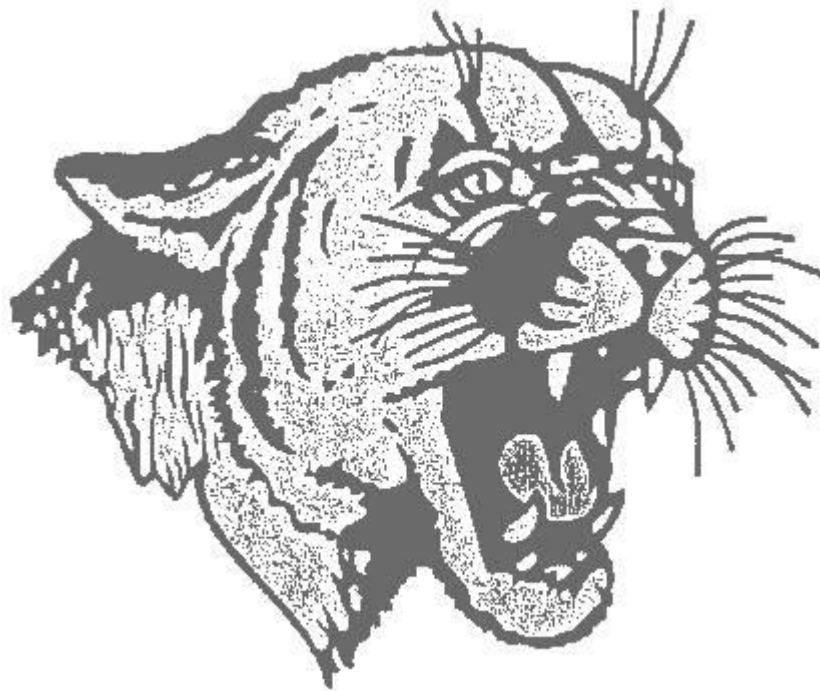


**SAINT ALPHONSUS  
ATHLETIC ASSOCIATION  
(SAAA)  
HANDBOOK OF  
POLICIES AND PROCEDURES**



## **ST. ALPHONSUS ATHLETIC BOARD**

**Please see the St. Alphonsus web site for the latest version of the Board roster.**

<http://www.st-alphonsus.org/School/schoolathletassoc.asp>

**Please see the Archdiocesan web site for the latest version of the Archdiocesan Athletic Policy Manual**

[http://www.archmil.org/resources/userfiles/2007-08\\_Athletics\\_PolicyManual.pdf](http://www.archmil.org/resources/userfiles/2007-08_Athletics_PolicyManual.pdf)

## **ST ALPHONSUS ATHLETIC ASSOCIATION CALENDAR**

**Please see the St. Alphonsus web site for the latest version of the calendar.**

<http://www.st-alphonsus.org/School/schoolathletassoc.asp>

## TABLE OF CONTENTS

<b>1</b>	<b>MISSION</b> .....	<b>5</b>
<b>2</b>	<b>GOAL</b> .....	<b>5</b>
<b>3</b>	<b>OBJECTIVES</b> .....	<b>5</b>
<b>4</b>	<b>GENERAL MEMBERSHIP</b> .....	<b>5</b>
<b>5</b>	<b>SAAA BOARD STRUCTURE AND TERMS</b> .....	<b>6</b>
5.1	BOARD POSITIONS.....	6
5.2	SAAA BOARD STRUCTURE.....	6
5.3	NOMINATIONS FOR ELECTED POSITIONS.....	6
5.4	VOTING FOR ELECTED POSITIONS.....	7
5.5	SELECTION OF COORDINATORS.....	7
<b>6</b>	<b>MEETINGS</b> .....	<b>8</b>
6.1	MEETING MINUTES .....	8
<b>7</b>	<b>PROGRAMS OFFERED</b> .....	<b>8</b>
<b>8</b>	<b>TEAM FORMATION</b> .....	<b>9</b>
<b>9</b>	<b>ELIGIBILITY</b> .....	<b>9</b>
<b>10</b>	<b>DIVIDING TEAMS</b> .....	<b>9</b>
<b>11</b>	<b>PLAYING TIME RULES</b> .....	<b>10</b>
11.1	VOLLEYBALL .....	10
11.2	BASKETBALL .....	10
11.3	CHEERLEADING .....	10
11.4	TRACK.....	11
11.5	FOOTBALL.....	11
<b>12</b>	<b>TOURNAMENTS/COMPETITIONS</b> .....	<b>11</b>
<b>13</b>	<b>UNIFORMS</b> .....	<b>11</b>
<b>14</b>	<b>DUTIES AND REQUIREMENTS FOR ALL SAAA MEMBERS</b> .....	<b>12</b>
14.1	CERTIFICATION REQUIREMENTS .....	12
<b>15</b>	<b>DUTIES OF OFFICERS</b> .....	<b>12</b>
15.1	ATHLETIC DIRECTOR.....	12
15.2	SPORTS ADMINISTRATOR .....	12
15.3	COMMUNICATIONS ADMINISTRATOR .....	12
15.4	BUSINESS ADMINISTRATOR .....	13
<b>16</b>	<b>DUTIES OF COORDINATORS</b> .....	<b>13</b>
16.1	SPORT COORDINATORS .....	13
16.2	GYM COORDINATOR .....	14
16.3	CONCESSIONS COORDINATOR.....	15
16.4	TECHNICAL COORDINATOR.....	15
<b>17</b>	<b>DUTIES OF OTHER MEMBERS</b> .....	<b>15</b>
17.1	PASTOR'S DELEGATE/PARISH COUNCIL LIAISON .....	15
<b>18</b>	<b>COACH SELECTION PROCESS</b> .....	<b>16</b>
<b>19</b>	<b>COACHES RESPONSIBILITIES</b> .....	<b>16</b>
<b>20</b>	<b>PLAYERS RESPONSIBILITIES</b> .....	<b>17</b>

21	PARENTS RESPONSIBILITIES .....	18
22	GREIVANCE PROCEDURE .....	19
23	POLICY VIOLATIONS .....	19
24	AWARDS.....	20
25	BUDGET.....	20
26	CAMPS, CLINICS, AND WORKSHOPS.....	20
27	REVISION/EFFECTIVE DATES.....	20

## 1 MISSION

The mission of the St. Alphonsus Athletic Association is to provide opportunities for the children of St. Alphonsus Parish to participate in competitive extracurricular athletic activities and to promote parish involvement, school and team spirit, teamwork and good sportsmanship. To that end, we seek the cooperation and support of all parents, athletes, and staff to ensure that this Mission remains at the forefront of all activities sponsored by the St. Alphonsus Athletic Association, including those activities of its Board and committees.

## 2 GOAL

It is the goal of the St. Alphonsus Athletic Association that our athletes learn character building traits and lifelong skills, based in Christian values, which they may carry into academics and all phases of life.

## 3 OBJECTIVES

The overall objective of the Athletics Program at St. Alphonsus is to:

- Foster and develop physical skills, sportsmanship, respect for authority, self-discipline, personal responsibility, leadership, and perseverance;
- Help each participant understand the teamwork aspect of athletics; gain knowledge of the rules and strategies of each sport and to attain skills which are commensurate with each individual's level of ability;
- Provide a positive learning experience for Christian development;
- Encourage coaches, parents and athletes to keep winning in perspective and to provide each child with opportunities to develop a positive self-image.

All SAAA members are expected to adhere to and abide by the mission, goals, objectives, policies, and procedures of this handbook.

**All athletes, parents, coaches, coordinators, Board members, and other volunteers shall be aware of, and in compliance with, Archdiocesan policies and regulations (see link at the beginning of this document). These policies are in addition to the policies contained in this Handbook.**

## 4 GENERAL MEMBERSHIP

General membership in the St. Alphonsus Athletic Association includes the parents/guardians of registered athletes in the sport year. Also included in the general membership is any adult who volunteers his/her services in the sport year. This would include, but is not limited to coaches, coordinators, and Board members. All general members agree to promote the mission, goals, and objectives as stated above.

The general membership of the SAAA provides input/suggestions, nominations/applications, and support for the athletic program. They are encouraged to attend monthly SAAA Board meetings. Parents and legal guardians of athletes are needed to volunteer for any of the many assignments governed by the Board.

***As a volunteer organization, the St. Alphonsus Athletic Association is dependent upon the whole membership for their time, talent, new ideas, and leadership to continue to improve the athletic program.***

## 5 SAAA BOARD STRUCTURE AND TERMS

### 5.1 Board Positions

<b>Athletic Board Positions (Voting Members)</b>		<b>Term</b>	
1.	Athletic Director	3 year	Pastor Appointed
2.	Sports Administrator	2 years & 3 month overlap with successor	Elected
3.	Communications Administrator	2 years & 3 month overlap with successor	Elected
4.	Business Administrator	2 years & 3 month overlap with successor	Elected
5.	Operations Administrator	2 years & 3 month overlap with successor	Elected

<b>Other SAAA Positions (Non - Voting Members)</b>		<b>Term</b>	
1.	Pastoral Representative	Discretion of Pastor	Pastor Appointed

### 5.2 SAAA Board Structure

The St. Alphonsus Athletic Association is a parish-based program. The Pastor has ultimate control and supervision responsibility over the SAAA. All athletes, parents, coaches, coordinators, Board members, and other volunteers are accountable to the Pastor. The Pastor will review the Board's performance on an annual basis.

The Athletic Director has the responsibility for the ongoing administration of the athletic program.

Officer positions (Sports Administrator, Communications Administrator, Business Administrator, Operations Administrator) are elected for a two-year and three month term. To ensure the continuity of the program, there will be a three month overlap of incoming and outgoing officer positions. The term of office shall begin with the May meeting of the appropriate year.

The Pastor has final approval authority for all SAAA decisions.

At the end of the two-year term, if an officer wishes to serve another two-year term, he or she will be considered along with any other candidates for that position. After two consecutive two-year terms, an officer is ineligible to serve in the same position for a two-year period; however, the person may serve in another position. After the two-year period, this person is once again eligible for two additional consecutive two-year terms.

### 5.3 Nominations for Elected Positions

The St. Alphonsus Athletic Board is made up of volunteers who come forward and express the desire to serve in a capacity to promote the mission, goals and objectives as stated in this document. Nominations will be accepted for elected positions beginning March 1<sup>st</sup> of each year.

Anyone interested in serving on the Athletic Board should submit a nomination form through school mail or regular mail to:

Athletic Association  
c/o St. Alphonsus School  
6000 W. Loomis Road  
Greendale, WI 53129

All nominations must be received 10 days before registration of each year (see Athletic calendar for specific dates). All nominations will be posted two weeks prior to voting.

#### 5.4 Voting for Elected Positions

Voting eligibility shall be granted to parents/guardians of registered athletes in the current sport year. The current sport year is outlined at Section 7. Voting eligibility shall also be granted to all volunteers who served in the past sport year such as coaches, coordinators, committee members, etc. Voting shall be limited to one vote per family. A Board appointed committee consisting of a minimum of three SAAA members who are not standing for election will do the counting of ballots and report the results to the SAAA Board, General Membership, and candidates.

#### 5.5 Selection Of Coordinators

The following are non-voting members of the SAAA reporting to the Sports Administrator.

	<b>Position</b>	<b>Term</b>
1.	Boy's Basketball Coordinator	2 year
2.	Girl's Basketball Coordinator	2 year
3.	Boy's Volleyball Coordinator	2 year
4.	Girl's Volleyball Coordinator	2 year
5.	Football Coordinator	2 year
6.	Track Coordinator	2 year
7.	Cheerleading Coordinator	2 year
8.	Gym Coordinator	2 year
9.	Concessions Coordinator	2 year
10.	Technical Coordinator	2 year

Coordinator positions will serve a two-year term. Each Coordinator position will be reviewed by the Board at the end of each season. The Coordinator's term of office will start and end with the May meeting of the appropriate year. At the end of the two-year term, if a coordinator wishes to serve another two-year term, they will be considered along with any other candidates for that position. The coordinator evaluations from prior years will be reviewed and considered during the interview process.

The Athletic Board will select the Coordinators, whose terms have expired, at the May meeting. The positions that are open shall be advertised in the church bulletin, the school newsletter and announced to Christian Formation families beginning the first week of April. Completed coordinator application forms (see Appendix) shall be returned to the Athletic Director before the spring registration. Applications shall be approved by the Pastor prior to consideration for selection by the Board.

Each applicant will be asked to attend the May Board meeting and come prepared to answer questions regarding their experience, qualifications, ideas for the program, and motivations for wanting the position. After interviewing each applicant, the Board will meet in closed session to vote.

The terms for the newly selected coordinators will begin after his/her selection has been made.

## 6 MEETINGS

1. Board meetings will be held monthly. The Communications Administrator shall give notice of all meetings at least five days before the meeting. Such notice shall include a proposed agenda along with any documents to be considered for each agenda item and the individual responsible for this item.
2. Board meetings shall be open to all members of the SAAA. There shall be no closed meetings or sessions without express approval of the Pastor.
3. The agenda will be posted the weekend prior to each meeting on the SAAA bulletin board outside the gym and electronically via the SAAA web site.
4. There shall be a limited time allotted for guests for the presentation of issues or questions of the board. Responses to those questions need not be provided at the same meeting but shall be addressed in a timely manner.
5. Policy decisions will be made by a majority vote if a quorum is present at a meeting. At least three members of the SAAA Board as listed in this document shall constitute a quorum that is needed for the transaction of business or voting on policy at all meetings of the Board. During the three month overlap period following elections, the newly elected member shall have voting rights. The outgoing member shall not have voting rights. However, in the absence of the newly elected member, the outgoing member in that position may vote. An outgoing member shall not have the right to vote in the absence of a member in another position.
6. Board Members are expected to attend all Athletic Board meetings. Board Members are asked to notify the Athletic Director or Communications Administrator if they are unable to attend a Board meeting. If a Board Member has three absences at regularly scheduled meetings during the working year, the Board shall review the matter.
7. Policy changes introduced at a Board meeting cannot be voted on until the next Board meeting after information about the changes has been posted on the Agenda and made available to the general membership.
8. If a vote is taken on a subject in which a Board member has a conflict of interest, the member shall abstain from voting and the abstention shall be noted in the minutes and/or voting record.

### 6.1 Meeting Minutes

For members of the committees, minutes provide a record of work accomplished and decisions made. For members of the Association, minutes provide a public, permanent record of the activities and actions of the Board. Minutes should contain mainly a record of what was done at the meeting, not what was said by the members.

1. The Communications Administrator shall be responsible for the taking and preparing of minutes for all Board meetings. Draft minutes shall be issued promptly to all Board members, but no later than one week prior to the next meeting. Draft minutes may be circulated to approved guests or members of the association requesting a copy.
2. Meeting minutes shall identify the date, time, and place of the meeting; the person(s) acting as chair and secretary; the members present and absent; and any guests who are permitted to participate in the meeting.
3. The minutes shall record all decisions made during the meeting.
4. Approved minutes are to be posted on the SAAA bulletin board outside the gym and electronically via the SAAA web site.
5. Meeting notes shall be made and kept on file for all closed sessions.

## 7 PROGRAMS OFFERED

### Volleyball

Grades	Season	Team Size
5 <sup>th</sup> – 8 <sup>th</sup> , Girls and Boys	August 15 – October 31	Minimum 7 – Maximum 13

## **Football**

<b>Grades</b>	<b>Season</b>	<b>Team Size</b>
5 <sup>th</sup> – 8 <sup>th</sup> , Girls and Boys	August 15 – October 31	Minimum 12 of either grade

## **Basketball**

<b>Grades</b>	<b>Season</b>	<b>Team Size</b>
5 <sup>th</sup> – 8 <sup>th</sup> , Girls and Boys	November 1 – March 31	Minimum 7 – Maximum 13

## **Track**

<b>Grades</b>	<b>Season</b>	<b>Team Size</b>
5 <sup>th</sup> – 8 <sup>th</sup> , Girls and Boys	March 24 – End of school year	Open to all

## **Cheerleading**

<b>Grades</b>	<b>Season</b>	<b>Team Size</b>
5 <sup>th</sup> – 8 <sup>th</sup> , Girls and Boys	Mid September - March	Open to all

(All team sizes are at the discretion of the Athletic Board)

## **8 TEAM FORMATION**

All students wishing to participate will be accepted on a team. There will be no tryouts other than to assess abilities for the purpose of dividing teams and no cuts other than for disciplinary reasons or failure to adhere to PLAYERS RESPONSIBILITIES.

1. Students are allowed to play only on their specific grade level team for each sport in which they are participating unless the minimum number of athletes has not been met at a particular grade level. The athlete(s) will be allowed to play up or down one grade level depending on league rules.
2. If the minimum player requirement cannot be met, players may be placed on a team at the next higher grade level as space permits and with approval of appropriate League.
3. If the maximum team player limit is exceeded, another team will be formed.

## **9 ELIGIBILITY**

1. Team members must be students in grades 5-8 attending St. Alphonsus Parish School or registered parishioners actively involved in the St. Alphonsus Christian Formation program.
2. Students may participate in the Athletic Program only after his/her parent has completed and signed all proper documents as required by the Archdiocese of Milwaukee, the leagues and the St. Alphonsus Athletic Association. The required fees as established by the Athletic Board each year must also be paid. Registration fees are non-refundable after June 1.
3. All athletes must have a physical examination within the past two years.
4. An athlete may compete concurrently in only ONE sport, on only ONE team in the same sport, and in only ONE league during the sport season. No dual participation in the same sport is permitted. Participation in sports not governed by the Archdiocese is not subject to this regulation. Cheerleading is considered an activity and is not subject to this rule.
5. A team's entire competitive season must be completed before any member of that team may begin participation in another sport.
6. No student may participate in any phase of a formal high school athletic program. This includes practice sessions.
7. Students must meet and abide by School and Christian Formation eligibility requirements for extra-curricular activities.

## **10 DIVIDING TEAMS**

1. 5<sup>th</sup> and 6<sup>th</sup> grade teams must have an equal division of talent as required by league rules. Players will be evaluated by the coaches annually with the goal of equitable distribution of

talent. It is strongly encouraged that independent evaluators be included in the process of dividing teams.

2. 7<sup>th</sup> and 8<sup>th</sup> grade players will be divided into "A" and "B" teams. Evaluations will be held to determine the "A" and "B" team players. The head coaches, sport coordinator and independent evaluators will be allowed to evaluate players and divide them into teams.
3. An "A" team must have superior talent when compared to the "B" team(s). The division of talent must be easily recognizable; however, a lesser skilled player(s) selected for the "A" team may be given their choice of remaining on the "A" team or playing on the "B" team.
4. **In accordance with league policies, individual players may be moved from one team to another at any time in an attempt to equalize win-loss records.**
5. Football will be one team of 5/6 grade combined and one team of 7/8 grade combined.
6. Track will be one combined team of 5-8<sup>th</sup> Grade girls and boys, open to all who wish to participate. Combined practices.

## 11 PLAYING TIME RULES

The athletic program is intended to provide an opportunity for all participants to develop and share knowledge and skills appropriate to their level. It is understood that developing skills and increasing knowledge is best achieved during practice, but is also benefited in a game situation. Therefore, as much as we promote that winning is not everything, we realize that the effort to win is important. So, to help the coaches and parents realize a balance between both, we are encouraging the following playing time guidelines to allow for all players to reach their potential without sacrificing another player's opportunity to reach theirs.

**TO BE ELIGIBLE FOR PLAYING TIME, PLAYERS ARE REQUIRED TO FULFILL AND ABIDE BY THE PLAYER RESPONSIBILITIES AS LISTED IN THIS HANDBOOK.**

In those cases where a head coach elects not to provide minimum playing time for a player due to the player not meeting the Player Responsibilities requirements, or due to a player's physical limitations, both the player and the player's parents should be informed by the head coach of the reason for this action. This will ensure that the issue can be addressed and corrected with the support of the player and the player's parents. Coaches will share their specific coaching philosophy at the parent meeting.

**It is the intention of the Athletic Association, and a requirement of the Archdiocese, that every player shall play in every Basketball game, every Football game, every Track Meet and every Volleyball match.**

### 11.1 Volleyball

#### **5<sup>th</sup> and 6<sup>th</sup> grade**

The SAAA Board recommends that all players at this level receive equal playing time.

#### **7<sup>th</sup> and 8<sup>th</sup> grade**

It is expected that all players will play a minimum of time equivalent to 1 game of a 3 game match including tournaments.

### 11.2 Basketball

#### **5<sup>th</sup> and 6<sup>th</sup> grade**

The SAAA Board recommends that all players at this level receive equal playing time.

#### **7<sup>th</sup> and 8<sup>th</sup> grade**

It is expected that all players play an equivalent of one quarter per game including tournaments.

### 11.3 Cheerleading

Participation in the cheerleading program may include cheering at St. Alphonsus team games and/or competition.

## 11.4 Track

Participation in the track program may include meets and/or competitions. The SAAA Board recommends that all players shall be involved in at least two events.

## 11.5 Football

### 5<sup>th</sup> and 6<sup>th</sup> grade

The SAAA Board recommends that all players at this level receive equal playing time.

### 7<sup>th</sup> and 8<sup>th</sup> grade

It is expected that all players will play a minimum of time equivalent to 1 quarter per game.

**If rules are not followed it is the responsibility of the parent to follow grievance procedures as listed in this handbook. The first person a parent should talk to is their child's coach, after a 24 hour waiting period. Athletic competitions are often emotionally charged events. For the benefit of the athlete, the parent and the coach, it is imperative that parents wait at least 24 hours after an event before contacting a coach with concerns.**

## 12 TOURNAMENTS/COMPETITIONS

In accordance with the policies of the Archdiocese of Milwaukee, the St. Alphonsus Athletic Association will allow the following maximum participation in tournaments during the governed season.

### Volleyball

5<sup>th</sup> and 6<sup>th</sup> grade, limit of 2 tournaments

7<sup>th</sup> and 8<sup>th</sup> grade, limit of 3 tournaments, not including the Elizabeth Seton Volleyball Tournament

### Basketball

5<sup>th</sup> and 6<sup>th</sup> grade, limit of 3 tournaments

7<sup>th</sup> and 8<sup>th</sup> grade, limit of 4 tournaments, not including the Padre Serra Invitational Tournament

### Cheerleading

Limit of 2 competitions

## 13 UNIFORMS

1. Uniforms will be provided by the SAAA to each player and are issued through the coach. Uniforms remain the property of the SAAA. Coaches, athletes, and parents **may not** purchase uniforms/clothing beyond the SAAA provided uniform. Anyone wishing to purchase uniforms or other attire must receive prior Board approval.
2. It is the player's responsibility to maintain their uniform. Uniforms should be laundered in lukewarm water and tumbled dry on a low setting or line dried. **Do not bleach or iron** the uniform! No permanent alterations are to be made to the uniform.
3. Uniforms are to be worn for games and scrimmages only. Loss or damage to a uniform will require reimbursement of the cost to replace that uniform.
4. Uniforms shall be returned promptly to the coach following the last game/match of the season. Athletes will not be allowed to participate in a sport and/or will not receive athletic awards unless uniforms from the previous season are returned.
5. Coaches must return all uniforms to the uniform coordinator within 3 weeks of the end of the season.

## **14 DUTIES AND REQUIREMENTS FOR ALL SAAA MEMBERS**

### **14.1 Certification Requirements**

**Any adults (any person 21 years of age or older) actively involved in working with any child and youth within the program shall receive training in the Archdiocesan “Protecting All God’s Children.”**

## **15 DUTIES OF OFFICERS**

### **15.1 Athletic Director**

1. Be responsible for the Association’s adherence to the policies and regulations of the applicable leagues and the SAAA policies and procedures.
2. Preside at all meetings of the Board.
3. Establish agenda for each Board meeting and provide board members with a copy at least 5 days before each monthly meeting.
4. Delegate such responsibilities as shall seem necessary to the effective functioning of the Association.
5. Work with the Board to set the calendar of events for the following year.
6. Work with the Board to establish the budget for the following year.
7. Be eligible to serve as advisor to the Board upon completion of term of office.
8. Ensures that information about each officer and coordinator’s duties is passed to new Board members.
9. Be responsible for supervising proper grievance procedures as outlined in the handbook.
10. Perform other duties consistent with this office as the Board may direct.
11. Protecting All God’s Children training must be completed before any duties are first performed.

### **15.2 Sports Administrator**

1. Act as an aid to the Athletic Director and shall perform the duties of the Athletic Director in the absence or resignation of that officer.
2. Be responsible for registering all athletes each year.
3. Provide copy of emergency/medical information to Sport Coordinators for coaches. Provide Volunteer forms to Operations administrator.
4. Collect all registration/consent forms of athletes and file in parish/school office.
5. Collect all physical forms, verify compliance with Archdiocese requirements (contact parents and/or coach and follow up until physical form is received), and keep on file in parish/school office.
6. Be responsible for sport coordinators.
7. Arrange clinics for coaches throughout the year.
8. Chair the Coach Selection Board.
9. Perform other duties consistent with this office as the Athletic Director or Board may direct.
10. Protecting All God’s Children training must be completed before any duties are first performed.

### **15.3 Communications Administrator**

1. Keep an accurate record of all minutes and keep a current record of attendance at all Board meetings.
2. Coordinate athletic database.
3. Post Board approved minutes of on SAAA bulletin board in hallway outside gym and on SAAA website.
4. Be responsible for listing regular Board meeting dates and all other correspondence in the bulletin and school newsletter.
5. Be responsible for posting the Agenda on the Athletic Association bulletin board outside Spangler Hall at least 5 days before each meeting.

6. Be responsible for notifying Board members of special meetings.
7. Updates handbook with changes made in the prior year and files a master copy on parish hard drive.
8. Provide each registered family with a copy of the handbook each year.
9. Handle all correspondence as directed by the Board.
10. Perform other duties consistent with this office as the Athletic Director or Board may direct.
11. Protecting All God's Children training must be completed before any duties are first performed.

#### **15.4 Business Administrator**

1. Receive all funds of the athletic program and keep an accurate record of receipts and disbursements.
2. Must authorize all disbursements.
3. Responsible for preparing monthly and annual operating statements showing actual receipts and disbursements. The monthly statements shall be presented at each Board meeting. The finalized annual budget statement shall be presented to the Association at the June monthly meeting.
4. Assist at registration and verify that each registered athlete has paid for the programs that he/she has signed up for.
5. Drop off and pick up cash boxes for all home volleyball and basketball games. Deposit cash in timely manner.
6. Verify that coaches are only reimbursed for the appropriate number of tournaments.
7. Coordinate all raffle/fundraising activities.
8. Perform such other duties consistent with this office as the Athletic Director or Board may direct.
9. Protecting All God's Children training must be completed before any duties are first performed.

#### **15.5 Operations Administrator**

1. Organize volunteers.
2. Coordinate gym operations (functions and schedules).
3. Be responsible for all equipment and uniforms.
4. Be responsible for concessions.
5. Be responsible for Archdiocesan mandated coaches training as outlined in the handbook.
6. Be responsible for Archdiocesan mandated volunteer training as outlined in the handbook.
7. Perform such other duties consistent with this office as the Athletic Director or Board may direct.
8. Protecting All God's Children training must be completed before any duties are first performed.

### **16 DUTIES OF COORDINATORS**

#### **16.1 Sport Coordinators**

1. Assist at registration of athletes in May.
2. Determine number of teams needed by monitoring number of athletes registered.
3. Attend League meetings and communicate to Athletic Board all pertinent information.
4. Attend SAAA Board meetings, when necessary.
5. Review coaches applications with Coach Selection Board.
6. Complete and turn in host gym scheduling form to league.
7. Set up Blood Borne Pathogen meeting with the Greendale Health Department and confirm that all coaches are on record for having attended the Greendale Health Department Blood Borne Pathogen education program.
8. Check with uniform coordinator regarding condition and amount of uniforms and order new, Board approved uniforms as needed.
9. Check with gym coordinator regarding condition of balls/nets/mats and order new, Board approved equipment as needed.
10. Submit team commitments, head coach contact information, and payment with appropriate league.

11. Order rulebooks, scorebooks, and Archdiocesan policy books.
12. Contact coaches regarding distribution of keys, first aid kits, uniforms, and practice preferences.
13. Organize coaches meeting: Inform coaches of Archdiocesan requirements for certification and training of coaches. Make sure that all coaches are informed of Athletic Association policies and understand their duties and responsibilities. Ensure that new coaches view core video. Distribute league rules, tournament information, and other pertinent information. Act as a resource to new coaches.
14. Retain independent evaluators to assist in team selections, if needed.
15. Set dates, organize evaluations of athletes and be present for team selection.
16. Communicate to parents/athletes/coaches the dates of athlete evaluations.
17. Have all coaches and assistant coaches fill out coach's agreement and give copy to Parish Office for confidential criminal background checks.
18. Complete roster for each team, have signed by school principal and Director of Religious Education, and turn in to League.
19. Pick up game schedules, host gym schedules, referee schedules, etc. from league; photocopy host gym schedule for Parish Administrator, Business Administrator, gym coordinator, and scorer's table; photocopy game schedules for bulletin board and distribute to all coaches. Photocopy referee schedule for scorer's table.
20. Provide coaches with team roster and medical and emergency information forms.
21. Monitor team records, keep aware of team parity and make roster changes on timely basis as required by League rules.
22. Communicate roster changes to League.
23. Address concerns of parents and coaches, investigate conflicts and attempt to resolve issues by meeting with appropriate parties and follow grievance procedures as listed in this document.
24. Post standings on bulletin board weekly.
25. Submit budget for following year during budget review process. Provide budgetary status update on a regular basis.
26. Pick up trophies promptly when called by League Coordinator.
27. Act as an Assistant to Sport Coordinators and Uniform Coordinator(s)
28. Inform Board if players leave the program before the season ends.
29. Maintain bulletin board outside Spangler Hall. Post calendar, schedules, and standings.

The Sports Administrator shall be the SAAA Board member responsible for overseeing the activities of the Sport Coordinators.

## **16.2 Gym Coordinator**

1. With the assistance of the AD and Operations Administrator, the Gym Coordinator is responsible for overseeing the following assignments and to assist in maintaining the gym in good working order and recommending replacement/maintenance needs.
2. Attends monthly Board meetings, as needed, and reports on the needs/condition of the gym and all gym equipment. This position is responsible for checking the condition of and purchasing Board approved volleyballs, basketballs, and basketball nets each season. Regularly checks condition of volleyball net, basketball hoops, scoreboard, floor, and safety mats on walls and stage. Makes recommendation to the Board for repair/replacement.
3. Assistants to Gym Coordinator:
  - a) First Aid Coordinator
  - b) Floor Maintenance - Volleyball (3 or 4 people)
  - c) Floor Maintenance - Basketball (4 people)
  - d) Gym Set Up Coordinator - Basketball (4 people)
  - e) Gym Practice Scheduler – Volleyball
  - f) Gym Practice Scheduler – Basketball
  - g) Scorers Scheduler – Volleyball
  - h) Scorers Scheduler - Basketball
4. Training as required by the Archdiocese for Gym Coordinator and assistants to the Gym Coordinator must be completed before any duties are first performed

The Operations Administrator shall be the SAAA Board member responsible for overseeing the activities of the Gym Coordinator.

### **16.3 Concessions Coordinator**

1. With the help of the AD and Operations Administrator, the concession coordinator is responsible for overseeing the following assignments and to assist in maintaining the smooth operation and security of the concession area, admissions table, and overall facility.
  - a) insure that all volunteers are trained and report for their volunteer assignments.
  - b) attend Board meetings to bring recommendations for food changes, scheduling concerns, and equipment needs.
2. Assistants to Concession Coordinator:
  - a) Concessions Purchaser
  - b) Concession Equipment Maintenance
  - c) Concession/Admissions/Security Scheduling (Basketball)
  - d) Concession/Admissions/Security Scheduling (Volleyball)
  - e) Opening/Training/Closing Concessions (Basketball)
  - f) Opening/Training/Closing Concessions (Volleyball)
3. Training as required by the Archdiocese be completed before any duties are first performed

The Operations Administrator shall be the SAAA Board member responsible for overseeing the activities of the Concessions Coordinator.

### **16.4 Technical Coordinator**

1. Maintain electronic database of all registered athletes.
2. Receive registration forms from Secretary. Enter information into the database: (Athlete Name, Parents Names, Home Address, Home Phone Number, Date of Birth, Date of Physical, Grade Level, Sport, School Attending, and Coach's Name).
3. Update database as changes occur.
4. Provide all Board members with list of athletes when requested.
5. Maintain and update Athletic Association link on St. Alphonsus website. Handbook changes, registration dates, election date, evaluation dates, practice schedules, game schedules, standings, awards program dates, athletic Board calendar, and meeting dates can all be posted on website.
6. Attends monthly meetings and informs the Board on the number of athletes confirmed registered, pending registrations, etc.
7. Training as required by the Archdiocese must be completed before any duties are first performed

The Communications Administrator shall be the SAAA Board member responsible for overseeing the activities of the Technical Coordinator.

## **17 DUTIES OF OTHER MEMBERS**

### **17.1 Pastor's Delegate/Parish Council Liaison**

1. As the Pastor has ultimate control and responsibility over all Parish based programs, but cannot be in attendance at every Board meeting of the Parish, the Pastor's Delegate/Parish Council Liaison is to insure compliance with Archdiocesan policy and SAAA policies and procedures.
2. This position is non-voting and is appointed by the Pastor.
3. Attends monthly meetings of the Athletic Board.
4. Advises the Pastor on the ongoing operations of the program after each meeting.

5. Training as required by the Archdiocese must be completed before any duties are first performed

## **18 COACH SELECTION PROCESS**

The Coach Selection Committee shall select head coaches. The Coach Selection Committee shall be chaired by the Sports Administrator, and include the Operations Administrator and the applicable Sport Coordinator. The head coach will select assistant coaches **after** team members have been selected.

Anyone interested in coaching must complete an application. Applications will be available at registration or can be obtained by contacting any Athletic Board member. All applications must be turned into the appropriate Sport Coordinator by June 1st for volleyball and September 15th for basketball.

Each member of the Coach Selection Committee will receive a copy of all completed applications. The committee will select the head coach for each team through meetings with committee members and/or interviews with prospective coaches and use of prior coaching evaluations, if available. After the Coach Selection Committee agrees to the head coach for each team, recommendations are made to the Athletic Director for final approval. The Athletic Director has the right to send the decision back to the Coach Selection Committee for reworking. If the Coach Selection Committee is unable to reach an agreement, the coaching selection will be presented to the Athletic Board for a decision.

The Athletic Director shall inform all applicants of the coaching decisions.

The Selection Committee is responsible for finding coaches for every team.

Coordinators are not permitted to head coach or assistant coach.

Selecting the "A" team coach for 7<sup>th</sup> and 8<sup>th</sup> grade will be the responsibility of the Coach Selection Committee. The Committee will rank their choice for head coach with the final decision being made immediately after evaluations when team selections are complete.

Coaching selections will be made based upon the following criteria:

- Past experience in a specific sport and an ability to work with children.
- Coaching Certification as defined by the Archdiocese.
- Adherence/willingness to adhere to St. Alphonsus Athletic Handbook of Policies and Procedures and Archdiocesan and League Rules.
- Level of commitment to coach a specific grade or sport.
- Christian attitude displayed during games and practices.
- Coach's evaluation forms from previous years.

## **19 COACHES RESPONSIBILITIES**

1. Agree to follow the SAAA handbook of Policies and Procedures and the applicable league regulations.
2. Attend coordinators preseason meeting.
3. Attend annually, blood-borne pathogen training.
4. Provide players with an equal opportunity to participate in practices and develop their skills and to teach the fundamentals of their sport, good sportsmanship, and teamwork.
5. Hold a preseason meeting with parents and players to familiarize them with: schedules for practices and games; conduct expected of players and parents; responsibilities of players, parents, and coaches; team switching policies; and their coaching philosophy.
6. Carry medical information and emergency contact forms to all practices and games.
7. Report all injuries by completing the accident/injury report.

8. Assume responsibility for all equipment issued to their team.
9. Notify in advance, the player and parents of any disciplinary action taken against a player.
10. Be present and assume responsibility for players before, during, and after practices and games, until players leave with their parents. If it is necessary to be absent, appoint an adult, 21 years or older (preferably an assistant coach) to assume these responsibilities. Coordinate with parents, two adults are to be present at every practice.
11. Clean and secure premises after practice.
12. Assume responsibility for obtaining proper sport-specific training by attending coaching clinics to learn rules, practice organization, skill development, and coaching behavior. To comply with certification as required by the Archdiocese. (First time coaches must view the core video prior to assuming coaching duties.) Any Archdiocesan approved clinic will be reimbursed up to \$30 of the cost incurred.
13. Notify gym practice scheduler as soon as possible if not able to keep a practice.
14. Keeping written records of attendance at practices and playing time in each game is recommended.
15. Turn in all equipment and property of the SAAA within three weeks after the end of the season, this includes: keys, first aid kits, balls, uniforms, team trophies, etc.
16. Cheerleading coaches note: Mats must be used for all mounts and lifts during all practices and performances.

Failure to adhere to the **COACHES RESPONSIBILITIES** will result in appropriate consequences, which could include, but are not limited to:

1. Verbal warning by official or sport coordinator
2. Written warning, with documentation kept on file and shared with Athletic Board
3. Game suspension
4. Suspension for remainder of athletic year
5. Suspension from athletic program in future season(s)

## **20 PLAYERS RESPONSIBILITIES**

Participation in athletics is a privilege and involves commitment. Exercising good sportsmanship and using Christian values are requirements to maintaining the privilege.

1. Athletes are expected to attend all practices and games. Students are expected to inform the coach when it is necessary to miss a practice or game.
2. Participation in athletics is not permitted on the day a student is absent from school due to illness.
3. Abide by School and Christian Formation eligibility requirements for extra-curricular activities.
4. Athletes cannot compete on another team in the same sport at the same time; be aware of and in compliance with Archdiocesan Policies and Regulations.
5. Athletes are expected to respect themselves. Use of alcohol, illegal drugs, and smoking will result in dismissal from the athletic program.
6. Athletes are to come to practice and games prepared for athletic play. Volleyball players are required to use kneepads.
7. Athletes are expected to follow principals of good sportsmanship at all times; displaying good conduct before, during, and following games and practices. Respect is to be shown to referees, coaches, teammates, opposing players, and spectators.
8. Athletes are expected to show respect for parish property and facilities of St. Alphonsus Parish, and of other practice and game sites.
9. Athletes are responsible for taking care of the uniform and equipment provided for their use and returning it in good condition cleaned and on time. No permanent alterations are to be made to the uniform. Athletes will not be allowed to participate in a sport and/or will not receive athletic awards unless uniforms from the previous season are returned.

Failure to adhere to the **PLAYERS RESONSIBILITIES** will result in appropriate consequences, which could include, but are not limited to:

1. Limited playing time at games
2. Limited participation at games
3. Restitution for damage
4. Suspension from remainder of athletic year.

Coaches will notify player, parents, and sport coordinator of disciplinary action taken. Sport coordinator will notify Athletic Board of disciplinary actions that require more than a one game suspension.

## 21 PARENTS RESPONSIBILITIES

As parents/guardians, we recognize that the St. Alphonsus Parish Athletic program is as effective as we are supportive. For this reason, we are committed to the following:

1. Parents are required to complete the appropriate registration forms and pay the appropriate fees prior to the deadline in order that their child/children will be eligible for sports participation.
2. Athletes are required to have a physical every two years or when new to the program. **A physical examination form must be turned in prior to the first practice.**
3. A child's involvement in athletics requires a parent commitment. Parents must fulfill volunteer requirements in order to insure the successful continuance of our athletic program. Volunteer forms allow parents to select their choice of service assignments. Parents are automatically assigned to work in the concession stand if they have not requested or are not given another assignment. Lack of parent participation may jeopardize their child's future sport participation. If a parent is unable to provide volunteer time, **a fee of \$250 per sport per child** will be assessed in lieu of services at the start of the season. During the season, if a parent does not fulfill the required assignment/concession duty a fee will be charged per shift missed, based on total shifts scheduled. If a parent cannot work as scheduled, it is the parent's responsibility to get a substitute.
4. Parents are required to attend the coach's parent meeting held prior to the first game of the season. Parents are expected to be aware of and in compliance with the Archdiocesan policies and procedures.
5. **Parents are asked to communicate with the coach, during the season, any concerns they have. The first person a parent should talk to is their child's coach, after a 24 hour waiting period. Parents are required to follow the Grievance Procedure as outlined in this Handbook.**
6. At all times, parents are expected to adhere to the principles of good sportsmanship and be respectful of all players, coaches, other parents, spectators, and game officials.
7. Parents are to provide transportation to all practices and games. Players need to arrive at the times designated by the coach and be picked up promptly afterwards.
8. Parents are not to drop athletes off for practice and leave without verifying that the coach is present. Promptness in picking up athletes is expected.
9. Parents are to assist the coach in ensuring adequate supervision at practices. Two adults (a coach and assistant coach or parent) are to be at every practice.
10. Parents are financially responsible for the loss or misuse of uniforms issued to athletes. Loss or damage to a uniform will require reimbursement of the cost to replace that uniform.
11. Parents are asked to communicate to the coordinator, before team selections are made, any other activities their child will participate in that may conflict with their attendance at games or practices. This will assist us in dividing teams, so that athletes with potential conflicts are not all placed on the same team
12. **Parents need to be aware that when an equal division of talent is required by league rules, reassignment of players will occur based on league rules.**

Failure to adhere to the **PARENTS RESONSIBILITIES** will result in appropriate consequences, which could include, but are not limited to:

1. Verbal warning by official, head coach, or sport coordinator
2. Written warning
3. Parental game suspension
4. Child's suspension from athletic program for remainder of athletic season
5. Child's suspension from athletic program in future season(s)

Fees charged for damaged or lost uniforms and/or failure to fulfill service requirements must be paid before child/children will be allowed to participate the following year.

## 22 GREIVANCE PROCEDURE

The following procedures have been established to address any concerns a parent may have with any program administered by the SAAA. These procedures have been designed in accordance with Archdiocesan Complaint/Conciliation Procedures ("ACCP"). **These procedures must be strictly followed in the order that they appear.**

1. **Talk to the coach about your concerns.** Coaches are not permitted to retaliate against a player whose parent shares issues or concerns. Concerns need to be addressed within one week of being brought to the Coaches attention. However, if the concern originates at an athletic competition, the parent **must wait at least 24 hours** before contacting the coach. The coach should be contacted within 14 calendar days of the situation that gave rise to the concern. [REF: ACCP Level One].
2. **Call the Sport Coordinator if the problem continues or a resolution could not be worked out with the coach.** This should be done within 14 calendar days after talking to the coach. It is preferred that the coach, coordinator and parent all meet together to discuss the matter. The Sport Coordinator must document the concern and attempt resolution within 7 days. The documentation is to be shared with the AD and any other appropriate SAAA Board members and kept on file in parish/school office. The documentation should also be shared at a future SAAA Board meeting. [REF: ACCP Level Two].
3. **File a written complaint with the Athletic Director if the issue continues to be a problem and has not been resolved.** The complaint should be on the Complaint Form contained in this Handbook. It should be filed within 7 days of the decision reached by the Sport Coordinator. The AD will attempt one final resolution. He/she will document the concern and attempt to reach a resolution within 7 days. The documentation will be shared at the next SAAA Board meeting. [REF: ACCP Level Three].
4. **File a written complaint with the SAAA Grievance Committee.** The complaint form in this Handbook should be completed in its entirety along with any other supporting documentation and submitted to the Sports Administrator. The Sports Administrator will then submit the written complaint to a Grievance Committee consisting of three individuals appointed by the Pastor. Where appropriate, the Committee will seek written responses from other parties involved in the complaint. The Committee will consider the situation based on the information contained in the written submissions and will render its decision. The Committee's deliberations and final vote will remain confidential and will not be shared with the Board or any other parties. The Committee will issue its decision within 30 calendar days. All Grievance Committee decisions are subject to Pastor approval. [REF: ACCP Level Four].
5. If no resolution could be achieved among the involved parties, then the person who has raised the concern may further appeal to the Archdiocese. Information regarding this process is available in the Parish Office. [REF: ACCP Level Five].

**It is not acceptable, at any time, for a parent/participant to contact the Archdiocese without first going through the above procedures.**

## 23 POLICY VIOLATIONS

ALL SAAA members are expected to adhere to and abide by the MISSION, GOALS, OBJECTIVES, POLICIES, PROCEDURES, and RESPONSIBILITIES of this handbook. Failure to adhere to these will result in appropriate consequences, which could include, but are not limited to:  
Verbal warning by SAAA Board

Written warning, with documentation on file and shared with the SAAA Board and the Pastor  
SAAA membership suspension for one month  
SAAA membership suspension from remainder of the athletic year  
SAAA membership suspension in future year(s)  
Violations by the parents of athletes may result in the suspension of the athlete and the parent, as outlined above.

## **24 AWARDS**

Athletic awards will be presented for each sport at the athletic awards program for that sport.

Awards and awards program will be determined by the SAAA Board and scheduled with the Director of Administrative Services.

## **25 BUDGET**

The budget drives much of the Athletic Association. Accounting will be handled through the parish bookkeeping system.

By the January meeting of each year, the following people will submit a budget to the Business Administrator, Girls' and Boys' Volleyball Coordinators, Girls' and Boys' Basketball Coordinators, Cheerleading Coordinator, Gym and the Secretary. The Business Administrator will compile the budget and submit it to the Board by the February meeting. The Business Administrator will then present the Board's approved budget to the Pastor for inclusion and approval into the parish budget.

## **26 CAMPS, CLINICS, AND WORKSHOPS**

All camps, clinics, or workshops must receive the approval of the SAAA Board, Pastor, and Director of Administrative Services in order to be offered.

## **27 REVISION/EFFECTIVE DATES**

This SAAA Handbook of Policies and Procedures takes effect April 1, 2008 and supersedes all previous SAAA handbooks.

## APPENDIX A

## APPENDIX B