

## St. Columban Sports Coordinator Guidelines

1. Two Months prior to registration, but no later than three weeks prior to opening registration for a sport, the coordinator of the sport should request the fee to be set for that sport. The Sports Fee should be approved by the Booster Board prior to registration opening. Coordinator should provide this information to the Web Master after Booster Board approval and one week prior to registration opening.
2. Registration needs to be open at least 4 weeks prior to try-outs. Registration link will remain open until the coordinator requests it to be closed. No registrations will be accepted after the posted deadline. If the Coordinator has a situation where a team roster is not full, he/she may lobby to find athletes to fill the roster. Registration will NOT be re-opened. Once registration is closed, the teams have been organized, and the process of preparing for the season is well underway, adding players at this point is just not feasible. Adding late registrants at this juncture is not fair to players, parents and coaches who did comply with deadlines.
  - a. Fall Registration – Begins no later than April 1
  - b. Winter Registration – First Week of beginning of school thru 4weeks.
  - c. Spring Registration – End of January thru 4 weeks
3. Coordinators are responsible for checking the Registration link daily during the registration period. The Web Master will provide a link to the registration on the Booster Website for the coordinator. The coordinator can paste the results from the link into excel to get a soft copy for record keeping purposes.
4. Try-Outs Dates must be posted on the Booster Website at least 2 weeks prior to the first date. An email should be sent to all registrants with the try-out information defining not only the dates and times, but the team structure. Anyone trying out for a team must have submitted payment successfully prior to try-outs. No registrants will be allowed to participate in try-outs if the sport fee has not been paid. The Coordinator must verify the registration list of all paid registrants prior to try-outs with the Treasurer's payment report.
  - a. NO REFUNDS will be issued after the first try-out if an athlete is trying out for a competitive team.
  - b. The St. Columban Booster Organization supports the A, B, and C....team formatting if the athletic ability exists. Try-out communication should be listed in the school bulletin, church email, ERE, Booster Website, etc. Cathy Nagy can assist with school communication  
[cnagy@saintcolumbanschool.org](mailto:cnagy@saintcolumbanschool.org), [nagyshouse@cinci.rr.com](mailto:nagyshouse@cinci.rr.com),  
[cnagy@stcolumban.org](mailto:cnagy@stcolumban.org).
5. The Archdiocese Liability Release Form and the SCA (Sudden Cardiac Arrest) Form must be filled out by all athletes prior to trying out. If not trying out, then prior to first practice. The Coordinator needs to make this clear to the coaches and inform the Coaches where to locate the forms on the Website. All Forms can be found under the Forms Tab.
6. Any player requiring financial assistance needs to contact the Booster President prior to this deadline. Coordinators are responsible for contacting the Booster Treasurer prior to the first practice to confirm all rostered athletes have paid. If an

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- athlete has not paid due to credit card processing issue, it is the Coordinator's responsibility to collect the fees prior to first practice. The Coordinator should confirm the final list of players registered showing credit card payment with the Booster Treasurer. An email needs to be sent to the Booster Board immediately if a player's parent(s) requests a hardship for fees.
- a. NO REFUNDS will be issued after the first practice. If an athlete is injured the first week of practice, the Booster Board will consider a refund only if the athlete incurs a serious injury where a physician states, in a written Doctor's note to the Booster Board, the nature of the injury and the athlete's inability to compete the remaining length of the Sports Season. This is up to the discretion of the Booster Board.
  - b. Injured Players are expected to support their team by attending practice and games.
7. The Coordinator is responsible for turning in the appropriate release and roster forms to the league in accordance with league directives. For GCCYS Sports - The GCCYS Release and GCCYS Roster must be completed and turned in by the specified date for the sport. This can NOT be late.
  8. The Coordinator is responsible for working with the Gym Scheduler for practice days, time, and facilities prior to the first practice. This information should be shared with Cathy Nagy to ensure we have no gym usage conflict with church or school.
  9. Please submit your list of all head coaches and assistant coaches for Booster Board Approval to the Booster Secretary prior to anyone being assigned to teams. All coaches must be approved prior to them being assigned to a team and prior to any contact with the new players assigned to that team.
  10. A complete list of coaches must be sent to the Parish Office so they can certify that they have taken the proper Child Protection Classes/Virtus Training.
  11. A complete list of coaches will also be sent to the Pastor of the Church for his blessing.
  12. After all coaches have been approved by the Booster Board, Coordinators are responsible for having a Coaches' Meeting to ensure that all coaches understand processes, expectations, handbook, completed State of OH Concussion Certification, communication expectations, team evaluations, forms on the Booster Website, refund policies as stated above, playing time rules, home game volunteer worker schedule, door locking procedure, gym open and close procedures, etc. First-Aid Kits are handed out at this meeting as well as equipment, ref fees, and uniforms.
  13. The Coordinator is responsible for ensuring that all coaches collect signed Booster Handbook Agreement Forms from every player prior to the first practice. This form will be collect by each coach and turned into the coordinator. The Coordinator must also ensure that each Coach has distributed the State of Ohio Parent Concussion Information Sheet and SCA Information Sheet to every parent on his/her team. This information sheet is also under the Forms Section of the Booster Website.

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14. Please submit coaches' shirt order to Booster Team Spirit Wear Coordinator once coaches have been approved. There are women's and men's sizes please separate accordingly and send the count to be ordered. Shirts are ordered for Head Coach and Assistant Coach. All shirts are the same for all Sports Teams except Football. They are designed to allow a coach to coach multiple sports. Embroidery on the shirt says ST. COLUMBANCOACH.
15. Per the school office – **All Team Rosters** need to be turned in prior to any practice beginning. As soon as you have your rosters, please email them to the school office and copy the booster board.
16. The school assigned focal point will communicate with the Booster President if an athlete becomes academically ineligible. The Booster President will communicate this to the coordinator to communicate to the coach. **\*\*See the School Handbook for Eligibility Requirements\*\***
17. The school assigned focal point will communicate with the Booster President if an athlete becomes ineligible due to any of the Eligibility Rules in the School Handbook being broken. **\*\*See the School Handbook for Eligibility Requirements\*\***
18. All Coordinators should work with the appropriate facility coordinator (Julie Wentzel, Cathy Nagy, Terri Kerley, etc.) to schedule practices, scrimmages, games or tournaments, and concessions. **\*\*The coordinator name and email can be found on the Booster Website Home page.**
19. Coordinators are responsible for working with the Booster Board to get First-Aid Kits for all teams.
20. The Coordinator is responsible for sending a master copy of all home games for the sports season to the Concession Coordinator as soon as they receive the schedule from GCCYS.
21. Coordinators should post a schedule of all volunteer assignments during their sport season in the Concession Room and send an email copy to Assistant Treasurer. **\*\*See Cash Handling Procedures\*\*** for concession money protocol.
22. Issues that arise, that are not able to be resolved by the Coordinator, need to be brought to the attention of the Booster Board immediately.
23. All Coordinators are required to attend Monthly Booster Meetings on a regular basis. If the coordinator is unable to attend, they must send a summary of their season to the Booster President and Secretary 24 hours prior to the meeting.
24. Coordinators need to work with Booster Team Spirit Wear Coordinator if they desire Spirit Wear for their teams.
25. There should always be two adults per team in attendance during each team practice. This may not be husband and wife. If a coach fails to follow this rule, the team will forfeit their practice until 2 adults volunteer to be present during the entire practice.

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26. The Coordinator is responsible for planning and hosting the 8<sup>th</sup> grade team night for all 8<sup>th</sup> grade teams in the sports season. This should be communicated 1 month prior to the event and shared with the Booster Board and all other teams in the sports season.
27. **\*\* Parish Rule \*\*** No Sporting Activity may take place on the Parish Grounds on Wednesdays between 7:00 PM and 7:30 PM during Mass and Sundays prior to 1PM. This rule applies 365 days out of the year and must be followed. It is clearly posted on the Booster Website.
28. Be aware of the Booster Handbook and make sure that all coaches have read it, know where to find it, and make their parents aware of it and where to find it on the Booster Website [www.stcolumbansports.com](http://www.stcolumbansports.com). Coach must collect the Handbook Agreement Form prior to the first practice and turned into the Booster Secretary.
29. All Coordinator's must use the expense reimbursement form if they incur any out of pocket expenses throughout their sports season. This form should be scanned with a copy of the receipt and sent to the Booster Treasurer or emailed with the receipt attached to the Booster Treasurer. No reimbursement will be made without this process being followed.
30. Team/Coach Evaluations will be sent out to each athlete's parents on all teams one week prior to the last game of your sport using our Survey Monkey Tool by the Booster Board. Evaluations will be reviewed by the Board and Coordinator. The Booster Board will alert the coordinator of any coaches's names that had complaints or low ratings. The Coordinator will also provide their action plan to the Booster Board. The Booster Board will approve/advise the Coordinator's plan of action. The Coordinator and Booster Board will have a meeting with any coach that had complaints or low ratings to discuss a plan of action. The Coordinator will need to determine along with the Booster Board, if all coaches will be permitted to return. Please make sure that you email the Booster Board as soon as you have a meeting scheduled with any coaches requiring a plan of action meeting. This will be done in a timely manner.
31. All uniforms and equipment should be collected immediately following the last game of the season, including tournaments if applicable. If a player does not return his/her uniform to the Boosters, the Boosters reserve the right to charge this to the player/family the next sports registration season.
32. As a coordinator begins planning to retire their role for that sport, they should begin 1 year in advance of them leaving. They should have their replacement shadow them for the current sports season. If there is no replacement yet chosen, the coordinator will need to shadow them the first years assuming the role. Each coordinator should have their roles and responsibilities completely documented. These documents should be submitted to the Booster Board as well as shared with the new recipient in the event something unforeseen occurs.