

# **St. Gabriel Consolidated School**

## **Athletic Booster Handbook**

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Revised: June 2008

## **St. Gabriel Consolidated School Booster Mission Statement**

The mission of St. Gabriel Consolidated School (hereafter abbreviated, SGCS Boosters) Booster Program is to emphasize in and for our youth, the development of athletic skills, knowledge of the sport, and good sportsmanship honed in an environment, which encourages the participation of all children of common Catholic/Christian values.

### **Statement of Philosophy for St. Gabriel Athletic Boosters**

As Christians, we are called to serve others. As parents, coaches, teachers and administrators we are called to serve our children and each other, therefore, we have significant influence on and interaction with our Catholic students. Our actions will play a role in the Christian development of our students, parents, coaches, teachers, and administrators. This experience should be an opportunity to create positive feelings in all participants as they develop a stronger bond of Christian community and family.

SGCS Boosters Organization exists to provide opportunities for our youth to develop in a positive environment of Christian values and sportsmanship. Our priorities are to teach our children to have fun at sports; to learn life long skills; to play hard and fair; to respect their teammates, coaches, officials, and parents; to win with humility and lose with grace; and most importantly, that God has gifted each and everyone of us with talent that shines through in many different ways that unites us to Him as the Body of Christ.

Our Booster organization shares equally with the administration, staff, Education Advisory Commission, PTO and Board of Pastors in fostering strong Christian values by the way we speak and the way we act. The SGCS Booster program is an organization of the St. Gabriel Consolidated Catholic School.

Children play sports to have fun. This should not preclude the concepts of a program built on discipline, respect, organization and best effort.

Our objectives as an organization are:

- To promote and sponsor athletic activities for members of the school, taking into consideration their spiritual and scholastic development.
- To provide these activities in a Christian environment under supervision and guidance of elected or appointed adults.
- To develop a program of athletics that promotes teaching of team and individual sports.
- To supervise the overall scope of the athletic program including teams, coaches, coordinators, and volunteers; all within the realm of CYO guidelines and guidelines established by this organization.
- To raise, manage, and account for funds for the purpose of operating the athletic program.

### **Primary Components Of The St. Gabriel Consolidated School Boosters Program**

### **Education and Learning:**

Board members, directors, coaches, and parents must be dedicated leaders and teachers of our children. Specifically, we must teach and exhibit:

1. An understanding of the game-rules, positions, equipment, strategies and terminology.
2. The importance of teamwork
3. The importance of practice and preparation
4. The significance of following rules for the team, overall program of SGCS and CYO league
5. Sportsmanship

### **Individual Development:**

Children want to develop as players. Comparing one player to another is not as important as the child's own perception of his/her improvement. Individual development goals are:

1. Improve individual strength, speed, endurance and self image
2. Be positive rather than critical
3. Create a feeling of success and significance

All players want to win. Winning games should be one part of player development. Yet losing can be just as important. Understanding how to lose is important and helps develop maturity and it gives all of us the opportunity to practice losing with grace.

### **The Parents Role:**

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:

1. Parents should choose the proper sports environment for their child. This includes their child's age and maturity, type of sport, and physical requirements to play a sport.
2. Parents need to tell themselves and their child that sports is only a small part of life.
3. 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 – being a good sport at games, practices, and at home. Parents should give positive reinforcement, both to their child and their child's coaches.
4. Parents must demand safe, healthy facilities and playing conditions.
5. Parents, coaches and coordinators should provide sports play opportunities for all youth regardless of race, creed, sex, economic status or ability.
6. The SCGS Boosters Board recognizes that there are extenuating circumstances where adherence to the items listed above may require special consideration or modification. The individual Boosters Sport Coordinator will review the special circumstances and determine if a deviation from these guidelines is appropriate. If the guidelines listed are modified, it is the responsibility of the coach to coordinate and advise the team parents of such change.

### **Christianity and Sportsmanship:**

Each child shall be encouraged and called upon to recognize the needs of others, respect the rights of others, and respond in a Christian way to others including teammates, opponents, parents and coaches.

**SGCS Sports – A Comprehensive and Balanced Program:**

The SGCS sports program shall be based upon maximum participation. Each program shall establish appropriate policies and guidelines that ensure maximum participation, meaningful play and appropriate competitive environment for each age and development level of the children. These guidelines include:

1. Children, parents and coaches must abide by the codes of conduct in this manual.
2. Parents must insist that youth sports participation not detract from the child's academic progress and responsibilities.
3. Any child desiring to play a SGCS sport should be afforded that opportunity to the maximum amount possible.
4. It is our intent that each child will participate in every league contest, game or scheduled event at all grade levels. We urge balanced and reasonable participation of each child in each sport in all games at all levels.
5. Exceptions to participation:
  - a. Absence from school due to illness denies same day participation in a game or practice.
  - b. Failure to participate in scheduled practices prior to league contests, games or scheduled event could preclude participation.
  - c. Disciplinary cases where play is withheld for infractions against the student athlete code of conduct.
  - d. Maintain passing grades in all subjects.

## **General Policies**

### **Parents Responsibilities**

The parents are important to the Boosters organization and will be supportive of Student Athletes, Coaches, the Booster Board, and the School staff. The student athlete's parents must abide by all rules of their sport, Booster policies and all C.Y.O. rules. Parents are encouraged to attend regular Booster meetings and will be active in fund raising for the Boosters organization. Parents are a vital part of the team their student athlete is playing on and will be recruited to help the team when needed. Parents must conduct themselves with respect and good sportsmanship at all sporting events. Boosters encourage parents to monitor student athletes' grades and injuries during the playing season. Parents should call coaches if the student athlete will be absent from practices or games. At the end of every season, parents will be issued an evaluation of the program and the coaches involved. These evaluations should be returned as early as possible following the season. Evaluations are important tools which help future planning and with coaching selections.

### **Student Athlete Responsibilities**

The student athlete must be supportive of teammates and coaches. The student athlete must abide by all rules of their sport, Booster policies, and all C.Y.O. rules. The student athlete should be prepared to participate at all practices and games. The student athlete is expected to maintain passing grades. The principal will evaluate and determine student eligibility based on interim grades and report card grades, as well as behavior. ALL decisions regarding student athlete eligibility is determined by the principal, communicated to the student, then the Booster Board President and the appropriate coach. Booster's DOES NOT have any decision making role in a student athlete's eligibility to play based on grades. The Booster Board, all coordinators and coaches will abide by the Principal's decision.

### **Coaches Responsibilities**

It is the Booster's expectation that coaches serve as role models for our youth and exemplify the Christian philosophy of SGCS, therefore, it's expected that they actively participate in all aspects of parish life. Coaches are teachers and are responsible for instruction of student athletes in the respected activity. Coaches must abide by all rules of their sport, Booster policies, and all C.Y.O. rules. Coaches will be recommended by Coordinator and approved by the Board. Coaches will care for and follow-up on all injuries. Coaches and all assistant coaches must attend Child Protection Seminar, which is required by SGCS and the Cincinnati Archdiocese. Coaches should attend regular Booster meetings during the season while their sport is in session. Coaches will care for and be responsible for equipment and sportsmanship conduct of all coaches, student athletes, and parents while attending practices and games. They will also maintain and carry to all

practices, games and sport functions the Emergency Medical Authorization Card for each student athlete.

### **Coordinators Responsibilities**

**Sports Coordinators** -- will work with the equipment coordinator to 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 pass along all information concerning league play, cancellations, or changes in scheduling to all coaches and Facility schedulers. Each in-season Coordinator will provide input for a budget to the Treasurer for their sport they are administrators of, immediately after registration for that particular sport. Coordinators will submit a written report one week prior to the next scheduled Booster meetings. They are also responsible for submitting a complete list of team members, coaches, and their game and practices schedules to the Board and School Principal. They are also responsible for scheduling professional team photos. (See General Policies- Documents, for the distribution and filing of participants' forms.)

**Equipment Coordinator** -- will work closely with the Sport Coordinators of each sport in the SGCS booster program and evaluate and give a written report to the Booster board on equipment condition and replacement needs to the board meeting prior to the beginning of the season/seasons. The coordinator must submit a yearly expenditure report (in April) as well as annual projection report (in May) for the needs of this area to the Booster board.

**Gym Coordinator** – will schedule gyms for entire SGCS booster program. The coordinator will also establish and enforce the regulations of all gyms that are used by the SGCS program and the recruitment and management of any volunteers deemed necessary to help with the maintenance of the facilities used. The coordinator must submit a yearly expenditure report (in April) as well as an annual projection report (in May) for the needs of this area to the SGCS Booster board.

**Fund Raising Coordinator** – will coordinate all Fund Raising activities and provide updates at the General meetings.

### **Registration**

Registration for all St. Gabriel Consolidated School sports will be held 2-3 months prior to the CYO deadline for roosters for each sport. Exact dates, times, and location for all registrations will be sent to the homes by the Thursday Envelope system, posted on the web page for the weeks preceding registration. All registration fees must be paid at the time of registration. All registration forms and fee must be complete prior to the child being allowed to practice or play.

Late registration is available to anyone who misses these registration dates. Late registrants will be assessed a \$20 late fee. Late registrants will be placed on a wait list until it is determined that there are enough teams and/or an open spot on a team for each late registrant to play. We will make every attempt to place as many children on teams as possible. Spots will be filled in the order received. Late registration ends on the day of first practice for that sport. Sport coordinators have the authority to fill open spots on teams beyond this deadline, per our policy and CYO guidelines.

NOTE: While it is acceptable for a sport coordinator to attempt to recruit late registrants in order to fill team rosters it is not the coordinator's responsibility to do so.

### **Uniform and Equipment Policy**

All uniforms and equipment are the property of SGCS and should be returned to the Equipment Manager at the end of each respective season. The following are guidelines for all sports: Under no circumstances will a uniform or equipment will be given to a player or coach if registration process is not complete (including fees).

- All teams will wear the approved uniform supplied by the SGCS (or Assumption) Boosters.
- All uniforms should be returned in their original condition minus normal wear; there must be no holes, tears, or uniform discoloration due to bleach, or improper washing instructions, or have any damage beyond repair. NOTE: If the uniform is damaged beyond repair, the participant must replace it at the current replacement cost.
- Uniforms are defined as a jersey shirt or t-shirt and/or uniform shorts (as in basketball). Any other item necessary for the playing of the sport must be purchased by the participant and is not to be returned. This includes, approved shorts for volleyball; pants for baseball, softball; socks for all sports; and briefs for cheerleading.
- Any adjustments necessary for fit must be done in a manner that allows for the adjustments to be reversed. (I.e. a cheerleading skirt too big in the waist for the participant can be reduced in the waist by putting in temporary "tucks" and in a way that can easily be taken out.)
- Equipment for SGCS Boosters includes:
  - a. All practice balls, game balls, bats, and helmets.
  - b. Ball bags.
  - c. Scorer Book
  - d. First Aid kits
- All athletes are required to sign a Uniform Usage Form indicating that additional fees are required to replace all lost/damaged/un-returned uniforms.

### **Fees**

The Booster Board will set the registration fee for each sport. The Board will evaluate the fee annually. If a family is need of financial assistance with the registration fee the family may request a “fee waiver” by contacting the school principal. The Principal is the only person able to determine financial assistance in regards to registration fees. The Principal will then convey the “fee waiver” to the appropriate Booster Board treasurer and Booster President. ONLY.

### **Tournaments**

The SGCS Boosters will pay for one-tournament and referee fees for all regular season and the CYO post-season tournaments.

There is a limit of one additional tournament per team for play during the season and payment for this additional tournament must come from those participating. Therefore there is a limit of 2 tournaments per season excluding the CYO post-season tournament.

### **Team Meetings**

All coordinators and coaches will hold a sport/team meeting at the beginning of each season to explain the program, introduce the coaches, and answer parent/player questions. Coordinators are also expected to attend the CYO organizational meeting for their sport and relay all information to their respective coaches. Coaches are strongly encouraged to attend a coach’s clinic for instruction in coaching.

### **Grade Level Play**

All athletes will play at the recommended grade level and age level unless there are not enough players to field a team for that grade level.

## **Forms**

All registration, participation, and health forms for the SGCS Booster organization and the CYO are to be completed by each athlete and their parent/guardian and turn in by the dates given. The following is a list of forms to be completed:

- Registration Forms (Including both Parent and Athletes signatures)
- CYO Sport Waiver
- Emergency Card
- Uniform Usage (if required by coordinator)

All coaches are required to complete their forms and fulfill their requirements before the season starts before being allowed to coach. The following is a list of requirements:

- Coaches Code of Conduct
- Archdiocese Child Protection Class and Fingerprinting
- Coordinator/Coaches/Parent Meeting

## **Documents:**

All documents, and forms necessary to the SGCS Booster Board will be filed with the SGCS Booster Board Secretary. All documents and forms necessary to each sport will be filed and held by the SCGS Booster Coordinator of that sport; with the exception of the Emergency Medical Authorization cards; they shall remain in the possession of the Head Coach.

### **Team Selection for 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> Grades**

#### Blind Draft – Grade 3

- a. If there are enough players and coaches for two teams (14 players for basketball, 16 players for volleyball) there will be a blind draft with a zig-zag process; no one sees the names and names are pulled from the hat in an alternating process; any players signed up after that are placed on the last team with the least number of players; taking alternate turns if necessary. Process is done for 3<sup>rd</sup> grade and then players stay on the same team each year through 5<sup>th</sup> grade. If, there is a conflict (for the player/parent or coach) and there is a need for change from one team to another, then a request may be filed by the individual through the Coordinator of that sport, to the Booster Board. Exceptions may be petitioned to the Board
- b. If there are not enough players for two teams (14 players), then all players of that grade will play on one team.
- c. If at any time after the 3<sup>rd</sup> grade level (between seasons) a single team in that class now has enough to field two teams then the above process would take priority. The only exception would be if the class is now at the 6<sup>th</sup> grade level – then the 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> grade team selection process would apply. (For example the 2004 3<sup>rd</sup> grade class had one team, but in 2005 they now have

an interest of 14 players (enough for two teams). This team is now in the 4<sup>th</sup> grade. The Blind draft process would apply at this new level.)

- d. **Minimum playing time will be required as stated beyond that of the CYO guidelines for 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade teams.** (equivalent of one quarter of basketball /one game of volleyball, regardless of the number of opposing players).

### **Team Selection for 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> Grades**

- I. 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade teams - A/B level teams if numbers permit (7 players basketball/ 8 players volleyball per team)
  - a. A/B level teams by tryouts/skills evaluation: A/B level teams are at the 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade levels. If there are enough for two teams a tryout/skills evaluation will be used to determine players to make the “A” level team. (see below)
  - b. Minimum playing time for all “B” teams is required (one quarter of basketball /one game of volleyball).
  - c. Equal playing time for “A” teams of the 7<sup>th</sup> and 8<sup>th</sup> grades will not be required but is encouraged.
  - d. “A” players can play on “B” teams if they choose not to play on the “A” team.
  - e. If there is only one team, it will be treated like a “B” team and minimum playing times are required.
  - f. If there is only one team, which can compete at a high CYO level (i.e. 61, 62, 71, 72, etc) then sport coordinator and Booster Board may recommend the team be treated as an “A” team, therefore waiving the minimum participation requirement. This decision will be communicated to the team/parents prior to the first regular season game.

### Assessment

1. Selection of the A and B teams (if required) will occur after an open gym practice, of all players that have signed up.
2. Organization of the teams at these levels is based upon the desire to create either balanced teams, or if the pool of athletes is sufficient (see paragraph 4), place athletes on one or more teams to compete in a higher CYO league.
3. Open gym will consist of a skill and drill portion and a scrimmage session organized by the Coordinator and observed by the coaches of the teams at each

level and three highly knowledgeable or experienced people not involved with St. Gabriel's sports (i.e. another coach from another area, a referee, or an individual with a degree in Physical Education). The open gym should span at least two separate dates and should last at least two hours. If only one date is possible, then open gym should be at least two hours long.

4. Selection of players will use the following procedure:
  - a. If there are at least 8 players needing placement for basketball or volleyball, the Coordinator may choose to, based on talent and quantity of the athletes, select a team (or teams) to be placed in a more competitive CYO league. Placement to this team (or teams) will be derived from the evaluation of player performance at the open gym(s). If the Coordinator does not have the numbers or talent to support placement in a more competitive CYO league, that Coordinator will utilize the grades 3-5 selection procedures described above. Any student athlete who moves into the area or misses the open gym period due to circumstances beyond their control after this selection process is completed; they will be assigned to a team based upon the zigzag draft with placement on the team having the next choice. The coordinator will ensure that the players will be placed on a team, which is in the best interest of the student athlete and the sports program.
  - b. The board and Coordinator of that sport will select Head coaches for the competitive teams. Individuals being considered should have knowledge of the sport.
5. Assistant Coaches: See Coach Selection Policy- Assistant Coach
6. Process is repeated each year.

#### Grades 6, 7 and 8 Competitive League Concepts:

The concept of choosing players to compete at a higher level is based on more than raw sports skills. It is based on a mix of the following factors:

1. An adequate pool of players desiring to play in a more competitive league.
2. The desire of the individual athlete to enhance his/her skills (individual and team) through increased competition.
3. Commitment to the SGCS team that is being placed in a higher CYO league. If the athlete is playing in another highly competitive league (AAU, etc.), it may not be beneficial to the player or team if the SGCS team is second on the priority list and practices and/or games are missed. Participation on another competitive team will not exclude the student athlete. However, SGCS team should be the first sport priority if the player desires to compete at a higher CYO level.
4. Playing in a more competitive environment brings with it some additional responsibilities as well, both for the student athlete and the parent. The sportsmanship of both takes on a new meaning as we face teams from different

- backgrounds and competitive experience. The concept of sportsmanship has to take on additional emphasis or the benefits of increased competition are meaningless.
5. Sixth grade is considered a transitional year. If there are enough players for two teams, the assessment process yields an opportunity to learn to play together, but minimum playing time is still required for both teams, regardless of league placement. Seventh and eighth grade leagues have no minimum playing time, as the teams are more established and skill level are more clear. Parents and players need to be aware that there is no minimum playing time rule and the likely impact on their child's playing time.

### **Team Placement Considerations:**

The Boosters' specific sport coordinator is responsible for the open gym to determine the placement of each student athlete on the appropriate team. Additionally, the coordinator should be present at all open gym periods and be involved in the placement process. It is paramount that the Boosters in general and the coordinator and coaches specifically, are held responsible for this placement process. It is also critically important that the parents of our young athletes know that we have a system in place to properly place their children on the appropriate team and that it is not in the best interest of the entire sports program at our schools to circumvent the process.

### **Coach Selection Policy**

#### **Head Coach:**

Coaches will be recommended by the coordinator and approved by the Booster Board before practices are scheduled to begin. No one under the age of 18 may be a head coach. Head coach selection will be made according to the following:

- Knowledge of the sport fundamentals and rules
- Coaching experience
- Ability to communicate with children and their parents
- Time availability and dependability
- Fairness to children and the program
- Completion of the required Archdiocese Child Protection Program and Fingerprinting (Documentation must be forwarded to SGCS)
- Parental feedback from previous coaching experience
- Ability to follow rules
- Positive attitude
- Survey response

The SGCS 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.

In the event that more than one individual is interested in a position, the Board will choose and approve the coach based on solicited information and will retain the right to interview the candidates if they desire.

### **Assistant Coaches:**

An assistant coach(es) is required for all teams with a maximum of two. Assistant Coaches can be selected by the Head Coach but must be approved by the Coordinator and Booster Board. The criteria above are the recommended guidelines for the Head coach to use when choosing an assistant. Also, the age limit for assistant coaches can be lowered to age 16; however, an adult who has completed the Archdiocese Child Protection Class and Fingerprinting must accompany an assistant in the age range of 16-18.

### **Conflict Resolution Policy**

The SGCS Booster 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 SGCS Boosters.

Parents /guardians of children participating in a SGCS Booster activity, who have a concern or issue with, but not limited to:

- Activities/actions detrimental to the well being of St Gabriel's CYO activities.
- Sport policy and procedures
- Coaching
- Sport coordinators
- Booster Board
- Conduct of players
- Practice
- Playing time
- Schedules
- Fees

may express their concern through the **Conflict Resolution Form**.

If there is an issue relating to the team, parents should **first discuss their concern or issue with their individual coach as it occurs**. If the issue is un-resolvable with your coach, the next step is to contact the respective coordinator for the sport. All un-resolved concerns or conflicts brought forth to a coach or coordinator should be documented with a conflict resolution form and sent to the Booster President. The President will direct the Conflict Resolution document to the Conflict Resolution Committee to be reviewed and resolved no later than 60 days of receipt, in writing, to the addressee(s).

Attach Resolution Letter to original copy of complaint form and file. Send a copy to the person filing the complaint.

Forms shall be forwarded to the Booster President or placed in the Booster mailbox, to the attention of the Booster President.

A Conflict Resolution Committee shall govern disciplinary action upon submission of a formal Conflict Resolution Form. The Committee consists of the Board President, Principal and the Sport Coordinator of the specific sport in which the conflict exists. A majority vote of a 2/3rds Quorum is required for action. In cases where the conflict involves directly the sport coordinator, the Board shall appoint one committee member from the pool of booster coordinators.

All Board members, coaches, student athletes, and parents must have respect and good sportsmanship at any contest at all times. Failure to follow the rules and sportsmanship of that sport may result in a Board-authorized warning, suspension, or dismissal of that person.

**SGCS BOOSTER ORGANIZATION CONFLICT RESOLUTION FORM**

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

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

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

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

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

Coach/Coaches: \_\_\_\_\_

Conflict/Issue:

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

Signature of Person filing the complaint: \_\_\_\_\_

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**Boosters Use:**

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

## Athlete Code of Conduct

As a participant in a SGCS Boosters’ activity, I agree to abide by the rules of conduct listed below. I acknowledge that this list encompasses my conduct in activities related to or during any event sponsored or sanctioned by the SGCS Boosters that I attend or participate in. A SGCS Boosters’ activity includes all events sponsored or sanctioned by the SGCS Boosters’ Organization or the CYO, games, practices, travel to/from activities, camps and clinics (player, coaches or officials). I understand that if I violate any of the listed rules of conduct I may be subject to whatever disciplinary action is deemed appropriate by the SGCS Boosters’ Board, including individual game(s) or season suspensions.

The following actions are prohibited:

1. Un-sportsman-like conduct
2. Violation of the specific sport policy, regulation and/or procedures of the SGCS Boosters and its Policies and Constitution.
3. The use of foul or inappropriate language
4. Damage to a facility – SGCS, home gym or visiting property.
5. Theft
6. Possession of an item, material or substance, which is hazardous or harmful to others.
7. Distraction (i.e. trash talk, screaming during a serve, or doing anything that is in violation of the game) of an opponent during a game/event.
8. Physical or verbal intimidation of any individual.
9. Ejection or dismissal from a game and/or facility or field of play.
10. Possession of illegal drugs or use of illegal drugs or being “under the influence of”.
11. Possession or consumption or being “under the influence of” of alcoholic beverages during a game, or practice.
12. Conduct, which is clearly inappropriate in comparison to normal behavior of a Catholic elementary/junior high student athlete including:
  - a. Unexpected or sudden resignation from a team.
  - b. Failure to respect and support their respective team and coach.

SGCS Boosters Disciplinary Policy Guidelines:

Infraction	When/Where occurred	Suggested maximum penalty (appeals may be made through the Conflict Resolution Procedure)
First Offense	Before, during or after a game or practice	Athlete is disqualified for the rest of game or practice and is not to play in the next game. *If the first offense is serious enough the Principal has authority to remove the athlete from play for the rest of the season.
Second	Before, during or after a game or practice	Athlete is disqualified for rest of game or practice and is disqualified for the next two games

Third	Before, during or after a game of practice	Athlete is declared ineligible for the rest of the season and must apply for reinstatement to the Conflict Resolution Committee for considerations of participation in future Booster sponsored sports.
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## Coach's Code of Conduct

As a coach or assistant in a SGCS Boosters' activity, I agree to abide by the rules of conduct listed below. I acknowledge that this list encompasses my conduct in activities related to or during any event sponsored or sanctioned by the SGCS Boosters that I attend or participate in. A SGCS Boosters' activity includes all events sponsored or sanctioned by the SGCS Boosters' Organization or the CYO, games, practices, travel to/from activities, camps and clinics (player, coaches or officials). I understand that if I violate any of the listed rules of conduct I may be subject to whatever disciplinary action is deemed appropriate by the respective sports Coordinator and/or SGCS Boosters' Board, including game or season suspensions as directed by the Boosters Board.

The following actions are prohibited:

1. Unsportsman-like conduct.
2. Violation of the specific policies, regulations and/or procedures of the SGCS Boosters, its Policies and Constitution and of the CYO.
3. The use of foul or inappropriate language.
4. Damage to a facility – SGCS, home gym or visiting property.
5. Theft of items from another person or of SGCS property.
6. Possession of an item, material or substance, which is hazardous or harmful to others (such as a weapon).
7. Distraction of an opponent during a game/event.
8. Physical or verbal intimidation of any individual.
9. Ejection or dismissal from a game and/or facility or field of play.
10. Possession of illegal drugs or use of illegal drugs or being “under the influence of”.
11. Possession or consumption or being “under the influence “ of alcoholic beverages during a game, or practice.
12. Conduct, which is clearly inappropriate in comparison to normal behavior
13. Violation of the Archdiocese Decree on Child Protection:
  - a. At least two adults must be present for any activity for children sponsored by the SGCS Boosters.
  - b. No child may be disciplined corporally or corrected with abusive language
  - c. Coach or designee may not cause any non-accidental physical injury to a child
  - d. Coach or designee may not cause emotional harm through words that threaten harshly criticize, ridicule or harass
  - e. All coaches and assistant coaches must attend a Child Protection Seminar prior to coaching duties.
14. Behavior detrimental to the team, team concept or SGCS Boosters.
15. Allowing a student to play or practice after being informed by the principal or Booster Board they are academically ineligible.

SGCS Boosters Disciplinary Policy Guidelines:

Infraction	When/Where occurred	Suggested maximum penalty (appeals may be made through the Conflict Resolution Procedure)
First Offense	Before, during or after a game or practice	Coach is disqualified for the next game and may not attend. *If first offense is serious enough it can be brought to the board for consideration of immediate removal from coaching.
Second	Before, during or after a game or practice	Coach is disqualified for the next two games and may not attend.
Third	Before, during or after a game of practice	Coach is declared ineligible for the rest of the season and must apply for reinstatement to the Conflict Resolution Committee for considerations of participation in future Booster sponsored sports.

**Parents Code of Conduct**

As a parent of a SGCS student athlete, I agree to abide by the rules of conduct listed below. I acknowledge that this list encompasses my conduct in activities related to or during any

event sponsored or sanctioned by the SGCS Boosters that I attend or my child participates in. I also understand that I am responsible for the conduct of spectators that I bring to a SGCS activity including siblings, other family members, or friends. A SGCS Boosters' activity includes all events sponsored or sanctioned by the SGCS Boosters' Organization or the CYO, games, practices, travel to/from activities, camps and clinics (player, coaches or officials). I understand that if I violate any of the listed rules of conduct I may be subject to whatever disciplinary action is deemed appropriate by the SGCS Boosters' Board.

The following actions are prohibited:

1. Unsportsman like conduct.
2. Violation of the specific sport policy, regulation and/or procedures of the SGCS Boosters and its Policies and Constitution.
3. As a volunteer, Violation of the Archdiocese Policies of the Child Protection Decree.
4. The use of foul or inappropriate language
5. Damage to a facility – SGCS, home gym or visiting property.
6. Theft
7. Possession of an item, material or substance, which is hazardous or harmful to others.
8. Distraction of an opponent during a game/event.
9. Physical or verbal intimidation of any individual during a game, event or practice.
10. Ejection or dismissal from a game and/or facility or field of play.
11. Possession of illegal drugs or use of or “under the influence” of illegal drugs.
12. Possession or consumption or ‘under the influence” of alcoholic beverages during a game, or practice.
13. Conduct, which is clearly inappropriate according to normally, accepted standards of behavior for Catholic elementary sports.
14. Behavior detrimental to the team, team concept or SGCS Boosters.

SGCS Boosters Disciplinary Policy Guidelines:

Infraction	When/Where occurred	Suggested maximum penalty (appeals may be made through the Conflict Resolution Procedure)
First Offense	Before, during or after a game or practice	Parent is ejected for the rest of game or practice and is not to attend the next game
Second	Before, during or after a game or practice	Parent is ejected for rest of game or practice and is not to attend the next two games
Third	Before, during or after a game of practice	Parent is not to attend games or practices for the rest of the season and must appeal to the Conflict Resolution Committee for reinstatement.

## ST. GABRIEL ATHLETIC BOOSTERS SEASON SURVEY

You and your child's input are important to the development of your Boosters' organization. PLEASE take a few minutes and fill out the following survey. Thank you for the time and effort you have put forth encouraging and guiding your children in a Christian sportsmanlike conduct during this school year. You and your child are a reflection of our school and the SGCS Boosters hope it was a positive experience for all.

Grade Level \_\_\_\_\_ Sport \_\_\_\_\_ HeadCoach \_\_\_\_\_  
Assistant Coach(s) \_\_\_\_\_

1. Did your child enjoy playing this sport?  
1 2 3 4 5  
      
( 1=totally disagree, 3= neutral, 5=totally agree )
2. Did your child learn the rules of the game and now have a better understanding of the game?
  - a) Learned most of the aspects and rules of the game
  - b) Learned a few of the aspects and rules of the game
  - c) Did not learn many of the aspects and rules of the game
  - d) Totally confused concerning the aspects and rules of the game
3. Has the meaning of teamwork and team spirit been instilled by St. Gabriel's Coaches in this sport?  
1 2 3 4 5  
      
( 1=totally disagree, 3= neutral, 5=totally agree )
4. Did your child feel that he/she was treated fairly and with respect?
  - a) Very fair
  - b) Somewhat fair
  - c) Not fair at all
  - d) The coaches neglected him/her
5. My child has gained self-confidence as a result of playing this sport?  
1 2 3 4 5  
      
( 1=totally disagree, 3= neutral, 5=totally agree )
6. Were practices constructive?
  - a. Yes
  - b. No (Answer below, please be specific)
7. Playing time was fairly distributed among the athletes:
  - a. Yes In brief, how? (Answer below)
  - b. No In brief how? (Answer below, please be specific)
  - c. NA (for Grades 6-8 'A' teams)
8. Would you recommend that this coach return next season?
  - a. Yes – Why? (Answer below)
  - b. No – Why? (Answer below, please be specific)

9. Would you recommend that this assistant coach return next season?
- Yes – Why? (Answer below)
  - No – Why? (Answer below, please be specific)
10. Did you feel that your Head Coach followed the Coach’s Code of Conduct?
- Yes – Why? (Answer below)
  - No – Why? (Answer below, please be specific)
11. Did you feel that your Assistant Coach followed the Coach’s Code of Conduct?
- Yes – Why? (Answer below)
  - No – Why? (Answer below, please be specific)
12. Overall, was your child’s season a positive experience?
- 1   2   3   4   5
- ( 1=totally disagree, 3= neutral, 5=totally agree )
13. Did the Head coach display a positive attitude and set a good example for the children?
- Yes
  - No (Answer below, please be specific)
14. Did the Assistant coach display a positive attitude and set a good example for the children?
- Yes
  - No (Answer below, please be specific)
15. Is there anything the coaching staff or Boosters can do to help your child in this sport?

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ADDITIONAL COMMENTS (if answering NO, or having a rating of 1 or 2):

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*Use back or add pages if necessary.*

**PLEASE RETURN SURVEYS TO:**  
 BOOSTER BOARD VICE PRESIDENT  
 VIA THE **BOOSTER** MAILBOX IN THE SCHOOL OFFICE

THANK YOU FOR HELPING US TO IMPROVE OUR PROGRAM!!!!

*Forms are also available on the School Website*

## **SGCS CONSOLIDATED SCHOOL BOOSTERS CONSTITUTION**

This Constitution governs the organization, process, and structure of the SGCS Consolidated School Sports Boosters and its Board, which oversees all programs and policies associated with SGCS Consolidated School Sports.

### **ARTICLE I: Members and Board**

The membership of SGCS Boosters consists of any parent or guardian of a student athlete at St. Gabriel Consolidated School (hereafter abbreviated as SGCS) or registered member of the five parishes that feed into this school.

The Board consists of the President, Vice President, Treasurer, Secretary, At Large Members and School Principal. Officers are elected by the membership and hold office for one-year terms. Upon completion of a full term, the Vice President assumes the presidency and elections are held for the three other officers and the At Large Members. The Board is responsible for the organization and policies governing SGCS sports, including the appointment of all Booster Coordinators. A 2/3 of the current Board members is required to conduct business and all Board action requires a majority vote.

### **ARTICLE II: Responsibilities of Board Officers and Coordinators**

**President** – The President will preside at all meetings. The President will call all regular and special meetings and carry out the Constitution to the best of his/her ability. The President shall appoint Board members to all committees as needed. The President, with the assistance of the Board, shall monitor the activities of parents, coaches, and players and standards of conduct for all.

**Vice President** – The Vice President will preside in the absence of the President at all meetings. The V.P. will carry out the Constitution to the best his/her ability. The VP will administer evaluations at the end of each sport season.

**Treasurer** – The Treasurer will collect all obligations to the organization such as dues and other monies as may be raised by the organization. The Treasurer will keep a correct statement of receipts and expenditures, and provide monthly updates and submit an annual report. The Treasurer shall propose annual budgets for the approval of the Board. The Treasurer shall review all proposals submitted that are over budgeted amounts, to be approved to the Board. The Treasurer shall pay all outstanding bills promptly upon receipt. The fiscal year shall run from July 1 to June 30. All bank statements will be mailed by the bank to the school for review by the principal or his/her designee on a monthly basis.

**Secretary** – The Secretary will maintain an accurate permanent record of all proceedings of Boosters organization meetings. The Secretary shall conduct the correspondence of the organization. The Secretary shall be responsible for preparing and distributing minutes to all Booster Board members, and the Principal.

At Large Member (up to 3) – The At Large Member will carry out the Constitution to the best of his/her ability in whatever capacity the Board deems necessary. The current Board will determine the number of At Large members needed for the following year (up to 34). The election in the current school year will be used to fill these positions for the subsequent year.

Sport Coordinators – The Board shall appoint Sport Coordinators for each sport. Coordinators are required to attend CYO organizational meetings. Sport Coordinators will submit coaching personnel to the Board for approval prior to each season and fulfill all responsibilities established in the relevant Handbook policy section.

Equipment Coordinator- The Board shall appoint a coordinator who is responsible for the distribution and collection of all equipment, uniforms and rules/regulations of the facility to coaches and athletes and who will fulfill all responsibilities established in the relevant Handbook policy section.

Gym Coordinator- The Board shall appoint a coordinator responsible for the scheduling of gyms and who will fulfill all responsibilities established in the relevant Handbook policy section.

### ARTICLE III: Elections and Appointments

Elections will be held no later than April of each school year.

#### **Election Procedures:**

##### A. Election Committee:

The election committee shall consist of retiring members or a committee designated by the current board. The committee shall work to implement the voting process. It is the duty of this committee to seek out candidates on the basis of their dedication and interest in the SGCS Boosters Organization. Notice of election, position, and opening of nominations shall be properly advertised through SGCS.

##### B. Elections:

An election timeline will be determined by the February. In the January meeting of each year, the positions available on the SGCS Boosters board as listed in Attachment I will be outlined and distributed. This will include a brief outline of the SGCS Boosters' Statement of Philosophy as well as a brief description of the respective Board Officer's responsibilities. Members may be nominated by current SGCS Booster members by submitting names to the current Board President. This list of nominees and their backgrounds will be printed and distributed to all athletes parents no later than the end of March. Ballots shall be distributed to athletes parents by. Voting members constitute the parents or legal guardians of eligible student athletes. No more than two ballots may be submitted per student athlete family. In the event that only one nomination per seat to be elected is received by

the nomination closing date, the nominee, subject to the Principal's approval, will be awarded the seat and no election will be conducted. The resultant action and outcome shall be recorded and published in the meeting minutes for the next month.

C. New members will be installed at the first regularly scheduled meeting after the elections.

D. Appointment of Coordinators

Coordinators are appointed by a majority vote of the existing Board and approved on an annual basis. Open Coordinator positions will be posted and will be announced through normal communication process (i.e Thursday Envelope, phone calls, PawPrints). Members interested in being considered for appointment should contact a Board member for nomination. . If the opening is the result of a resignation, and the position needs to be filled immediately, a coordinator may be temporarily appointed until a permanent coordinator is appointed following the procedure outlined above.

#### ARTICLE IV: Coaches

Coaches must abide by all rules of their sport, Booster Handbook policies, and all C.Y.O. rules. Coaches will be recommended by the Sport Coordinator and approved by the Board before practices begin.

#### ARTICLE V: Student Athlete

The Student Athlete must be a child of SGCS or a registered member of one of the five feeder parishes (which are: St. Gabriel, St. Maximilian Kolbe, St. Matthias, St. Martin De Porres, and St. John's,) that DOES NOT offer the CYO sports offered by SGCS.

To remain eligible to play the student athlete must maintain a passing grade. The principal will monitor grades. The principal will send notification to the athlete and his/her parents as well as to the respective coach if an athlete is not in compliance with this policy. Any student athlete that has received an out of school suspension is not eligible for play for the remainder of the current sports season

#### ARTICLE VI: Discipline

All Board members, coaches, student athletes, and parents must have respect and good sportsmanship at any contest at all times. Failure to follow the rules and sportsmanship of that sport may result in a Board-authorized warning, suspension, or dismissal of that person.

A Conflict Resolution Committee shall govern disciplinary action upon submission of a formal Conflict Resolution Form. The Committee consists of the Board President, Principal and the Sport Coordinator of the specific sport in which the conflict exists. A majority vote of a 2/3rds Quorum is required for action. In cases where the conflict

involves directly the sport coordinator, the Board shall appoint one committee member from the pool of Booster Board members/Coordinators.

#### ARTICLE VII: Resignations

Any Board member may relinquish their position by written resignation. Following acceptance of this person's resignation, a special election will be held to replace the vacant position. The President or his/her designee shall assume the vacated position until filled through election.

#### ARTICLE VIII: Meetings

All SGCS regular Boosters meetings will be held on a regular basis. The schedule will be communicated early in the school year. Agenda items must be submitted to the President one week prior to that month's meeting. The membership is encouraged to attend.

#### ARTICLE IX: Voting

**A quorum of two-thirds will be necessary for approval of all issues concerning the organization; no Booster business will be conducted without having a quorum present. A quorum of members must be present to take any action. The President has the vote for any tied votes.**

Each member will have one vote, except the President, who will vote only if there is a tie. Voting will occur during scheduled Booster Board Meetings. On rare occasions, where it becomes necessary for the Board to vote on a matter in an expedited manner, voting can occur via email. These "e-votes" will be conducted by the Board Secretary, and will require a majority vote of the entire Board. Results of any e-votes will be read into the minutes at the following Board Meeting. The Constitution cannot be amended through an e-vote.

#### ARTICLE X: Quorum

A quorum representing two thirds of the current Board is necessary to conduct Booster business.

#### ARTICLE XI: Amendments

Amendments to this Constitution shall be introduced to the Boosters organization at a Board meeting and placed on the agenda for discussion at the next Board meeting. The Board may vote on the amendment at the next meeting subsequent to such discussion-

#### ARTICLE XII: Fund Raising

**All fund raising activities must have approval of the Booster Board and the Principal of SGCS. The fund raising must not interfere with the general financial support of the school or PTO and must be in keeping with the policies of the school.**