at least 50% All Saints parishioners, may request gym time through the Booster President. The gym is a parish facility and available to all parishioners, however priority is given to Booster

sponsored teams.

6.7.2 Request to add Booster Sponsored team/activities. Any adult member of the parish in good standing may request Boosters' consideration to add an additional sport (competitive league play, intermural or clinic activities). The applicant should send a write-up of the request to the Boosters' President in advance of a regularly scheduled meeting, and then attend the Board meeting to present the request. The write up and presentation should address, at a minimum: 1) level of interest from the targeted population, 2) structure, league rules or requirements to participate, 3) budget for implementation (any such request must be cost-neutral for Boosters), 4) plan for sustaining the program/sport, 5) any other relevant information. A majority of the full Boosters Board must approve the requested addition.

## 6.8 Team Selection Policy & Process

Boosters follows selection procedures to create the best experience for each student athlete at all skills levels in keeping with our Mission and Philosophy, as well as those of the Charter.

Through grade 5<sup>4</sup>, the focus is on providing an instructional experience. Our goal when players are placed on teams in the early grades through grade 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. The selection process is based on objective assessments of student athlete's skill and ability.

Directors 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 All Saints conform to the parish and Booster philosophies.

### 6.8.1 General Rules for Evaluations

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

The Director must communicate to parents that evaluations are not optional, and an athlete may not miss evaluations unless the Director is notified in writing and approves, at the Director's sole discretion.

For grades 3-5, gym time and coach availability permitting, the evaluations should be one day and span 1-1 ½ hours.

For grades 6-8, gym time and coach availability permitting, the evaluations should span at least two separate days and each 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.

Parent Participation in evaluations:

Until grade 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 a documented medical reason.

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<sup>4</sup> Unless league rules allow for competitive team formation beginning in the 5<sup>th</sup> grade.



Until grade 5, if a Booster Board member, including a Director or coach, has a child being evaluated at a specific grade level, and he or she will also be a head coach, he or she must designate at least one additional independent evaluator to ensure that the evaluation is conducted properly.

For grades 6-8, if a Booster Board member, including a Director or coach, has a child being evaluated at a specific grade level, he or she may not attend evaluations and is responsible for designating an alternate to ensure that the evaluation is conducted properly.

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

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

The Director shall provide criteria to the evaluators to evaluate the players. 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 confidential. Any evaluation information should be collected and turned into the Lead Evaluator and kept by the Director. All inquiries and discussion of rankings shall be managed by the Director. If requested, Parents will only be provided evaluation data for their child. Any breach of this information is a violation of the Code of Conduct.

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

#### 6.8.2 Competitive Team Evaluations

Evaluations for “competitive teams” (generally Grades 6-8 Basketball and Volleyball) will include an independent evaluator identified by the Director. The independent evaluator will provide input into the process and selection of “A” teams. The Director and “A” team coach will own the final selection decision/process.

#### 6.8.3 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 Director.

If a previous year’s evaluation of an All Saints Booster sponsored team information is available, it may be used as part of the evaluation.

An evaluation from a previous coach regarding the athlete’s talent and character from previous All Saints 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, Director and “A” team coach, if applicable, 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 Director.

#### 6.8.4 Team Selection Process for Instructional Teams (Through Grade 5)

Selection will occur after an evaluation of all players that have registered is completed and the Director determines the appropriate number of teams to maximize participation by all registered players.

The preferred procedure used for selection of players is a draft, though the Director has discretion in determining the selection method, if the process is approved by the Boosters President and communicated to parents in advance of team selection.

The lead evaluator should be available during the draft and open to discussing strength and weaknesses of student athletes based on their observations.

The Director and lead evaluator shall assign each registered player a ranking.

Parent head coaches will have their child placed on their team. The child should be considered a draft pick according to their rank.

Only head coaches may participate in the draft. Assistant coaches are selected after the draft. In other words, a head coach can't pick his or her assistant before the draft.

#### 6.8.5 Team Selection Process for Competitive Teams (Grades 6-8)

Prior to the selection of the teams, the Director must determine the number of teams at each grade level. 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 Director, in consultation with the A Team Coach, should determine the number of teams, which teams will be competitive and recreational, and number of players on each team.

An A Team should always be selected, unless otherwise approved by both the Director and the Booster President.

Additional competitive teams should continue to be formed, subject to relevant league rules, if 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.

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 director. 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, unless injured (see Section 6.8.3).

Prior to the selection of teams, the Director must communicate to the parents that if an athlete is to be part of a competitive team, this sport must be the athlete's priority. It will be unacceptable to an athlete to miss practices or games for another sport/team's commitment. If the sport is not priority, the student athlete may be placed on a less competitive team.

Any athlete eligible to play after the competitive team(s) have been selected will be assigned to a C or Recreational

Team.

Directors are charged with the responsibility of ensuring an effective selection process and timely resolution of any issues. If the Director has a child at the grade being evaluated, he/she should ask the President to stand in or assign someone on the Board for evaluations.

The Director has the authority to modify the above process only if such modification is approved by the Boosters President in advance of evaluations and if the modification is clearly communicated prior to announcing the teams.

#### 6.8.6 Team Announcements.

Team announcements must be made by the Director only and should occur simultaneously for all teams. Once teams are announced they are not subject to change, unless approved by vote by the Booster Board.

The team evaluation and selection information is confidential and should not be shared with anyone outside of Boosters. Anyone other than the Director sharing information with parents, athletes, or those without a need to know is a violation of the Code of Conduct.

The team announcement should include the following information:

- Head and Assistant Coaches names (if available) and contact information
- Team Roster including any contact information
- A copy of the Code of Conduct
- 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 director, then the Booster President
- Any practice, game and tournament schedule information
- Expectations of prayer and commitment to Boosters Catholic mission
- Discussion of the team service project and team mass date
- Discussion of the expectation of parental involvement including working concessions/admissions, etc.
- Expectations of care for and return of the issued uniform

#### 6.9 Expectations of Coaches

##### 6.9.1 Faith Expectations

In keeping with the Boosters philosophy, Coaches are expected to foster our Catholic faith as a key part of the student athlete's team experience. At a minimum, each coach will:

Share at least one prayer at each practice and game and (ideally) praying together with the visiting team at all home games

Plan (or have his or her student athletes plan) and execute a team service project to during the season

Designate at least one mass for the team to attend together during the season

If a candidate for head or assistant coach has coached previously, past parent evaluations will be reviewed for consistency of the above-mentioned criteria.

#### 6.9.2 Playing Time

It is expected that coaches communicate the playing time requirements to both parents and athletes prior to the season. For Instructional and Recreational teams, equal playing time is expected over the course of the season. Competitive teams should follow any League rules on playing time, however, all players should have approximately 25% playing time in each game, which may average out over the course of a season. If a conflict exists between league rules and Boosters requirements, Boosters' requirements shall control. Coaches must have a system in place to monitor and comply with this requirement.

Deliberate attempts to humiliate opponents by running up the score is inconsistent with our philosophy and cause for Coach and/or player discipline.

#### 6.9.3 Coach Selection

Coaches will represent All Saints with a high-level of sportsmanship, integrity and respect towards team, parents and opponents. To be considered to coach at All Saints, the following criteria must be met:

- Adherence to Booster's Handbook and Code of Conduct
- Support of the philosophy around ministry and faith formation
- Safe Parish approved and all requirements up to date
- Completed the mandatory concussion and Lindsey's Law Education requirements
- Be over the age of 21
- Knowledge of the sport fundamentals and rules with the goal to develop each child to the best of his or her ability
- Ability to communicate with children and parents, especially in difficult situations
- Time availability and dependability
- Commitment to treat each child fairly, ensure that every student athlete participates in all practices, and playing time guidelines are followed
- Post season survey responses (if previous experience with All Saints Boosters) or feedback from previous coaching experiences will be considered as part of the Coach selection process

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 team; however, the Director will ensure compliance with the Decree in the event a coach or coaches of the "A" team are not parents. A Director and Booster President may recommend a parent coach to the Executive Committee if they believe he/she is best qualified.

The Executive Committee must approve all recommended head coaches. This list should be presented to the Booster's President for consideration and approval..

The All Saints Boosters appreciate the time commitment a coach invests. However, there is 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. Directors will do their best to find the coach who best meets all the criteria mentioned above, when there are two or more coaches who exemplify these criteria equally, the Booster President and Director will choose the coach based on solicited feedback and interviews, if necessary.

Coaches that are selected are required to start and finish practices in a timely manner. A coach may never leave a child at a game or practice site without adult supervision.

#### 6.9.4 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 relevant Director must approve all recommended assistant coaches.

All Coaches selected for each season shall participate in a Coaches' Meeting as detailed in Section 9.0.

#### 6.9.5 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. Directors 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 or other consequences may be imposed at the discretion of the Director.

#### 6.9.6 Coach's Meeting with Parents

The head coach must 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.). The meeting should cover the topics below:

- Coach's welcome and share background
- Review Boosters Statement of Purpose
- Share team goals for Spiritual Development
- At least one prayer at practice and games as a team
- Team Mass
- Service project plans
- 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 Parent’s Code of Conduct (Section 8: Catholic Youth Athletic Code of Conduct)
- Review responsibilities of the parents – concessions, etc.
- Communications-Discuss the best ways and times to communicate between parents and coaches
- Share conflict resolution procedure and expectations
- Share what parents will receive in terms of communications throughout the year (amid-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

The All Saints 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 All Saints Boosters.

Concerns (not related to immediate safety issues or Safe Parish concerns subject to Section 3.0) should first be discussed verbally with the coach/parent/director/student in question. Concerns should be addressed promptly, do not wait until the end of the season if a resolution is expected.

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. Issues should not be addressed immediately following a game or practice unless both parties have agreed to meet in advance. Both parties should document conversations as necessary.

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

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 only be accepted during the season in which the sport is played and for one week following the conclusion of the season.

### 7.1 Conflict Resolution Committee

The Conflict Resolution Committee will consist of the following Members:

Pastor (or his delegate) – Chair

Booster President

Director of Spirituality

Appropriate Athletic Director

If the Conflict involves any of the members of the Conflict Resolution Committee, the member will recuse themselves from the committee and the remaining members shall designate the appropriate replacement.

Unless subject to section 6.5.3 the steps for resolving conflict will be:

**Conflict with Coach or Director**

- Speak directly to Coach or Director
- If not resolved, contact Booster President
- If not resolved, submit Conflict Resolution form to Parish Liaison

**Conflict with a player**

- Speak directly to player
- If not resolved, speak to player's parent(s)
- If not resolved, contact Director and/or Booster President
- If not resolved, submit Conflict Resolution form to Parish Liaison

**Conflict with a parent**

- Speak directly to parent
- If not resolved, contact the Coach or Director
- If not resolved, contact the sport Booster President
- If not resolved, submit Conflict Resolution form to Parish Liaison

**Section 8.0. Boosters Board Meetings**

The Boosters Board will meet during the evening on the first Thursday of each month.. Any changes to this regular schedule of meetings will be communicated at least three (3) 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 and Board members' availability 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. If 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 24 hours 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. If a Board Member must miss a meeting, he or she is expected to communicate that absence in advance. 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.

### 8.1 Booster Board Election Process

If a position is available on the Boosters Board, any internal position moves will be discerned prior to broad communications of the positions open, to allow for current members to take an open role if appropriate.

Positions available on the Boosters Board will be communicated broadly to the Parish (Booster & Parish website, Parish Bulletin and PTO communications and Facebook page) and will include a brief description of the respective Board Member's responsibilities.

Candidates will be asked to attend a Boosters meeting where they will introduce themselves to the Board. 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.

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.

### 9.0 Coaches Meeting

It is expected that the Booster President will attend each Coaches' Meeting and 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. These meetings should include a discussion on Coaches' Ministry, spirituality expectations and virtues.



## ***Archdiocese of Cincinnati Charter on Catholic Youth Athletics***

# **Code of Conduct**

### ***Spirit of Catholic Youth Athletics***

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

### ***Adherence to Laws, Rules and Policies***

Catholic canon law and Archdiocesan laws and policies including, but not limited to, the Archdiocese of Cincinnati *Decree on Child Protection*. Federal, state, and local laws and ordinances.

The mission, goals, principles, and policies of the *Archdiocese of Cincinnati Charter on Catholic Youth Athletics*, and those of the Organizational Documents of participating athletics organizations and leagues.

### ***Specific Violations***

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

**Recruiting:** No recruiting for athletic purposes or to enhance a team's competitive advantage is permitted.

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

**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.

**Running up the score:** It is not permitted to humiliate an opposing team by playing in such a way to intentionally run up the score after the outcome of the game is no longer in question.

**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.

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

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

**Alcohol, tobacco, illegal controlled substances:** No alcohol, tobacco, or any illegal controlled substance is permitted at practices, league competitions, or tournaments where children are present (such as "tailgating" where alcohol is present). Athletics organizations are expected to establish and communicate zero tolerance policies regarding alcohol, tobacco, and illegal controlled substances at competitions, tournaments and gatherings where children are present.

### ***General Violations***

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

*Archdiocese of Cincinnati Catholic Youth Athletics Charter*  
Promulgated on March 1, 2014 [www.catholiccincinnati.org](http://www.catholiccincinnati.org).



