

STS. PETER & PAUL BOOSTERS

Organization and Policies Handbook for Participation California, KY

I. Purpose

The sole purpose of this organization will be to encourage, promote and finance sporting activities and programs at Sts. Peter and Paul School, kindergarten through eighth grade. All expenditures are subject to approval by vote of booster members.

II. School Policy for Participating in Extracurricular Activities:

Recognizing that academics are the first priority at Sts. Peter and Paul School, it is recommended that no more than two (2) school nights a week be scheduled for games or practice in any sport. The Boosters organization and its teams are to complement and embrace the academic policy of the Board of Total Catholic Education and the school Principal.

Education is not limited to classroom experiences; it is derived from all opportunities that contribute in any way toward personal and social growth. With every privilege, there is a corresponding responsibility. It is a privilege and an honor to participate in extracurricular activities, not a right or a guarantee. It is very important that parents use careful judgment when it comes to a student's eligibility to participate. A student may be declared ineligible to participate in extracurricular activities at the discretion of the administration and faculty.

III. Scope:

This handbook contains the rules and policies that all Board members, coaches, players and parents will be governed by. This handbook will be updated as required by the Boosters. The Boosters hold the right to change or add to the policies as written in this handbook.

Any coach, player or parent, who does not comply with the provisions of the policies, forfeits the right to serve in that capacity under the auspices of Sts. Peter and Paul School.

IV. Board Members:

The Booster Athletic Board will consist of six (6) members. The officers are: President, Vice-President, Treasurer, Secretary, Athletic Director and Assistant Athletic Director.

Officers are elected by nomination and popular vote. The President, Vice-President, Treasurer and Secretary are elected to one (1) year terms. Note: The Vice-President will automatically become President the following year. The Athletic Director will consist of a two (2) year term. Assistant Athletic Director is a two (2) year term serving one year as assistant Athletic Director then becoming AD for one year.

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9/18/2018 Additional of eligible student athletes from neighboring parishes under XII. Number of Teams MM

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Nominations are held in April with the election of officers held in May. The Booster Nominations can be held during the parish nomination weekend if desired according to the Board. An adult family member must attend three (3) meetings in a school year to be eligible to vote in the election of officers. Officers will take over in June. Outgoing President will handle old business, then turn the meeting over to new President.

Qualifications to hold office:

1. Nominations must be submitted to Board members for consideration.
2. Members nominated are suggested to be a voting booster member.
3. The voting booster member suggested to have a minimum of one (1) year of booster involvement.

V. Booster Sponsored Activities:

A. The Boosters support a variety of activities at Sts. Peter & Paul on both a permanent and provisional basis. Permanent activities are defined as those activities which the Boosters have committed to supporting as part of our normal course of doing business. The cost of these activities are planned into the normal annual operating budget and do not require any special votes to continue their sponsorship. The permanent activities are:

- League fees for Basketball / Cheerleading / Volleyball/ Cross Country
- Uniforms and equipment for all teams
- Assist in the upkeep of the social center
- Assist in the purchase and upkeep of playground and gym equipment
- Fund salary of Physical Education Teacher

B. Because opportunities for new activities periodically arise for our students, the Boosters have created a mechanism for provisional sponsorship. Provisional sponsorship means that the Sts. Peter & Paul Boosters are willing to invest sponsorship to an activity on an initial temporary basis not to exceed two years to allow the Boosters to evaluate whether an activity should be added to the list of permanently sponsored activities.

C. The process for requesting provisional sponsorship will be that a member in good standing of the Boosters organization will make a motion to request provisional sponsorship for a new activity at a regularly scheduled Booster meeting. A simple majority of the voting members present is all that is required for the provisional sponsorship. In order for the Boosters to properly evaluate the request, the following information must be provided at the time of the request:

- Description of the activity
- Names of the coaches
- Confirmation of Virtus certification
- Estimated costs to the Boosters and to the participant families
- Season length
- Any special facility needs
- Any proposed fundraising

D. The process for moving from provisional sponsorship to permanent sponsorship after the initial 1-2 year provisional period is as follows:

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- The coach will bring the request forward to the Boosters requesting permanent sponsorship
- The requested information must include:
 - Number of participants in the previous seasons
 - Actual Costs
 - Estimated on-going costs, i.e. better uniforms or equipment
 - Testimonials from 3-5 families that participated
- The request will be read at the meeting and published in the minutes. The motion will be read again at the next regularly scheduled Booster meeting and voted on by the members present in good standing. A simple majority of those members voting is required to approve the conversion to permanent sponsorship status.

E. In order to keep the costs as affordable as possible for all families in the Sts. Peter & Paul School, fund raising is a critical part of the Boosters mission. The Boosters hold a number of fund raising events including:

- Cardinal Invitational Basketball Tournament/Cheerleading Competition
- Golf Outing
- Out Door Dance
- Any other fundraising opportunities identified by the Booster Board.

Please Note: It is expected that all parents help with fundraising events.

VI. Procedure for Selection of Head Coaches:

Coaches for all the various teams and/or squads sponsored by the Boosters must be appointed by a majority vote of the Booster Athletic Board of Directors, which will include the President, Vice-President, Treasurer, Secretary, Athletic Director and Assistant Athletic Director. In case of a tie, Athletic Director will have the deciding vote. If an officer is running for a head coaching position, the officer will remove himself/herself from the voting process.

This will be accomplished in the following manner:

1. Athletic Director will notify the organization of any ‘**OPEN**’ position(s).
2. Persons interested in coaching a particular team/squad should notify the Athletic Director of their interest in the position.
3. Must be eighteen (18) years of age, is suggested to be a member of Saints Peter & Paul Parish or a current staff member, and become a member of the Booster organization.
4. All coaches are encouraged to attend 100% of the Booster meetings.
5. Once approved, a coach will be allowed to remain in that position, year after year, without being re-appointed. This will be termed ‘**CLOSED**’ position. A Coaching position will be declared ‘**OPEN**’ if any of the following happens:
 - A new squad or team is sponsored by the Boosters.
 - A coach resigns his/her position.
 - A simple majority vote of the Athletic Board of Directors see fit to declare a ‘**CLOSED**’ position ‘**OPEN**’ by removing the current coach.
 - A coach wanting to coach at a different level can do so if the position is ‘**OPEN**’ and coach is approved again.

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6. If a position becomes “OPEN” during the season, the Athletic Board will appoint an interim coach until the end of the season. At the end of the season, the position will be declared “OPEN.”
7. A Head Coach can only hold one (1) position per sport.

VII. Code of Conduct for Coaches:

1. Must, at all times, conduct themselves in a manner that represents the Christian values taught at Sts. Peter & Paul.
2. Must keep in mind that the objective of the Sts. Peter & Paul Boosters is to foster and encourage play that is skilled, Sportsmanlike and fun. Participants should be taught to play hard and fair while trying to win. They should also be taught to win and lose graciously, and that striving to win is more important than winning itself.
3. Must be, or make every effort to become, knowledgeable about the sport they are coaching.
4. Must always come prepared to ensure that practices are “quality time.”
5. Must remember that participants, opposing coaches, fans and officials must at all times be treated with respect. Threats and abuse, either physical or verbal, will not be tolerated at practices or games.
6. Grades K, 1 & 2 are for instructional purposes only.
7. Must provide at the lower grade levels (3, 4, 5 & 6) instruction in the basic fundamentals of the sport. Winning is encouraged but should not take away from teaching the sport.
8. Playing time is up to discretion of the coach. **Coaches should make every attempt to be fair to all participants in providing playing time.**
9. Must provide at the 7th and 8th grade level, a higher level of instruction and team competition in order to prepare these students for high school sports.
10. Must at all times abide by the playing time rules of the league in which the team participates, if applicable. Valid reasons, which might limit or exclude a participant from participating in a game, include academic ineligibility, excessive absence from practice, or severe disruptive behavior.
11. Must attend all coaches meetings scheduled by Athletic Director.
12. Must keep track of all equipment.
13. Submit schedules to the principal, players and Athletic Director.
14. Keep a current roster on file in the principal’s office throughout the entire season.
15. Encouraged to attend monthly Booster meeting. Give a brief recap of progress.
16. Booster board members have the right to remove coaches for misconduct, behavior not becoming a coach.
17. Coaches are responsible for making sure all participants have appropriate paper work signed and returned by start of season.
18. All coaches over the age of 18 must abide by, and participate in the required Diocesan programs regarding safety and care for the children (ie. sexual misconduct training). Records for the training programs will be kept in the school office.
19. No games (home or away) should be scheduled to start after 8:30 PM on a school night (Regular Season or Tournament game).

***Coaches are to follow guidelines for coaches given to each coach by Athletic Director at season start.**

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VIII. Student Athletes:

1. Student Athlete must be enrolled as a student at Sts. Peter & Paul School.
2. Academic eligibility shall be as required in the school handbook, and left to the discretion of the principal.
3. Students should do their homework on a nightly basis and cooperate with all teachers and staff. Having practice or a game is not an acceptable excuse of failing to have daily work assignments in on time.
4. Student-Athletes are expected to behave at all times. Those who cannot behave at school and/or school/parish functions will be dealt with on an individual basis. The principal may call on the parents, teachers, athletic director, coach, pastor and/or Booster officers to resolve the problem. Suspension and/or dismissal from the athletic team may result if improved behavior does not occur.
5. Must at all times conduct themselves in a manner that represents the Christian values taught at Sts. Peter & Paul.
6. Must remember their academic obligations take priority over their participation in athletics and therefore, always strive for academic success.
7. Must be supportive, not critical, of teammates and always strive to display sportsmanship and fair play.
8. Must remember that coaches, teammates, opposing coaches and participants, officials and fans, at all times, be treated with respect. Disrespectful or abusive behavior on the part of any participant will not be tolerated.
9. Must make every effort to attend and be on time for all practices and games. Notice must be given to the coach if you are unable to attend.
10. If a participant drops from one sport, he/she cannot join another sport until that season is over.
11. A coach (or assigned adult) must be present prior to entering a practice facility or starting of a game.

IX. The Parent of a Participant:

1. We encourage all parents to join the Booster organization.
2. Must at all times, conduct themselves in manner that represents the Christian values taught at Sts. Peter & Paul.
3. Must make every effort to ensure that the student athlete has conformed to the academic guidelines.
4. Must accept responsibility for uniforms and equipment that the participant brings home. These should be cared for according to directions and returned at the end of the season in reasonably good condition.
5. Must make every effort to show support for the Booster organization by attending games whenever possible and by volunteering their help when requested.
6. Should communicate all problems and/or suggestions directly to the coach.
7. Must make every effort to ensure that their children attend and are on time for all practices and games. (If you cannot attend, notify coach prior to game or practice)
8. Must be prompt when picking the children up from practice and games.
9. Must complete an acknowledgment form stating he/she has read the Booster handbook and will abide by it. This form must be returned to player's coach with the

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rest of the start up paper work before your child can participate. Sign paper in back of Handbook.

10. **Parents must have medical insurance to cover any possible medical costs. Boosters are not responsible for any medical costs.**

X. Grievance Procedure:

Participant/Parent

With the number of students participating in the athletic program, the Sts. Peter & Paul Boosters recognize that there will be times when problems or disputes arise. The Boosters strongly recommend that every effort be made to work these problems out on an individual basis. If a parent or a participant has a problem with a coach, they should call the coach and set up a meeting to discuss the problem. An independent third party should be present. The parent(s) should speak with that coach in a calm and reasonable manner in an effort to resolve the problem. Likewise, the coach may request a meeting with a parent or a participant.

At no time should a parent approach a coach before, during, or after a game to solve disputes. Likewise, a coach should not approach a parent before, during or after a game to solve disputes. Players should not be exposed to discussions concerning any disagreements between coach and parents. Cool heads and mutual respect are essential.

If a reasonable attempt to solve the problem at an individual level has failed, the person is urged to contact the Athletic Director and present the situation to him/her. The Director will talk to the parties involved, gather information rendered and try to rectify the problem.

If the complaining party is not satisfied with the decision of the athletic director, they may appeal to the Athletic Board of Sts. Peter & Paul Boosters by contacting the current President.

Misconduct from a parent or participant could lead to the athlete being dropped from any sponsored Booster activity or event.

XI. Booster Meetings:

Booster meetings are held on the third (3rd) Thursday of each month at 7:30 p.m. in the school library. The meetings are a great opportunity to participate in the planning of your child's sports activities. Membership is open to everyone.

*Time of meetings may vary. Any changes will be posted in bulletin.

All decisions requiring a vote must be done in the presence of at least 2/3 (two-thirds) of the Athletic Booster Board. If 2/3 of the Board members are not present, the decision will be postponed until the next regularly scheduled meeting. In the event of an urgent decision, it will be at the discretion of the President whether an emergency meeting of the Board needs to take place. Majority vote of those present **and** in attendance of at least 2 of the previous 4 meetings will rule.

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All monetary decisions over \$150.00 needs to be made in the presence of at least 2/3 (two-thirds) of the Athletic Booster Board. In the event of an urgent decision, it will be at the discretion of the President whether an emergency meeting of the Board needs to take place. Majority vote of those present **and** in attendance of at least 2 of the previous 4 meetings will rule.

XII. Number of teams.

In determining the number of teams we sponsor, the intent is to accommodate as many children as possible.

1. Providing gym times and league openings.
2. We will do everything we can to ensure that every participant will have a chance to play.
3. The 3rd and 4th grade teams will be divided as evenly as possible.
4. All players will be required to participate at their grade level, unless the next grade group roster does not meet league minimum roster requirements. Players will be drafted at coach's discretion. (Players will play for their respected team first).

In the event that there are not enough participants to reasonably form a team, the Boosters may consider opening up participation to student athletes from other neighboring parishes and/or members of the parish not enrolled in our school. If this situation would occur, the Athletic Director will work to provide a fair compromise for the participants. If another school is involved, the Athletic Directors will work together to appoint coaches and provide gym time for practices. **Both options are subject to our need based on student body enrollment and interest. No sports fee would be required, however, parents would be expected to fully participate in Booster functions and follow all Booster By-laws**

XIII. Booster Scholarship

In order to be eligible for a Booster scholarship, a student must have participated in a Booster sponsored program their 8th grade year plus one (1) prior year.

The scholarship is a \$250.00 Scholarship to Bishop Brossart High School, which will be given to one (1) boy and one (1) girl. The scholarships are awarded at the 8th grade awards dinner. An application must be submitted to be eligible.

In the event a student cannot participate in a Booster sponsored program their eighth grade year due to a medical reason or team existence, the eligibility for the scholarship will be determined by the Booster Athletic Board.

To be eligible for sports camp drawings held at the annual banquet, the student must have participated in a Booster sponsored team the previous season.

XIV. Banner Policy

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If a 7th or 8th grade boy's or girl's basketball or 7th or 8th grade volleyball team wins a Diocesan Championship, then a banner with team member names will be made and hung in the gym by the Boosters.

If a 7th or 8th boy's or girl's basketball team is Diocesan Championship Runner Up then the year will be listed on the Diocesan Runner up Banner in the gym by the Boosters.

If a 7th or 8th grade boy's or girl's basketball team or 7th or 8th grade volleyball team wins a league championship, then the year of the season will be placed on the appropriate banner in the gym by the Boosters. This means that there will be a banner per grade level/ boy's and girl's / per sport (volleyball and basketball).

RULES OF THE GYM

1. NO STUDENTS ARE ALLOWED TO PRACTICE OR PLAY IN THE GYM WITHOUT A COACH/ADULT PRESENT.
2. NO STUDENT IS TO BE IN THE CONCESSION STAND OR THE KITCHEN.
3. NO STUDENTS ON THE STAGE.
4. NO RUNNING IN THE HALLS OR THE SCHOOL.
5. NO BALLS BOUNCED AGAINST THE WALLS.
6. STUDENTS NEED TO CHANGE SHOES BEFORE PRACTICE.
7. NO BALLS BROUGHT INTO THE GYM.
8. NO ANIMALS IN THE GYM.

Coaches

BOOSTER OFFICERS

President
Vice-President
Secretary
Treasurer
Athletic Director
Asst. Ath. Direct.

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Please Return this form to Coaches

For your child to participate in any Booster Sponsored activity this school year please sign and return to child's coach.

I, _____ and _____
Parent Participant

(If more than one Participant)

I have read and agree to abide by these By-Laws.

Date: _____