

# **St. Columban Booster Organization Handbook**

## **Mission Statement**

*The mission of the St. Columban Booster Organization is to put our Christian beliefs and principles in practice through programs that build healthy body, mind, and spirit for all. While realizing that our mission is important, the mission itself will only be accomplished when all the children of St. Columban remain as our top priority.*

To accomplish this goal, certain codes of ethics and rules must be observed. This handbook is our tool to ensure a Christian experience. The St. Columban Booster Organization reserves the right at any time to alter any aspect of this publication.

The St. Columban Booster Organization is an extension of the mission and youth ministry efforts of St. Columban Church. Our Booster Organization is responsible for organizing, coordinating and sustaining high quality athletics experiences for young people that build up their faith, character, virtues, self-confidence, communication capabilities and leadership skills, in the context of athletics. The St. Columban Booster Organization stands in for Jesus when he says, "Let the children come to me, and do not prevent them; for the kingdom of heaven belongs to such as these." Matt. 19:14

## **Introduction to Christian Youth Athletics**

Recognizing the reality of our culture, athletic and sports figures play a significant role in the development of values that are acquired by our young people. Priorities such as "Number One," "Super Athlete," and the "multi-million dollar contract" are all secularist values that our society emphasizes. These values are in direct conflict with the building of a Christian community.

What then is the justification for youth athletics in the Catholic Church? History would indicate that the initial purpose of Catholic Youth Organization (ARCHDIOCESE ATHLETIC COMMISSION (EXAMPLE GCCYS)) Athletics was to "get kids off the streets." With the accomplishment of the above goal and with close to two million youth participating in ARCHDIOCESE ATHLETIC COMMISSION (EXAMPLE GCCYS) sports in pluralistic America, it has become necessary to redefine our goals for our youth athletic program. Through multiple consultations and conversations with pastors, parents, coaches, athletics directors, youth ministers, school principals, and catechetical leaders about youth athletics across the Archdiocese of Cincinnati since 2009, there were significant needs which surfaced, prompting the creation of this "Charter on Catholic Youth Athletics" (the "Charter").

Young people have definite diversified needs, and their needs must be heard and then met through many different vehicles of youth ministry. If we believe that one of the goals of youth ministry is to foster the total personal and spiritual growth of each young person, then certainly youth sports has a place alongside youth ministry. In fact, the two sharing common goals are one.

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Athletics, as one vehicle of youth ministry, can offer the young person this opportunity for growth and Christian maturity. Centered on the person of Christ, with the coach as a true minister, the St. Columban Athletic program has the opportunity to be a real witness to the community we live in. Not only can the team be an ideal setting for the formation of Christian community because the team members work together, enjoy victory, and suffer defeat and frustration together, but also, with the proper leadership, other forms of peer ministry can be experienced by both team members and others.

The Archdiocese of Cincinnati Charter on Catholic Youth Athletics provides a framework of policies and best practices for elementary-age and parish-based athletics in the Archdiocese for the various athletics organizations, leagues, tournaments, teams, and practices that are a part of Catholic Youth Athletics will also reflect these overarching goals. The Guiding Principles are:

- (a) **Discipleship, Faith and Family First:** Catholic Youth Athletics proceeds from and should always include Christian discipleship in the Catholic faith, in support of the parents and families whose children participate. Charter policies and guidelines are developed with Christian discipleship, the Catholic faith, and family well-being as top priorities.
- (b) **Evangelizing Mission:** The whole Church and each of its members are called to the mission of evangelization; so too, is Catholic Youth Athletics a part of that mission. Participants, parents, families, coaches, athletics organizations, fans, and alumni – all those involved in some way in Catholic Youth Athletics – are invited into this evangelizing mission bringing the good news of Jesus Christ to a world much in need of it. The Charter establishes clear expectations regarding the evangelizing mission of Catholic Youth Athletics.
- (c) **Responsible Participation in the Church:** Catholic Youth Athletics will reflect the priority of regular, consistent, and responsible participation in the Church, in her worship, education, community, ministries and service to the world. The Charter includes policies and best practices affirming the priority of active participation in the Catholic faith community, including faith formation as well as worship on Sundays, Holy Days and during liturgical seasons.
- (d) **Faith, Character and Virtue Development:** In Catholic Youth Athletics, winning, performing, and succeeding are always subordinate to the development of faith, character and virtues in participants and their families. The Charter establishes policies and best practices regarding Christian behavior, good sportsmanship, and fair play for players, coaches, volunteers, athletics organizations, and parents, in line with the Great Commandments, the Ten Commandments, and the Golden Rule.
- (e) **Trained and Competent Coaches and Athletics Leaders:** Coaches and athletics leaders serving in Catholic Youth Athletics understand their roles as forms of youth ministry leadership, and will get training that leads to competence not only in coaching a given sport, but also in modeling and sharing faith, developing young Catholic disciples, and helping young people and their families stay meaningfully connected to the Catholic Church.

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### **St. Columban Booster Board**

The Booster Board is elected annually with officers assuming their role at the May meeting. The board is made-up of four elected members and ten appointed members. The elected members are: President, Vice-President, Secretary, and Treasurer. The appointed members are the coordinators of Football, Girls' and Boys' Basketball, Golf, Girls' and Boys' Volleyball, Track, & Cross Country, Cheer, and Tennis, Dance Team, and Spiritual Liaison. In the event an elected member also serves as a sports coordinator, the individual will represent both roles and be entitled to a single vote. The Booster Board is empowered to conduct the business of the Organization with a vote of at least 2/3 majority of the active members of the board. At the discretion of the president, matters can be put to a vote of the entire voting eligible Booster Organization. A majority of those members of the Booster Organization general body who vote can approve all Sport's Coordinators appointments.

### **Purpose of the St. Columban Booster Organization**

The purpose of the St. Columban Booster Organization is as follows:

1. To sponsor, promote, coordinate and operate athletic activities for the youth of St. Columban Parish consistent with the St. Columban Booster Organization Mission Statement.
2. To regiment a program of athletics for the youth of the parish and the school in leagues deemed appropriate by the Booster Organization.
3. To approve or reject the elimination or addition of teams.
4. To raise and disperse funds for the purpose of operating the athletic programs and projects which it sponsors and to exert fiscal prudence in the management of those funds.
  - a. Pay all outstanding bills promptly upon receipt.
5. Prepare annual budgets; collect fees and dues; maintain accurate records of receipts and expenditures; and should provide accurate, complete and timely reports as required by the organization, the parish, or non-parish school, the Archdiocese and the government.
6. To avoid the appearance or reality of malfeasance, parish, and non-parish school athletics organizations, and the athletics leagues that serve them, are expected to maintain well-organized and transparent systems of financial record-keeping and accountability.
7. To inform the general membership of the scheduled activities and events of the Booster Organization.
8. An integral part of the mission, ministries, and life of the parish, or non-parish school, and committed to that mission above and beyond other considerations;
9. Under the direct authority of the Pastor (parish) or principal (non-parish school);
10. Under direct supervision of the Pastor (parish) and Parish Business Manager for resources, finances building and insurance.
11. Part of the youth ministry of the Catholic Church, with leaders, coaches, adult volunteers, and parents who understand the youth ministry mission of Catholic

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- Youth Athletics (see Section 1, p. 7 of the A of The Archdiocese of Cincinnati Charter on Catholic Youth Athletics);
12. Guided by the mission, goals and principles of The Archdiocese of Cincinnati Charter on Catholic Youth Athletics (see Section 1, p. 7); and,
  13. A source of inspiration, character development, virtue and Catholic Christian behavior that ideally will be beyond reproach.

### **Membership and Voting**

Membership is open to any registered parishioner of St. Columban or families of students attending St. Columban School. An eligible Booster member must be at least 18 years of age. Faculty members may not hold a Booster Board position. The St. Columban Booster organization meets on a schedule determined each year and publicized to the parish at large. All those interested are welcome and encouraged to attend. If an individual has a specific item for the agenda, he/she must contact the Booster President one week prior to the scheduled meeting.

There is no fee involved to join the Booster Organization, yet voting membership requires that an individual attend three consecutive meetings at which time they will be granted full voting rights. To maintain full voting rights, a member may not miss two or more consecutive Booster monthly meetings. When two or more consecutive Booster meetings are missed, this will result in a lapse in active Booster meeting privileges. Active Booster member's privileges may resume following attendance at two consecutive monthly Booster meetings. While not required to volunteer for a specific job or role such as coach, coordinator, or committee chair, each person is expected to volunteer as a Booster representative when games are held at our facilities. If your child is participating on a St. Columban team, this commitment is in addition to time you volunteer to work the gate, concessions, or time clock.

Votes may be conducted by the Booster Organization or the Booster Board through either in person voting or email voting. In person voting may be done through a voice vote or through secret ballot at the discretion of the president. Email voting must be open for a period of 48 hours from the time a voting message is sent. Members who wish to participate in email votes should insure that their correct email address is on file with the Secretary. Email voting will be conducted by the secretary of the Booster Board and results will be maintained as a secret ballot.

### **Season Pass**

The St. Columban Booster Organization offers a family season pass to those who have children playing on any of our teams. This pass entitles entrance for your family at all home games throughout the school year. This can be purchased at the gate when you attend your first home game at St. Columban. Grandparents, children-under the age of 5, faculty, and staff from St. Columban are entitled to free admission at all home games.

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## Registration and Fees

Registration fees are due on or before the end of the prescribed registration period for that particular athletic season. No athlete will be permitted to practice and/or play in contests until the registration fee has been paid. The registration fees are credit card only and should be submitted during registration.

Registration links will remain open until the coordinator request it to be closed. No athlete will be allowed to participate in competitive team tryouts if registered late. Once registration is closed by the webmaster, the teams have been organized, and the process of preparing for the season is well underway, adding players at this point will **NOT** be allowed. Adding late registrants at this juncture is not fair to players, parents and coaches who did comply with deadlines. The Sport's Coordinator may refuse any late registrations based on team availability and timeliness of submittal as well as prior year's attendance. **Registration deadlines will be strictly enforced. No exceptions will be made.**

Each sport may charge an additional Facilities Fee to offset the costs of facility rental and maintenance. This fee will be determined on a sport by sport basis and will be included in the registration fee. Examples – Girl's Volleyball and Boy's Basketball.

No student shall be denied the opportunity to play due to **financial limitations**. If a family has a financial hardship, the parents need to contact the Booster President or Sport's Coordinator prior to registering. Confidentiality will be maintained.

**Registration fees typically cover leagues fees, referees and tournament costs.** The registration fees do not cover gym rental, uniforms, medical supplies, major equipment purchases, or special projects. There are occasional fundraising functions to help cover some additional costs incurred by our sports programs. It is expected that all families help in some facet of these efforts, including concession and gate collections at all home games.

## St. Columban Sports Programs

Fall Season	Winter Season	Spring Season
Girls' Basketball	Girls' Volleyball	Boys' Volleyball
Football	Boys' Basketball	Track and Field
Cheerleading	Dance	
Golf	Tennis	
Cross Country		

A specific activity can, and may, be downsized or cancelled if the Board deems it is not viable. Reasons for this include: lack of participants, lack of sufficient facilities, lack of sufficient coaching volunteers, or any other reason the Board believes is in the best interest of the overall St. Columban Booster Organization.

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### **Guidelines for Basketball and Volleyball Sponsored League and Tournament Play**

<b>Grade Level</b>	<b>League Play</b>	<b>Tournament Play</b>
3 <sup>rd</sup> , 4 <sup>th</sup> , and 5 <sup>th</sup> grade	1 League	2 tournaments
6 <sup>th</sup> Grade	1 League	2 tournaments
7 <sup>th</sup> Grade	1 League	2 tournaments
8 <sup>th</sup> Grade	1 League	3 Tournaments

- No league game, tournament play, or practice shall begin prior to 1pm EDT on Sunday or Holy Days no matter where the venue is. This rule will be strictly enforced by the Booster Board and Pastor of St. Columban.
- No league game, tournament play, or practice at St. Columban that adversely affects the parish's worship during Saturday and Sunday afternoon and even liturgies.
- No scheduling of any athletic activities and other meetings on Holy Thursday, Good Friday, Holy Saturday, and Easter Sunday.
- No league game, tournament play, practice, or other meetings shall be scheduled when the children involved normally would be attending religious education, sacramental preparation, etc. If conflicts arise, programs of religious education, sacramental preparation and the like take precedence. Coaches are expected to support the faith formation of their players. No player shall be penalized by a coach or athletic leader for missing a practice or game due to participation in such programs.
- Teams may participate in any St. Columban home sponsored tournament and/or GCCYS league end-of-season tournament in addition to the above tournament play schedule. With the approval of the Sport Coordinator a team may apply the tournament budget to playing in an additional league.
- Best Practice of Parity between boys and girls: Athletics organizations should strive for parity between boys' and girls' athletics.
- Best Practice of Tournament limits: Athletics organizations should establish reasonable and not excessive tournament schedules to avoid undue burdens on families.
- Additional money may be allocated to teams due to team size larger than the budgeted standard. This decision will be made at the discretion of the Booster Board.
- St. Columban Boosters does not reimburse teams for the cost of tournament t- shirts or forfeit fees.

### **Role of Spiritual Liaison**

#### **The Role of the Spiritual Liaison:**

- Catholic: The Spiritual Liaison should be an active Catholic in good standing with the Church. The Spiritual Liaison may be ordained, religious or lay, a paid staff member, or a volunteer.

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- Appointed by Pastor or principal: In a parish, the Spiritual Liaison should be appointed by the Pastor and report directly to him or his designee. In a non-parish school, the Spiritual Liaison should be appointed by the principal or his or her designee.
- Duties:
  - Communication: Responsible for communicating the spirit, mission, goals and principles of this Charter to all in the athletics organization.
  - Meetings and monitoring: Ensure that the annual coaches' ministry meeting(s) is (are) scheduled. Attend the annual coaches' ministry meeting(s) and monitor attendance at such meetings by the coaches.
  - Promote ministry spirit: Assist coaches in implementing a spirit of ministry, as reviewed annually at the Coaches' ministry meeting, in practices and games throughout the season.
  - Evaluations: Participate in end-of-year evaluations of coaches and discussions regarding their return for future years.
  - Resources: Provide resources, including prayers and other resources, to assist coaches in their youth athletics ministry.
  - Listening: Be a listening ear outside of the athletics organization for coaches, parents or athletes.

### **Catholic Youth Athletics Code of Conduct:**

There are four sections to the Archdiocese of Cincinnati Catholic Youth Athletics Code of Conduct, as follows:

#### 8.2.1 Spirit of Catholic Youth Athletics.

- (a) Treat everyone with respect and love according to the Great Commandments: "You shall love the Lord, your God, with all your heart, with all your soul, and with all your mind. This is the greatest and the first commandment. The second is like it: You shall love your neighbor as yourself. The whole law and the prophets depend on these two commandments." Matt. 22:37-40
- (b) Demonstrate good sportsmanship, patience, manners and an attitude indicative of the spirit and mission of the Catholic Church.

#### 8.2.2 Adherence to Laws, Rules and Policies.

- (a) Catholic canon law and Archdiocesan laws and policies including, but not limited to, the Archdiocese of Cincinnati Decree on Child Protection.
- (b) Federal, state, and local laws and ordinances.
- (c) The mission, goals, principles, and policies of the Archdiocese of Cincinnati Charter on Catholic Youth Athletics, and those of the Organizational Documents of participating athletics organizations and leagues.

#### 8.2.3 Specific Violations.

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

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- (b) Recruiting: No recruiting for athletic purposes or to enhance a team's competitive advantage is permitted.
- (c) Leaving the field of play: No team may leave the field, floor, game or tournament because of dissatisfaction with the officials, or their decisions.
- (d) Losing control: Coaches are expected to control their own conduct and the conduct of their players and report to the league and Commission instances where opponents, officials, parents, or fans have failed to control their own conduct.
- (e) Running up the score: It is not permitted to humiliate an opposing team by playing in such a way so as to intentionally run up the score after the outcome of the game is no longer in question.
- (f) Inappropriate communication and behavior: The use of inappropriate, insulting, disrespectful, bullying and demeaning language or behavior before, during or after meetings, practices or games by players, coaches, officials, parents, fans, site personnel, volunteers, or others involved in any parish athletics program is prohibited. Also prohibited are physical intimidation and the use of profane, vulgar, abusive or sexually-oriented language, in oral, written or electronic forms of communication (such as texting or email), by players, coaches, officials, parents, site personnel, volunteers, or fans.
- (g) Escalating behaviors: Behaviors that incite others to act in ways that are in direct conflict with the spirit of Catholic Youth Athletics are prohibited.
- (h) Vandalism and theft: There will be no vandalism, theft, or destruction of property at any athletics venue.
- (i) Alcohol, tobacco, illegal controlled substances: No alcohol, tobacco, or any illegal controlled substance is permitted at practices, league competitions, or tournaments where children are present (such as "tailgating" where alcohol is present). Athletics organizations are expected to establish and communicate zero tolerance policies regarding alcohol, tobacco, and illegal controlled substances at competitions, tournaments and gatherings where children are present.

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

### **Code of Conduct – St. Columban Coaches and Coordinators**

Each coordinator, coach, or assistant coach involved in St. Columban sports will acknowledge their responsibility to abide by the following code of conduct:

As a coordinator, coach, or assistant coach in St. Columban sports, I agree to abide by the rules of conduct set forth herein. I understand that these rules encompass my conduct in activities related to and during any St. Columban Boosters activity in which I may participate. I understand that if I violate any of the following rules I will be subject to whatever disciplinary action is deemed appropriate by the St. Columban Booster Organization in consultation with the Pastor of St. Columban. This action may include, yet is not limited to, written or verbal reprimand, suspension from games or practices, or termination of coaching privileges for the remainder of a season.

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A first time violation of the following actions will be subject to the above disciplinary action and an immediate 1 week suspension (including all games) of coaching privileges at all scheduled events (practices and games), including attendance at such events.

A second violation of the following actions will be subject to the above disciplinary action and a 2 week suspension (including all games) of coaching privileges at all scheduled events (practices and games), including attendance at such events.

### **The following actions are subject to the above disciplinary action:**

1. Unsportsmanlike conduct, such as the use of foul or inappropriate language, physical or verbal intimidation of any individual, etc.
2. Distraction of any opponent during a game.
3. Violation of a specific St. Columban Booster policy, including, but not limited to, the St. Columban Team requirements pertaining to playing time requirements, which supersede ARCHDIOCESE ATHLETIC COMMISSION (EXAMPLE GCCYS) Requirements.
4. Ejection or dismissal from a game and/or facility or field of play.
5. Conduct that is clearly inappropriate according to normally accepted standards of behavior for Catholic elementary sports.
6. Violation of the Archdiocesan Decree on Child Protection, VIRTUS Training, and monthly VIRTUS bulletins.

**NOTE - ST Columban has assigned a liaison at the Parish Office who will review monthly the list of coach(es) and coordinators to ensure they are VIRTUS compliant. If an individual is not complaint, the liaison will contact the ST Columban Booster Board to inform them and ask them to contact the individual immediately. The individual must become compliant before the next bulletin comes due for review.**

***The following actions will result in immediate termination of coaching and/or coordinator privileges and disciplinary action determined by the Booster Board and Pastor of St. Columban:***

1. Possession of illegal drugs or illegal use of drugs.
2. Possession or consumption of alcoholic beverage.
3. Physical damage to a facility or theft of items from another person.
4. Possession of any item or material which may be harmful or hazardous to others.
5. Refusal to comply with the VIRTUS program and monthly bulletin review.

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6. A third violation of the following actions will be subject to the above disciplinary action and an immediate dismissal as the coach/coordinator for the remainder of the season. It will also result in suspension of any future coaching and/or coordinator privileges.

### **Head Coach Selection Process**

The Coordinator of each sport will submit a list of coaching candidates to the St. Columban Booster Secretary who will submit the list to the current active membership of the St. Columban Booster Organization for approval by a majority of the members voting. Final approval will be a blessing from the Pastor. Head coach selection will be based on the following:

- Knowledge of the sport
- Coaching experience
- Ability to communicate with children
- Must be at least 21 yrs. of age, time availability, and dependability
- Completion of the required Archdiocesan Decree on Child Protection class
- Coach's evaluation by parents from previous years
- Ability to follow rules
- Coaching philosophies that are consistent with St. Columban and ARCHDIOCESE ATHLETIC COMMISSION and GCCYS League philosophies and guidelines and that represent a Christian approach
- Submission of annual Coach's Profile to the Sport's Coordinator
- Prior adherence to the St. Columban Boosters' Code of Conduct

While we appreciate the time commitment a coach invests, there is no guarantee that a coach will be selected to coach the following year based on a previous year's coaching. The Coordinator will submit the list for approval to the St. Columban Booster Board. He or she will also notify all candidates of the list prior to that Board meeting. This is particularly important when multiple candidates have volunteered for the same team.

If any candidate wishes to challenge the submitted list, he/she may inform the Coordinator or another member of the Board. The candidates will then be given five minutes before the St. Columban Booster membership to present their qualifications and goals for the team. Whenever possible, the Coordinator shall provide the opportunity for opposing candidates to work together towards a consensus agreement: to work together as a coach and assistant, to withdraw, or to go before the St. Columban Booster membership. If no agreement can be reached, a vote will be taken by the active Booster members via the voting method

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deemed most appropriate by the Booster President. The Booster President will vote only in the event of a tie.

### **Coach's Guidelines**

The St. Columban Booster Organization recognizes the time and effort of the volunteers we call COACH. All players and parents at St. Columban sincerely appreciate the generous donation of time, patience, and effort given by the coaches to our children and our parish community. Coaches are the primary means by which the Boosters uphold and enforce their ideals and goals. All Coaches must be in compliance with their VIRTUS Training and monthly bulletins. It is a primary responsibility of the Coach to visibly show that he/she values self-restraint, fair play, and sportsmanlike behavior. Coaching is a privilege, not a right.

**All coaches must be required to sign this specific section of the Booster Handbook prior to the beginning of the season in which they are coaching.**

**All coaches must meet the Age Requirements:**

- Head coach (at high school or elementary levels): A head coach should be at least 21 years of age and in compliance with the Decree on Child Protection.**
- Assistant Coach (at elementary level): At least 19 years of age, a high school graduate, and in compliance with the Decree on Child Protection.**

The coach should focus on the following goals:

1. Understand the rules and fundamentals of the sport and teach them to the players.
2. Organize practices so they are fun and challenging.
3. Stress the safety aspects of the sport.
4. Emphasize good sportsmanship and promote the enjoyment of competitive play.
5. Maintain good communications with players and parents.
6. Encourage players to maintain good grades.
7. Treat all players, parents, officials, and the opponent with respect.
8. Recognize that each player is an individual with different strengths and work to take advantage of those strengths in each child.
9. The best team players are the ones who are just that TEAM players. Coaches need to foster that team and the players, not their own personal win/loss record.
10. Convey to all team members that each player is vitally important to the success of the team.

Listed below are the responsibilities of each coach:

- To adhere to the Code of Conduct, procedures established by the Booster Organization, and playing by the rules of St. Columban and the leagues in which teams may participate. And also a coach must adhere to the St Columban Playing Time Requirements, See Pg. 14 for further detail, as these rules supersede all other playing time requirements from The Archdiocese of Cincinnati Charter on Catholic Youth Athletics, GCYL, GCCYS, and any other league that applies.

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- All coaches are required to take the online training certification on concussions available at [w.healthyohioprogram.org/concussion](http://w.healthyohioprogram.org/concussion) and be aware of the requirements of Ohio law.
- To choose the assistant coach(es) after the teams are selected, with the approval of the Coordinator. All coaches and assistants must complete the Archdiocesan Decree on Child Protection class (VIRTUS) and be fingerprinted by the Archdiocese before coaching.
- Responsible for ensuring facilities in good condition and suitable for the participating children. Coaches should notify Coordinator if there is any apparent safety concern. The size of some gyms makes them suitable only for young children, and unsafe for older children, so leagues should determine the suitability of Facilities for certain age groups.
- Implement our best practice for Inclement Weather: When at outdoor practices and competitions, coaches, athletes, game officials and administrators should be aware of potential inclement weather and the signs that indicate thunderstorm development. It is advisable to monitor local weather forecasts the day before and morning of the practice or competition and by scanning the sky for signs of potential thunderstorm activity. Weather can also be monitored using small, portable weather radios from the National Weather Service (NWS). The NWS uses a system of severe storm watches and warnings. A watch indicates conditions are favorable for severe weather to develop in an area; a warning indicates severe weather has been reported in an area, and everyone should take proper precautions.
  - Lightning, Thunder: When thunder is heard or a lightning bolt is seen at a practice or competition, teams will suspend play and take shelter immediately. Once play has been suspended, play or practice will not resume until approximately 30 minutes has passed since the last thunder was heard or lightning flash witnessed.
- To notify the Sport's Coordinator **immediately** should you as the headcoach need to resign during the season.
- To meet with parents before the first game to discuss your objectives as well as those of the school and Booster Organization. Coaches should request/select a team representative to administer parent obligations for concessions, gate, clock, and clean-up responsibilities. Parents must be advised at this meeting that any concerns should first be addressed to the Head Coach. If the concern is not handled in a satisfactory manner, then those concerns should be addressed to the Sport's Coordinator. \*Note\*: If the Sport's Coordinator is a coach on the team where there is an issue, the Coordinator should immediately direct the parents to speak with a Booster Board Representative due to the conflict of interest.
- To make every attempt to treat all children fairly. The Boosters expect all coaches to adhere to the published St. Columban minimum playing time rules. Every child should be given the opportunity to play.
- To immediately discipline any player who shows disrespect to an official or opposing team member. The coach must be fair in disciplining all players when enforcing team rules. **Disciplinary action that results from the abuse of rules or unsportsmanlike conduct should be reported to the Sport's Coordinator,**

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- as well as any ejection that occurs (coach, player, parent, or fan).** Removal from a team due to disciplinary action must be approved by the Sport's Coordinator and Booster Board, with notification to the Pastor of St. Columban.
- To avoid any action or remark that may incite the displeasure of spectators.
  - To ensure that no St. Columban spectator intimidates an official or player.
  - To be familiar with St. Columban Parent-Student Handbook as it pertains to playing sports and disciplines/suspensions for poor grades or misconduct.
  - To begin and end practices on time. No child shall be left at a game or practice without adult supervision. No practices will be conducted without two adults present who are over 18 years of age.
  - If a player exhibits signs, symptoms, or behaviors consistent with having sustained a concussion or head injury while participating in practice or competition, the player shall be removed from the practice or competition by either of the following: (i) The individual who is serving as the student's coach during that practice or competition; or (ii) an individual who is serving as a referee or official during that practice or competition. Parents are expected to be notified of the injury as soon as possible.
    - If a player is removed from practice or competition, under Ohio law the coach or referee who removed the player must not allow the player, on the same day the player is removed, to return to that practice or competition or to participate in any other practice or competition for which the coach or referee is responsible.
    - Thereafter, under Ohio law the coach or referee shall not allow the player to return to that practice or competition or to participate in any other practice or competition for which the coach or referee is responsible until both of the following conditions are satisfied: (i) The student's condition is assessed by a physician or other authorized licensed health care provider; and (ii) the player receives written clearance that it is safe to return to practice or competition from a physician or other authorized licensed health care provider.
  - To avoid a heat illness (i.e. heat cramps, heat exhaustion, or heat stroke), when there are high temperatures, leagues, athletics organizations, coaches and teams should exercise prudence (such as by monitoring athletes closely, limiting practice duration, allowing lighter clothing, providing frequent fluid breaks for rehydration, and/or providing for shade).
  - To pray as a team before and/or after games and practices whenever possible. Coaches are encouraged to lead the prayer or have the players lead the prayer.
    - To return all equipment, uniforms, keys, etc. to the Sport's Coordinator after the completion of the season. An inventory list of equipment will be maintained for each team. The coach is responsible for any unreturned items. **Failure to comply will adversely affect coaching status for the following year(s).**
    - To complete an end of the year summary, if requested, for the Sport's Coordinator. This report will indicate team records and achievements and recommend improvements.
  - To abide by the Transportation Laws and Policies stated in Section 7.2 of the Archdiocese of Cincinnati Charter on Catholic Youth Athletics manual.

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### **Code of Conduct – St. Columban Players**

**Each player participating in St. Columban sports will acknowledge their responsibility to abide by the following code of conduct:**

As a participant in St. Columban sports, I agree to abide by the rules of conduct set forth herein. I understand that these encompass my conduct in activities related to and during any St. Columban Boosters sponsored sports activity in which I participate. I understand that if I violate any of the following rules I will be subject to whatever disciplinary action is deemed appropriate by the authorized coach or assistant coach or St. Columban Booster Organization in consultation with the Pastor of St. Columban. This may include, yet is not limited to, written or verbal reprimand, suspension from games or practices, or termination from participating on that team for the rest of the season.

**The following actions are subject to the above disciplinary action:**

1. Unsportsmanlike conduct, such as the use of foul or inappropriate language, physical or verbal intimidation of any individual, etc.
2. Violation of a specific St. Columban Booster policy.
3. Ejection or dismissal from a game and/or facility or field of play.
4. Conduct that is clearly inappropriate according to normally accepted standards of behavior for Catholic elementary sports.

***The following actions will result in immediate termination of sports privileges and disciplinary action determined by the Booster Board and Pastor of St. Columban:***

5. Possession of illegal drugs or illegal use of drugs.
6. Possession or consumption of alcoholic beverage.
7. Physical damage to a facility or theft of items from another person.
8. Possession of any item or material which may be harmful or hazardous to others.
9. Expulsion and/or Suspension from school.

### **Code of Conduct – St. Columban Parents**

Each parent of players participating in St. Columban sports will acknowledge their responsibility to abide by the following code of conduct:

As a parent of a participant in St. Columban sports, I agree to abide by the rules of conduct set forth herein. I understand that these encompass my conduct in activities related to and during my athlete's participation in any St. Columban Boosters sponsored sports activity in which he/she participates. I understand that if I violate any of the

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following rules I will be subject to whatever disciplinary action is deemed appropriate by the St. Columban Booster Organization in consultation with the Pastor of St. Columban. This may include, yet is not limited to, written or verbal reprimand, suspension from games or practices, or termination of your athlete's participation on that team for the rest of the season.

- 1st offense: 1 week suspension from all games and practices by parent.
- 2nd offense: 2 week suspension from all games and practices by parent.
- 3rd offense: parent will be banned from St Columban sporting events for the remainder of the season and their child (ren) will be removed from the team(s) for the remainder of the season. The Boosters will not refund a child's registration fees for violations to the parental code of conduct.

### **The following actions are subject to the above disciplinary action:**

1. Unsportsmanlike conduct, such as the use of foul or inappropriate language, physical or verbal intimidation of any individual, including referees, coaches and volunteers, etc.
2. Distraction of any opponent during a game.
3. Violation of a specific St. Columban Booster policy.
4. Ejection or dismissal from a game and/or facility or field of play.
5. Conduct that is clearly inappropriate according to normally accepted standards of behavior for Catholic elementary sports.
6. Failing to abide by the "24hour cooling off period", which is further detailed on page 17 under Grievance Procedure.

### ***The following actions will result in immediate termination of coaching privileges and disciplinary action determined by the Booster Board and Pastor of St. Columban:***

1. Possession of illegal drugs or illegal use of drugs.
2. Possession or consumption of alcoholic beverage.
3. Physical damage to a facility or theft of items from another person.
4. Possession of any item or material which may be harmful or hazardous to others.

### **Player Eligibility**

To be eligible for a parish team a player must be a registered member of St. Columban Parish and either attend St. Columban School or actively participate in the St. Columban or any other ERE program.

The residence of a player shall be deemed to be that of his/her parent or legal guardian.

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Students of St. Columban School must maintain proper academic and behavior standards in order to be eligible for sports. The policy on eligibility is outlined in the **Parent- Student Handbook**. This academic and disciplinary policy has been defined by the School administration, Education Commission, and Booster Organization. A player can play on only one Booster sponsored team per sport. The St. Columban Parent-Student Handbook will be strictly enforced in conjunction with the St. Columban Booster Handbook.

Players shall be in good standing with academic eligibility requirements according to the Eligibility Guidelines in the Parent-Student Handbook. Players suspended from sport participation due to academic ineligibility are not permitted to practice or play during the period of suspension. A school administrator will contact the Booster President with information concerning any athlete that is academically ineligible. The Booster President will then contact the sport coordinator and coach with this information.

When a student is absent from school, he/she may not participate in any extracurricular activity on that same day. If a child participates an automatic detention will be issued. Emergency exceptions will be considered by the school administration.

If a youth moves from one parish to another during the course of the school year, he/she may finish the athletic year with the original parish or may transfer to the new parish's team at the time of the move. Written proof of player eligibility will be mandatory for an athlete to participate in the St. Columban Athletic Program. However, he/she must play with the new parish during the next school year.

### **Player Evaluation and Selection Process**

St. Columban Boosters has a "no-cuts" policy.

Player evaluation and team selection on all grade levels will be overseen by the Sport's Coordinator along with the coaches of the respective teams. In the event one or more of these individuals cannot participate in the process, the Sport's Coordinator will select a substitute to be approved by the Booster President.

Player evaluations will be initiated if enough students sign-up to warrant two or more teams per grade. No evaluations are necessary for athletes playing Football or participating in Cheerleading.

The evaluation process will consist of a minimum of one 1.5 hour session. The need for additional evaluation sessions shall be determined by the Sport Coordinator based on the number of players to be evaluated.

During the evaluation practices the players will be ranked on a scale of 1-4 (with 4 being highest). In the 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grades the head coaches only will rank each of the players. In the 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades the Coordinator has the option of using outside evaluators to help rank the players along with the coaches. After the ranking is

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completed, the selection process will begin at the discretion of the Coordinator. The goal is to evenly balance all rec teams. Head Coaches may be offered the opportunity of picking their own team in agreement with the Sport Coordinator for non-competitive teams.

Players unable to attend a scheduled competitive team sport evaluations due to illness, injury or family emergency shall be evaluated for current year team placement based on prior year sport performance and prior year coach(s) evaluation.

The selection process will proceed as follows:

- For the 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade coaches, a coin toss or other method will be used to start the process. Players will be ranked and then evenly divided by rank. The goal is to evenly balance these teams because they are rec level teams. The Head Coach's child will be selected in order where his/her child is currently ranked and is automatically on the Head Coach's team. **Assistant coaches shall not be determined until teams are drafted.** The determination for assistant coach is the responsibility of the head coach.
- For the 6<sup>th</sup> thru 8<sup>th</sup> grade teams, the coach of the "A" team will select his/her team first after the evaluator rankings are complete. The remainder of players will be placed on teams of B, C, D.... skill levels based off ranking results. In the event there is not enough ranking difference between the remaining players, the coordinator may chose to evenly divide the players.
- The St. Columban Booster Board supports the A, B, C .... team structure. The more equal skills of players relative to each other within the ABC structure allow the players to have a better opportunity to compete and be challenged in order to improve their individual skills. B's play each other and C's play each other. In such an environment, each group is challenged and can grow while still having fun playing against peers. In an even balanced structure, B's play C's in practice and in games. Perhaps, C's can improve but they are challenged and can soon become acutely aware of their shortcomings relative to the B's. Likewise, the B's are not as challenged as in the alternative ABC structure.
- Notice of team placement will be made by phone, email or through confidential posting of assigned player evaluation numbers on the Booster web site. All players shall be notified at the same time.
- **St. Columban Policy for Competitive Team Placement:**

**If a player attends the tryouts for a competitive team placement, then the player *MUST* play on the team he/she is placed on. He/she is not allowed to opt for a different competitive team. If he/she chooses not to play for the team he/she was selected to be on, he/she is only allowed to opt for a noncompetitive team/recreational team (if there is a spot available). If that said player declines**

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**to participate after the competitive teams are announced, there will be absolutely no refund of the registration fee.**

**At St. Columban** no player will attend a game and not play unless ineligible. Failure to practice regularly or inappropriate behavior by players during practices and games may result in reduced playing time at the coach's discretion.

### **Sports Conflicts with ARCHDIOCESE ATHLETIC COMMISSION – GCCYS Games and Practices**

Players in 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade selected for "A" team rosters shall prioritize attendance at practices and games over other sports activities and events. Players absent from practices or games due to attending other sports or events shall result in disciplinary action by the headcoach and sport coordinator. This will be documented and may affect next year's consideration for "A" team. The parent/player must notify the coach via email or verbally of the upcoming absence from a practice or game so the coach has adequate notification for planning purposes.

#### **Missed Practices:**

Continued missed practices due to attendance at other sports or events shall result in player suspension/diminished playing time during the next match/game of the season. This does not apply to religious education, sacramental preparation programs and the like. Minimum suspension for Girl's/Boys Volleyball is two games (of a 3 game match); Minimum suspension for Girl's/Boy's basketball is 3 quarters. This will be documented by the Head Coach emailing the parent of the player explaining the violation and penalty and cc'ing the Sport Coordinator and Booster Board.

For non-competitive teams, the above rule may be modified to the coach and coordinator's discretion.

A player who misses more than 6 practices due to attendance at other sports or events shall result in a full suspension (all 3 games for Volleyball) the next regular season match/game following the next missed practice. This will be documented by the Head Coach emailing the parent of the player explaining the violation and penalty and cc'ing the Sport Coordinator and Booster Board. For non-competitive teams, the above rule may be modified to the coach and coordinator's discretion.

On-going absenteeism from practice (more than 9 practices) due to attendance at other sports or events shall result in permanent suspension from the team. No refund will be given. This will be documented by the Head Coach emailing the parent of the player explaining the violation and penalty and cc'ing the Sport Coordinator and Booster Board. For non-competitive teams, the above rule may be modified to the coach and coordinator's discretion.

#### **Missed Games:**

A missed ARCHDIOCESE ATHLETIC COMMISSION/GCCYS league game due to attendance at other sports or events shall result in player suspension/diminished playing time during the next match/game.. Minimum suspension for Girl's/Boys Volleyball is two games (of a 3 game match); Minimum suspension for Girl's/Boy's basketball is 3 quarters. This will be documented by the Head Coach emailing the parent of the player explaining the violation and penalty and cc'ing the Sport Coordinator and Booster Board. For non-competitive teams, the above rule may be modified to the coach and coordinator's discretion.

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A player who misses 2 ARCHDIOCESE ATHLETIC COMMISSION/GCCYS league games due to attendance of other sports or events shall result in a full suspension (all 3 games) the next regular season match/game following the missed game. This will be documented by the Head Coach emailing the parent of the player explaining the violation and penalty and cc'ing the Sport Coordinator and Booster Board. For non-competitive teams, the above rule may be modified to the coach and coordinator's discretion.

**More than three missed ARCHDIOCESE ATHLETIC COMMISSION/GCCYS league games due to attendance at other sports or events** shall result in permanent suspension from the team. This will be documented by the Head Coach emailing the parent of the player explaining the violation and penalty and cc'ing the Sport Coordinator and Booster Board. For non-competitive teams, the above rule may be modified to the coach and coordinator's discretion. **Any Aplayer** permanently suspended during the active ARCHDIOCESE ATHLETIC COMMISSION/GCCYS league season will not be eligible for competitive team placement the following year.

- **Missing practices or games due to player illness or for family or school obligations Do Not apply.**

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### St Columban Team Requirements

Grade	Sport	Recommended Team Size	Required Playing Time
3-8	Boys' Football	Minimum 15 Players Maximum 30 Players	Pony: Relatively equally playing time over the course of the season. Reserve: Minimum 12 plays per game average Varsity: None, but the coaches are expected to create meaningful play opportunities for each player in each competition.
3-5	Boys' & Girls' Basketball	Minimum 7 players	<b>1 continuous quarter per game minimum and</b> Approx. equal playing time over the course of the year.
6-8	Boys' & Girls' Basketball	Minimum 7 players	None for A teams, but the coaches are expected to create meaningful play opportunities for each player in each competition. All other teams one continuous quarter guaranteed and equal playing time throughout the entire season
3-5	Boys' & Girls' Volleyball	Minimum 7 players	<b>1 complete game per match and</b> Approx. equal playing time over the course of the year.
6-8	Boys' & Girls' Volleyball A,	Minimum 7 players	None for A competitive teams, but the coaches are expected to create meaningful play opportunities for each player in each competition.
6-8	Boys' & Girls' Volleyball B and C	Minimum 7 players	One game and approximately equal play time across the season.
K – 8	Cross Country	No Limit	All participate
K – 8	SMAC Track	No Limit	All participate w/SMOY Athletes
7 – 8	Golf - Red Competitive Team	Girls & Boys	All participate
6 – 8	Golf – Rec Team	Girls & Boys	All participate
K-8	Tennis	Girls & Boys	All participate

- **Team size requirements can be amended on a year-to-year basis with the approval of the Booster Board.**
- **Playing time requirements for tournaments and additional leagues are as specified above.**

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- All coaches should try to the best of their ability and circumstances to provide opportunities for all of the players on their teams to have QUALITY playing time.

### Parent Responsibilities

Parents and coaches of players participating in Booster sports programs share in the responsibility of making the child's experience in a particular sport a positive one. The following is a summary of parental responsibilities related to the athletic programs.

- To adhere to the Parent's Code of Conduct as established by the St. Columban Booster Organization.
  - To submit registration forms, release forms, and payments on time. Children will not be allowed to practice until all forms and fees are received by St. Columban Booster Organization.
  - All parents or guardians of each participating child should review and sign the head injury information sheet required by Section 3707.52 of the Ohio Revised Code and available at [www.healthyohioprogram.org/concussion](http://www.healthyohioprogram.org/concussion).
  - To be familiar with the Parent-Student Handbook as it pertains to playing sports and discipline/suspension for poor grades.
  - To participate by volunteering time to work gate, concessions, score clock, or assist Booster representative in cleaning gym after use.
    - Parents must volunteer to work the St. Columban Booster Fish Fry for each sport that their athlete participates in. The Fish Fry is the **ONLY** fundraising event held for athletics.
- \*Important – beginning in the 2015-2016 school year, the Booster Organization will monitor parent volunteering. Any family who fails to participate in volunteering during their sports season and the St. Columban Fish Fry will be at risk of disciplinary action such as suspension from our athletics program for one year or increased athletic fees.**
- To attend the mandatory meeting held by each coach before the season begins.
  - To keep uniforms and equipment clean and in good repair and return them on time. Lost or carelessly damaged uniforms can and will result in replacement at the parent's expense. Damage such as loose numbers or letters should be noted when returned.
  - To provide transportation for players to and from practices and games. **Children must be accompanied inside the building by an adult to assure there are at least 2 adults (18 years or older) present in the building.** If not, then the parents should stay until a second adult arrives or until practice ends.
  - To inform the coach if a player will not be present for practice or game.
  - To alert coach of any special problems with a player's medical history prior to the first practice. **Any player who sustains an injury during the season that needs a doctor's attention must submit a written note signed by the doctor to the coach which states the player may return to sporting activities.** This policy

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will be strictly enforced as it safeguards all players and officially notifies the coach that it is safe to allow a player to participate.

- To support the coach and team by attending games and, when possible, to assist the coach with other duties.
- To fill out and return the coach's evaluation at the end of each year.
- To uphold the spirit of the St. Columban Booster Organization by setting a "Christ-like" example and assuring that all players recognize their Christian responsibilities while representing St. Columban.

### **Role of Parents in Athletics**

#### **Game Behavior:**

- Be an exemplary role model by positively supporting teams in every manner possible.
- Recognize players' performance with applause, regardless of team.
- Respect decisions made by contest officials.
- Not blame the loss of the game on officials, coaches, or participants.
- Treat competition just as a game.
- Be a fan, not a fanatic.
- Uphold the spirit of the St. Columban Booster Organization by setting a "Christ-like" example and assuring that all players recognize their Christian responsibilities while representing St. Columban

#### **Communicating With Your Children:**

- Make sure your children know that win or lose you love them, that you appreciate their efforts, and that you are not disappointed in them. Be the person(s) in their lives they can look to for constant positive reinforcement.
- Try your best to be completely honest about your child's athletic ability, competitive attitude, sportsmanship and actual skill level.
- Be helpful but don't coach them. It's tough not to, but it is a lot tougher for a child to be flooded with advice and critical instruction.
- Teach them to enjoy the thrill of competition, to be "out there trying," to be working to improve their skills and attitudes. Help them develop the feeling for competing, for trying hard, and for having fun.
- Try not to relive your athletic life through your child. If they are comfortable with you, win or lose, then they are on their way to maximum achievement and enjoyment.
- Don't compete with the coach. If your child is receiving mixed messages from two different authority figures, he or she will likely become disenchanted.
- Don't compare skill, courage, or attitude of your child with other members of the team.
- Get to know coaches, and then you can be assured that his or her philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his or her leadership.

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- Always remember that children tend to exaggerate both when praised and when criticized. Temper your reaction and investigate before overreacting.
- Explain that playing a sport is a privilege *NOT* a right.

### **Guidelines Concerning Unsportsmanlike Conduct**

Each coach is responsible for the conduct of its players, fans, and cheerleaders.

Any coach, player, fan, or cheerleader may be cited by the referee/official for unsportsmanlike conduct at the time of the alleged infraction. If so, the offender is to leave the playing facility immediately..

- └ Any coach ejected from a game/match because of unsportsmanlike conduct will be suspended for the next games/matches and may be subject to additional penalties.
- └ Any player ejected from a game/match because of unsportsmanlike conduct will be suspended from the next game and may be subject to additional penalties.
- └ Any spectator who displays poor sportsmanship may be removed from the facility by an official, their team coach, a league official or the host gym person-in-charge. If a formal complaint is filed with the GCCYS League office by the referee/official, host site, parish/school representative, the spectator will be suspended from the next game and may be subject to additional penalties. The game suspension is mandatory and cannot be appealed.

If the offender(s) refuses to leave, the game will be forfeited in favor of the parish team not involved in the citation. Serious infractions or multiple offenses will result in coaches not coaching, players not playing, or fans and cheerleaders being banned for the rest of the season.

### **Grievance Procedure**

Any complaint or team-related situation that a parent may have shall be first addressed to the coach 24 hours after the situation to allow for proper cooling period by the coach and parent. If the parent does not get satisfaction, this complaint should be addressed to the appropriate Coordinator. The Coordinator may resolve the matter or recommend the matter to the St. Columban Booster Board.

- If the Coordinator is your coach, head or assistant, you should contact the Booster Board to discuss 24 hours after the situation to allow for the proper cooling period by the coach and the parent.
- If the issue cannot be solved by the Booster Board, a scheduled meeting between the parents, Spiritual Liaison, Pastor, or principal, and Booster Board President to discuss and resolve the situation.

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### **Awards**

The 8th Grade Awards Program is a special banquet for all 8th grade students and their parents to attend at the end of their 8th grade year. The St. Columban Boosters host this event where a dinner and awards are presented to the students. The banquet is not only for athletes, but for all students that participated in church service, school service, and sports related activities throughout their St. Columban career. There are 3 awards given out by the Boosters each year. The Booster President and Vice President will contact every Head Coach and their Assistant Coach to request their submission of 2 to 3 athletes that have demonstrated the values listed below during their sports season. Each submission should contain the athletes name and a brief summary of why that athlete should be a candidate. If the Booster President and/or Vice President has an 8<sup>th</sup> grade athlete, there will be an interim selector(s) assigned for that year. Once results are tallied the Booster President meets with the appointed 8<sup>th</sup> grade teacher to discuss results. This process only applied to the Mendenhall and Bobcat Awards. The student body votes for the Miss C and Mr. C award recipients.

#### **Mike Mendenhall Scholarship Award:**

This scholarship is annually given to a graduating boy and girl, attending a Catholic High School, who best demonstrates his/her leadership abilities through academics, Christian values, and athletic ability.

#### **Bobcat Scholarship Award:**

This scholarship is given annually to graduating student athletes, attending a Catholic High School, who combine the essence of teamwork, achievement, and excellence. These students demonstrate Christian values and character for others to follow.

Both of the above awards are given to those students who are nominated by their 8<sup>th</sup> grade coaches, evaluated by the 8<sup>th</sup> grade faculty and selected by the elected members of the Booster Board.

#### **Miss "C" and Mr. "C" Award:**

This award is given annually to a graduating boy and girl who demonstrate their leadership ability. This award is voted on by their graduating classmates.

*\*Note – all parents and players must sign the Handbook Agreement Form which is a separate form under the forms section of the website. This form should be turned into your coach prior to the tryout and/or first practice.*