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# **St. Albert the Great Athletic Association Policy Manual**

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*THIS POLICY MANUAL WAS OFFICIALLY ADOPTED BY THE ST. ALBERT ATHLETIC ASSOCIATION BOARD ON JUNE 22, 1987 AND IS REVISED AS REQUIRED.*

Revised 2/1/2008  
Revised 6/10/13  
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# Policy Manual

**1. Purpose.** The following are guidelines, principles and policies established by the St. Albert the Great Athletic Association Board in order that the volunteer coaches can fully understand their responsibility to the school children, to the Parish community, and to the Athletic Association Board. Also, this manual includes expectations for Coaches, Athletes, and Parent/Guardians. This document also serves to communicate the policies between the Athletic Association Board, Parents/Guardians, and school administration. It is the intent of this Policy to comply with the Archdiocese of Cincinnati *Charter on Catholic Youth Athletics*

The purpose of the Athletic Association is stated in the Constitution as follows:

- A. To serve as the officially recognized organization which provides, promotes, directs and administers all athletic programs sponsored under the name of St. Albert the Great Parish;
- B. To promote spiritual, physical, mental, and social growth through the various athletic programs sponsored by the Parish;
- C. To cooperate with the Parish Council and Education Commission to achieve the goals and objectives of the Parish;
- D. To promote fund raising functions within the overall framework of the Parish in order to finance the sponsored athletic programs.

**2. Philosophy.** Grade school sports are frequently the student's only exposure to athletics as a Participant. The Athletic Association wants to provide that participation opportunity for as many Students as possible. Participation in amateur athletic programs should be a learning and growth experience while providing enjoyment. All players need to actually compete in games and practices to maximize their learning experience and to develop skills. Therefore, each coach is obligated to follow the participation guidelines outlined later in this St. Albert Athletic Policy Manual and Archdiocese of Cincinnati *Charter on Catholic Youth Athletics*

Athletic coaches should realize that students have other obligations and activities that may or may not be as important as athletic involvement. Family, church, school, scouting, choir, and part-time jobs all compete for the student's time and interest. As part of the process in becoming a well-adjusted adult (maturing), the student must use good judgement in developing their athletic commitments.

**3. Board Members** The board is made up of the following positions: Athletic Director, Assistant Athletic Director, Secretary, Treasurer, Sport Coordinators, Blue Sombrero Coordinator, Uniform & Equipment supervisor, and Parish Center Scheduler. Board term is 3 years long. Parish members or Parents interested in serving on the board may submit a request to serve to the board. The board will select new members as old members finish their terms. Special nonvoting representatives to the board are the following: Parish Council representative, Spiritual Liaison, CYO representative, and School representative.

- A. The Athletic Director position is filled each year by the previous year's Assistant Athletic Director. The position is only held for 1 year. The new Athletic Director chooses from the current board

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members an Assistant Athletic Director.

- B. The Assistant Athletic Director is chosen by the Athletic Director from the current board members. The Assistant Athletic Director serves in this position for one year and then becomes the Athletic Director for the third year of their term.
- C. The Secretary serves in this role for 3 years.
- D. The Treasures serves in this role for 3 years. Must supply monthly bank statements at each board meeting.
- E. The Sport Coordinators serve in these roles for 3 years and are expected to work on at least 2 sports.
- F. The Blue Sombrero Coordinator, Uniform & Equipment supervisor and Parish Center Scheduler serve in these roles for 3 years and are expected to work on at least 1 sport each year.
- G. All Board members are expected to work all the Fund Raisers that are run by the Board.
- H. Board members who do not attend the monthly meetings or fail to perform assigned duties may be removed from the board by a Board vote. The member is to be given written notice before a vote is taken.
- I. The Spiritual Liaison is appointed by the Pastor and serves in a role to provide spiritual materials, prayers and life lessons to be worked into the practices and games.
- J. The CYO rep attends CYO meetings and provides updates to the board.
- K. The Parish Council rep attends board meetings and provides reports and information from the Parish Council.
- L. The School rep attends board meetings and provides reports and information from the School.

**4. Player Eligibility.** The following eligibility requirements must be met in order to participate on a team.

- A. Participants must be one of the following:
  - A student attending public school can play with St Albert if their school does not offer the sport. They must complete the following CYO form: Application for participation attending public school. The form can be found on the Dayton CYO website and must be completed, approved and submitted with the team rosters to CYO.
- B. A student attending St. Albert the Great School or a Parish member enrolled and regularly attending St. Albert Religious Education (RE) Programs in the current school year. A student of an adjacent Catholic Parish that does not offer the particular sport or does not have enough students to make a team for a given grade.
- C. If a student leaves St. Albert the Great School or withdraws and stops attending Religious Education RE classes then they will be ineligible to play. Students moving to public school must continue RE program enrolment. Special situations maybe approved by the St Albert Pastor.
- D. The student is expected to play for St. Albert the Great for the entire school year, unless the student's family residence moves to a different locale and parish.
- E. Student and their parents ***are required*** to read, understand and sign the Student & Parent Codes of Conduct, which is included in the School and Religious Education Handbooks, and return it to the school office. Parents as well as students are to conduct themselves in a manner consistent with the philosophy of St. Albert the Great Parish. Any violations in this policy may result in suspension or removal of either the parent or student from participation in athletic programs. Any exceptions or appeals to the eligibility policy are to me made to the St Albert Athletic Director.

## 5. Sport Registration.

- A. The Athletic Board will conduct a registration for each sport during the school year .
- B. Registration periods will be at least two weeks in duration.
- C. Registration will be coordinated by the Sport Coordinator according to the following schedule:

<u>Spring (Fall Sports)</u>	<u>Fall (Winter Sports)</u>	<u>Winter (Spring Sports)</u>
Soccer (CYO,SAY and Stars)	Boys Basketball	Boy's and Girl's Volleyball
Golf	Girls Basketball	Baseball (Peewee)
	Basketball (Peewee)	Track (Munchkin & CYO)
- D. Registration will be conducted online via the St. Albert the Great Athletics website powered by Blue Sombrero. Registration fees can be paid by credit card when registering. The Athletic Board Treasurer will collect and record the fees.
- E. Students will not be permitted to register for another sport if:
  - i. Uniforms and equipment have not been turned in from previous participation.
  - ii. There are unpaid fees from any previous participation.
  - iii. Unresolved violation of prior Code of Conduct by Athlete or Parent/Guardian.
- F. **To provide CYO with the appropriate information, it is important that each student sign up within the announced registration period.** The Athletic Board uses the registrations to determine the number of teams that will compete in the upcoming season. The Sport Coordinator must form teams with an adequate numbers of players, and secure two coaches per team before CYO league entry deadlines. **Therefore, we cannot guarantee a spot on a roster for individuals who have not signed up by the announced registration deadline date.**

## 6. Sport Coordinator Responsibilities.

- A) Determine equipment and uniform needs and work with Uniform/Equipment Coordinator (if one appointed) to address these needs. This should be done several months before the season begins to assure proper time to order uniforms.
- B) Coordinate the sport registration process :
  - i. Send a flyer home with each eligible student (St. Albert School and Religious Education) on first day of registration period.
  - ii. Send email announcements to all contacts in Blue Sombrero.
  - iii. Ensure registration is open on Blue Sombrero.
  - iv. Place announcements in Church bulletin for at least two weeks (Sunday before start and Sunday during registration period).
  - v. Place weekly school newsletter announcements during the registration period.
  - vi. Request that PA announcements during school be made during registration period as a reminder for students (optional)
  - vii. Place sign-up announcement on the Athletic Association website.
- C) Complete CYO team placement form designating which league team should be placed in, based on ability level of team members.
- D) Assist the Treasurer in the collection of any registration fees submitted to the school or rectory. .
- E) In forming teams, if more players are needed to field a team, see if there are children in St. Albert

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who are one grade higher or lower (but not below 4<sup>th</sup> grade) that do not have their own grade team that might be eligible and interested to play. CYO allows a maximum of 2 older players to play on a lower level team and any number of younger players to play up one grade. In some cases, you may need to contact nearby parishes for additional players. This should only happen when the other parish is also having a similar need for players. Players cannot be “recruited” from other parishes.

- F) Schedule evaluations/tryouts. **Minimum of 2 sessions to evaluate 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> grade A&B teams, and 1 evaluation session to divide 4<sup>th</sup> and 5<sup>th</sup> grade teams equally.** In competitive leagues (A & B teams), impartial observers should be used to evaluate players and make team selections. Prospective coaches will be able to offer input as to team makeup once impartial observers make initial selections. Setup time with scheduling coordinator for use of Parish Center and send out flyers announcing evaluations to players. Based upon the above mentioned evaluations/tryouts it will be the discretion of the Sport Coordinator and the coaches involved in the evaluations/tryouts to determine if it is the best interest of the students to have A&B teams (7<sup>th</sup> & 8<sup>th</sup> grades only) or to split the teams equally.
- G) Determine number of teams at each level.
- H) Select team head and assistant coaches. See Section 7, “Coaching Eligibility.”
- I) Verify that coaches have completed VIRTUS (Child Protection Class) and have completed the required background check.
- J) Review the Athletic Board participation guidelines with coaches prior to practices starting.
- K) Complete team rosters listing all team members and obtaining signatures of Athletic Director, Pastor, and Principal.
- L) Submit roster print out of registration list from Blue Sombrero, and entry fees (obtain check from treasurer) to CYO office by deadline. Also include scheduling conflicts, (ex. Sacrament dates, scout outings, musicals, science fairs (local and regional), power of the pen, etc. so that CYO will not schedule a game in conflict.)
- M) After a season begins, new registrations can be accepted and team members added within certain periods for each sport. Check the sport rules on the CYO website for the applicable periods.
- N) Before the first practice, give roster list from Blue Sombrero to coach. The lists include the parent/guardian acknowledgements for medical release and emergency contact info.
- O) Provide notification to all coaches of date, time, and location of CYO coaches meeting. Coaches will receive game schedule at this meeting.
- P) Assist Athletic Board’s Scheduling Coordinator in scheduling team practices.
- C) Arrange time with coaches to handout equipment and uniforms.
- D) Schedule team pictures (optional). See board members for photographer recommendations. Request use of school cafeteria via Parish Office
- E) Conduct Parent/Coaches Meeting. Topics of meeting:
- Behavior/Conduct (Coaches, Parents/Guardians, Players)
  - Email coach evaluation forms for all players.
  - Calendar (Practice start, game start, end season)
  - Each coach should receive a copy of this Policy Manual. Make parents aware of Policy Manual and how to obtain from web site (Participation guidelines, suspension policy).
  - Inform coaches that any information to be supplied for publication (in newspapers, newsletters, or websites) must be reviewed first by the Athletic Director.
  - Lines of communication (Coach, Sport Coordinator, Athletic Director)
- F) Collect uniforms and equipment at end of season. Provide board with a list of students who did not return the uniform or equipment.

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- G) Order trophies for league/tournament winners as described in Section 16. Awards.
- H) Review coach's evaluation forms and make notes for next year.
- I) Provide coaches' list to Treasurer for refunds (head coach and one assistant coach per team.)
- J) Provide a Coordinator Handbook for the sport, which includes rosters, coaches, practices and any other information that would be necessary to oversee that sport. This will be used for future references for new Sports Coordinators.
- K) Provide a proposed budget to the Athletic Association for the upcoming year for their specific sport.

## 7. Coaching Eligibility.

- A. It is at the discretion of the Sport Coordinator, and ultimately the Athletic Board, as whether someone ought to be eligible to coach. The following criteria will be taken into consideration when determining eligibility.
  - i. Age Requirements
    - a. Head coaches should be at least 21 years of age.
    - b. Assistant coaches should be at least 19 years of age and have graduated from high school.
  - ii. Gender Requirement: Single-sex athletics teams must have at least one adult of the same gender as the players.
  - iii. Other Criteria:
    - a. Virtues – Lives values and virtues of the Catholic faith whether or not a member of the Catholic Church.
    - b. Capabilities – Knowledgeable about the sport and prior coaching/volunteer experience.
    - c. Rapport – Exhibits positive rapport with both children and adults.
    - d. Maturity – Exhibits appropriate maturity (e.g. level headed, able to control temper, accepts criticism, etc.)
    - e. Commitment – Able to commit the time necessary for preparation, practices, and games.
- B. Preference will be given to those that are active, practicing Catholics who are in good standing with the Church and active at St. Albert the Great.
- C. In order to coach, individuals must be in compliance with the Archdiocese of Cincinnati *Decree on Child Protection*, including attending a VIRTUS Child Awareness session and submitting to fingerprinting and a background check.

## 8. Coaches' Responsibilities

- A. Compliance with this Policy, the Coaches' Code of Conduct and the Archdiocese of Cincinnati *Decree on Child Protection*
- B. Complete training on concussions and the requirements of Ohio law regarding head injuries.
- C. Represent the team with a high level of sportsmanship, integrity, and respect towards the players, parents, officials and opponents at all times.
- D. Support and assist in the spiritual, emotional, social and physical development of all players.
- E. Reinforce with the players and their families the importance of faith and religious practices.
- F. Ensure that prayer happens at each practice and game.

## 9. Practices.

- A. At least two adult coaches or parents must be present at all practices who have completed VIRTUS

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and Concussion training. For single sex teams, one of the two adults must be of the same gender as the players.

- B. Practices should be structured in order that all team members receive equivalent instruction and practice time. In no case, except for disciplinary reasons, should a coach consistently concentrate his/her instruction time on certain players (i.e. starters or regulars) due to the exclusion of other team members. The number and duration of practices should take into consideration the grade level of the children. The Sport Coordinator for a particular sport will decide if the number and length of practices are inappropriate.
- C. The head coach should differentiate between excused and un-excused absences. Conflicts will occur, but the coach should require that he/she be contacted called whenever a child will miss a practice. Attendance problems can be avoided by publishing an attendance policy, team rosters, and the schedules for practices and games. Coaches are strongly encouraged to send home this information along with general team guidelines. A coach/parent/athlete meeting, early in the practice season is an effective way to communicate positive expectations and goals.
- D. No practices are permitted to be scheduled or conducted during the following, whether at St. Albert the Great facilities or not:
  - a. Sundays and Holy Days prior to 1:00PM
  - b. Holy Thursday, Good Friday, Holy Saturday, or Easter Sunday
  - c. When players will be attending religious education, sacramental preparation programs and the like. If conflicts occur, the religious programs, sacramental preparation programs and the like take precedence and in no case are players to be penalized for missing practice.

## **10. Games.**

- A. The head coach must have the assistant coach or a parent volunteer who has completed VIRTUS training available at all games. .
- B. Coaches must abide by the Participation Policy section 17.

## **11. Gyms, Practice Fields, and other Facilities.**

- A. The scheduling and renting of gyms and practice fields for games/practices must be accomplished through the St. Albert Athletic Association Scheduling Coordinator or Sport Coordinator.
- B. Parish Center Use Guidelines
  - i. Opening Parish Center for practice:
    - a) The Parish Center South door should automatically unlock for each scheduled practice and automatically lock at the end of the evening. If the doors do not open the coach should contact the sports coordinator to have a person with a swipe card to open the door for that practice.
  - ii. The team waiting to practice should be respectful of the team still practicing and wait quietly.
  - iii. Closing Parish Center

- a) Put away all practice equipment in designated areas. (Unless another team is practicing later). Baskets put in the up position and volleyball net taken down and put away.
- b) The main lights in the gym are motion activated and will turn off automatically once activities have ended.
- c) Check bathrooms, make sure lobby doors to outside are closed and latched, and turn off bathroom and lobby lights. Please leave four corner lights on as a security precaution.
- d) Exit through south door (by playground).

**iii. To insure the safety of those inside and avoid vandalism and ensure the safety of student athletes, it is important that coaches know who is in the Parish Center or Gym during practice times and to keep the main Parish Center doors (lobby doors) locked during practice. Late arrivals and coaches can enter through South doors. At any time, a Coach has the right to request a person(s) to credential themselves and make a determination on whether an observer is welcome in a practice session.**

## **12. Uniforms and Equipment.**

- A. Uniforms and equipment are to be issued by the Sport Coordinator prior to the first game.
- B. A detailed list needs to be kept of all equipment issued in order to facilitate its collection at the end of the season.
- C. If items are unreasonably worn, do not fit properly, or are missing, contact the appropriate Sport Coordinator.
- D. At the end of the season, coaches are responsible for collecting equipment/uniforms and forwarding them to the Sport Coordinator. The replacement cost for lost or damaged Athletic Association uniforms and equipment will be the sole responsibility of the student and parent.
- E. **Uniforms are only to be provided by the Athletic Association. No uniforms (including special warm up apparel, socks, etc.) are to be provided by anyone outside the Athletic Association without the approval of the Athletic Board. .**

## **13. Purchasing.**

- A. Required items should be requested through the Sport Coordinator. The items should be part of the budget submitted by each Sport Coordinator. Purchases must be pre-approved by the Athletic Board.
- B. Coaches and/or parents will not be reimbursed for any purchases unless prior approval is obtained from the Sport Coordinator or the Athletic Board.

## **14. Participation Fees.**

- A. The Athletic Board will establish the fee for each sport.
- B. Fees must accompany registration for each player including players of prospective coaches.
- C. When coaches are selected, the Athletic Board will provide refunds to the Head Coach and the Assistant Coach of each team. For Track, the Athletic Board will refund each coach of the age groups and specialty coaches eg.(shot, discus, and high jump).
- D. If a fee cannot be paid because of a particular hardship, it should be brought to the attention of the appropriate Sport Coordinator or Athletic Director.
- E. Active members of the Athletic Board will be exempt from participation fees.

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## 15. Transportation.

- A. Liability coverage for injuries incurred by a passenger in a private vehicle fall under the driver's personal auto liability insurance policy..
- B. Other than their own children, coaches and other St. Albert Athletic Association volunteers must not transport one child alone.

## 16. Awards.

- A. Each team member of a team that is League Champion, League Co-Champion or League Tournament Champion will receive a trophy, unless one is provided by the league.
- B. If a team is both a league winner and a tournament winner, only one trophy is awarded.
- C. In lieu of trophies, teams may choose an alternate award, such as a plaque or t-shirt.
- D. Trophies are not awarded for an intramural program like Peewee baseball or CYO leagues where team standings are ***not*** kept.
- E. All decisions regarding the awarding of trophies, plaques, t-shirts, patches, etc., is the exclusive province of the Athletic Board.
- F. **Parents and coaches should not purchase trophies or awards on their own for presentation.**
- G. No student permanently dismissed from the team for academic or behavior reasons should receive an award if the team should win league or tournament.
- H. Patches may be awarded in special situations, but only if specifically agreed to by the Athletic Board. Some special situation examples are:
  - i. A St. Albert team coming in second place to a first place St. Albert team.
  - ii. An 8th grade team in second place to acknowledge special effort or improvement.
- I. The Athletic Board specifically forbids the issuing of individual awards for most valuable player, best point average, etc. **All awards are to be team based.**

**17. Participation Policy.** Although St. Albert's administers a competitive sports program, it is within the framework of a "no-cut" policy and geared towards a two-tiered system of participation. This two-tiered system is committed to a very strong emphasis on high levels of participation in the lower grades (1-5), while allowing a more competitive program in the upper grades (6-8) in preparation for high school athletics.

### St. Albert the Great Athletic Participation Policy

<b><u>Sport</u></b>	<b><u>5th Grade and under</u></b>	<b><u>6th- 8<sup>th</sup> Grades</u></b>
Boys & Girls Soccer	Equal playing time*. This includes tournament play.	Each student should play in every game.
Volleyball	Each student should play a minimum of one-half of each game. This includes tournament play.	Each student should play in every game.
Boys & Girls	Equal playing time*. This includes	Each student should

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Basketball	tournament play.	play in every game.
Coed Baseball	Each student should play at least two innings of defense, bat once, and start every other game.	Each student should play in every game.
Coed Pee-Wee Baseball (Grades 1-3)	Each student should play at least two innings of defense and start every other game. (All children bat in a continuous batting order).	Not Applicable.
Track	Due to the nature of this sport, a participation policy is not applicable. It is expected, however, that reasonable participation will be promoted.	

\*Players are expected to have roughly equal playing time, which means playing at least one-half of each game. However, coaches can reduce playing time if the player has not attended practice regularly or is late to a game. As noted in Section 9.C., attendance policies are at the head coach’s discretion and should be communicate to parents and players.

**Only those players listed on the team roster shall be permitted to participate in any game (regular season/tournament) unless prior approval has been obtained from the St. Albert Athletic Association. Under no circumstances should someone not listed on the team roster, receive playing time in a game. Violations of this policy may result in the suspension and/or permanent replacement of the coach.**

**18. Complaint handling/Escalation.** Parents should communicate any issues, concerns, or complaints to the Head Coach.

- A. If the Head Coach does not resolve the issue, or if the parent is uncomfortable approaching the Head Coach about the issue, the parent should contact the Sport Coordinator.
- B. If the Sport Coordinator cannot resolve the issue, he/she will escalate to the Athletic Director.
- C. If the Athletic Director cannot resolve the issue, it will be escalated to the Athletic Board.
- D. Any matter that cannot be resolved by the Athletic Board can be brought to the attention of the Parish Council.

**19. Coach Evaluations**

- A. The Athletic Board will send out a survey after the conclusion of each sport season asking parents to evaluate coaches.
- B. The survey will be sent either via a web-based tool or via mail.
- C. The Athletic Board will review the evaluations and use them to identify and address any issues with coaches.
- D. Parent’s comments on the evaluations will be kept anonymous.