

ST. GERTRUDE PARISH ATHLETIC BOOSTERS ASSOCIATION PARENT/PLAYER HANDBOOK

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DEFINITIONS

Boosters: St. Gertrude Parish Athletic Boosters Association

The Leagues: GCCYS, GCYL, CTCYO

Executive Committee: President, VP - Operations, VP - Finance & Fundraising, Secretary, and Treasurer

Charter: Archdiocese of Cincinnati Charter of Catholic Youth Athletics

Website: <https://teamsideline.com/sites/stgertrude/home>

Many sections of this document are directly from the Charter and are clearly noted. Should that document change, those changes supersede this document.

Highlighted sections have been updated.

1.0 St. Gertrude Athletic Team Guidelines

1.1 Player Eligibility

1.1.1 Determining Eligibility (Charter 4.2.1)

Eligibility for participation on a St. Gertrude athletics team shall be determined by the following:

- (a) Parish registration: The participant's parent or legal guardian is registered with the parish sponsoring the team. If the parents of a participant are registered at more than one parish, the child is expected to play in only one parish per school year (July through June); OR
- (b) Catholic elementary school: The participant attends a Catholic school sponsoring the team. If a participant from one parish attends another parish's school, or a non-parish school, the participant may participate either on the team(s) of the school they are attending, or the parish's team(s); OR
- (c) Unaffiliated participants: Children (Catholic or non-Catholic) who are not registered with a Catholic parish or attending a Catholic school may participate in Catholic Youth Athletics only by special application and permission by the parish Pastor, or non-parish school principal), the athletics organization(s) and the league(s).

1.1.2 Team Membership (Charter 4.2.2)

In any case, the participant is expected to play in the St. Gertrude athletic program for the entirety of the school year, unless the family residence moves to a different locale and parish, in which case a change is permitted. If an individual's parish or school sponsors a team in a particular sport, the individual is to participate on that parish's or school's team and is not permitted to play for a different parish or school without written approval by the parish Pastor, or non-parish school principal, the athletics organization(s) and the league(s), on a case-by-case basis. If St. Gertrude is unable to sponsor a team please see section 4.2.5 of the Charter on Catholic Youth Athletics for eligibility requirements.

1.1.3 Religious education requirements (Charter 4.2.3)

- (a) Catholic participants: To be eligible to participate on a St. Gertrude Parish team, a player must be a St. Gertrude Parish member in good standing, and either attend St. Gertrude School, be enrolled in and actively attend Religious Education classes at St. Gertrude School (which may be scheduled during the summer or the school year), or be home schooled in all subjects. Three or more unexcused absences from religious education sessions will normally result in suspension from the team. Legitimate excused absences such as due to illness will be assessed on a case by-case basis at the local level.
- (b) Non-Catholic participants in Catholic schools: In the case of non-Catholic children enrolled in Catholic schools, they are eligible to play provided they attend the school's religious education classes in the current school year.
- (c) Non-Catholic participants in Catholic parishes: In the case of non-Catholic children whose parents have enrolled in RCIA or are otherwise in the process of becoming Catholic, they are eligible to play provided they are enrolled in and regularly attend the

parish's religious education in the current school year. Missing three or more religious education sessions will normally result in suspension from the team.

- (d) Unaffiliated participants: As described in Section 4.2.1(c), p. 16 of The Charter on Youth Athletics, unaffiliated participants are not required to attend religious education, but may be welcomed and encouraged to do so.

1.1.4 Commitment & Eligibility

Any player who quits a team sport after selection of the teams for that sport shall be ineligible to participate in that sport the following school year without the prior consent of the Sport Coordinator and Boosters Board. In the event that an 8th grade student quits a sport after teams are selected, the 8th grade student will be ineligible to participate in any sport in the immediately following season of his or her 8th grade academic year. The purpose of this section is to discourage players from quitting teams following selection, which may have a detrimental impact on the balance and number of players on the respective teams. Such conduct by a player is deemed by the Boosters Board to be unfair to the team's coach and the other players on that team.

1.1.5 Booster Membership

Families who pay a sport participation fee for each child playing on a St. Gertrude team are members of Boosters and are required to adhere to the Parent responsibilities and Code of Conduct (see section 2.2) which includes volunteering at season games, end of the season tournaments and could include fundraising. The fee will be set by each sport in order to offset the expenses associated with that sport. These fees are established by a vote of the Boosters board and are subject to change as the financial situation may dictate. A player will not be permitted to participate in practices or games until the fees are submitted. Annual boosters fees have been eliminated.

1.1.6 Boosters Academic and Conduct Probation Policy

A child who has been placed on academic or conduct probation by their parents and/or school should be removed by parents from sports until the probation has been lifted. It is the parents' responsibility to inform the coach of the probation and only return the child once the probation is lifted. Violation of this policy will result in suspension of the child from sports for the rest of the athletic year.

1.2 Team Selection/Realignment

- 1.2.1 Team selection will be the responsibility of the Sports Coordinator under the direction of the Booster Board. In the event of multiple teams at the 3-4 grade levels, the Boosters will conduct a team selection process coordinated by the Sports Coordinator for the respective sport to achieve equal talent on the teams. In the event of multiple teams at the 5-8 grade levels, the Boosters will conduct a team selection process coordinated by the Sports Coordinator for the respective sport based on player ability.

- 1.2.2 The following team selection guidelines shall be followed when multiple teams exist within the same grade level:

(a) Team Selection – 3rd Grade:

Teams are to be formed with as equal a division of talent as the evaluation process permits. To achieve this goal, the coordinator will assemble a committee of non-parent, impartial evaluators who will aid in the evaluation of the players in anticipation of team selection. Each grade will have an evaluation night/open-gym at which the evaluation committee will be present. All players will be put through a series of drills by one or more of the evaluators and the evaluation committee will make recommendations based upon their observations. The evaluations will be given to the Sport Coordinator(s) and the players will be divided based upon the results of the evaluations, with the goal of creating teams with equal talent. All coaches will be approved by the Sport Coordinator.

(b) Team Selection – 4th Grade:

In order to maintain a relatively even division of talent and to provide the players an opportunity to play with different children and for different coaches, a reshuffling of players will occur in the 4th grade. The Sports Coordinator(s) will redistribute the teams based either on player performance during an open gym evaluation or on coaches' evaluations from the previous season. Again, the team division will be performed with the goal of creating teams with equal talent. In the event a parent requests his or her child not play for a specific coach, those requests will be honored only if the parent had previously submitted an evaluation, or a written complaint about the coach, which was determined by the Booster Board to be justified.

(c) Team Selection – 5th, 6th, 7th, and 8th Grade:

(i) Realignment: All sports teams will be realigned in 5th, 6th, 7th and 8th grade assuming there is more than 1 team per sport. The Sports Coordinator, in conjunction with the Boosters Board, will conduct a try-out/selection process to realign teams based on player ability. Each session of the selection process shall be documented as well as the final team(s) alignments.

(ii) 5th grade exception: On a case by case basis, the coordinator may recommend that the 5th grade teams remain balanced.

(ii) Evaluators: The Sports Coordinator will arrange to have independent and impartial evaluators participate in the team selection process. The evaluators will be individuals without knowledge or association of, or known by the children participating in the tryouts, unless otherwise approved by the Board. The evaluators will have knowledge and experience concerning the sport in which they are evaluating. The evaluators may not have a child or other relative participating in the tryouts. With Board approval, the panel of evaluators may include a predetermined non parent Coach. The panel of evaluators will consist of 2 to 4 individuals and will be submitted to the Booster Executive Committee. The size of the panel should be proportionate to the number of children to be evaluated, and not more than a ratio of 10 children to one (1) evaluator. The panel of evaluators should be the same for each session. The Sports Coordinator shall be present for tryouts and responsible for organizing tryouts and the evaluation team. A Booster Board member, without a child participant, will be present during the

- evaluations for administrative assistance. However, the Sports Coordinator will not be an active participant in the actual evaluation process or in the team selection process.
- (iii) Evaluation process: Each child participant in the evaluation process will be assigned a number for purposes of identification throughout the evaluation process. At the end of the first tryout session, evaluators should perform and document an initial evaluation using a standardized form using points of evaluation for each child by their assigned number. They should also discuss and create a list of type of positions that are needed to make the team. After the second session, the evaluation team should fill and document the potential roster in consideration of team makeup. At the conclusion of the evaluation process, each child will be assigned to a team. No one is to be present in the gym during evaluations except for evaluators, players, and non-affiliated board members. However, this policy does not exclude parents, coaches, and coordinators from supporting evaluations in other capacities.
- (iv) Schedule: Tryouts should be scheduled at least 1 month prior to the start of the season. Tryouts will be conducted over a minimum of 2 separate occasions within approximately one week of each other. The sessions will include fundamental drills, skills, and scrimmaging at the discretion of the evaluators.
- (v) Parents: Parents are not permitted in the gym during the tryout sessions. Any parents who have questions about the process should direct them to the Sports Coordinator. After completion of the evaluations and team assignment, upon request a parent will be provided by the Sports Coordinator a tabulated summary score for their child participant.
- (vi) Student-Athletes: All student athletes who sign up for a parish sponsored sport should attend both scheduled tryout sessions. In grades 5, 6, 7 & 8, before realignment evaluations and team selections, the parents for good and serious reasons can make a written request to the Sport Coordinator for their child to play at a lower level. It is presumed that the Sport Coordinator will honor the parents request whenever possible. Even if the student does not wish to compete at the highest level, it is recommended that he/she attend both sessions as teams will be realigned at the 5-8 grade level. Any students who do not attend and/or participate in both sessions will be arbitrarily placed on a team by the Sports Coordinator and approved by the Boosters Board. Any student athlete who is added to a team after the teams have been determined will be placed on the B or C team, at the discretion of the Coordinator.
- (vii) Athlete Commitment:** Any athlete who is trying out and also plays another sport(s) outside of St. Gertrude in the same season must indicate that if they are selected for the A team, the St. Gertrude A team's practices and games will take priority over their other sport(s). If the athlete does not wish to prioritize the St. Gertrude team, they will not be placed on the A team.
- (viii) Teams: When there will be three teams in grade 5-8 they will be A-B-B, unless the unanimous opinion of the evaluators is that it is in the best interest of the student athletes to have an A-B-C set of teams. The recommended formation of an A-B-C set of teams shall be approved by the Board. Recommended team rosters should be 8-10

- players per team for volleyball and basketball. If a team has more than 12 players, a second team could be authorized to ensure adequate playing time for team members.
- (ix) Level of play: Teams will be placed in a league division, commensurate with the team's capabilities.

1.3 Coach Selection (Charter 6.2.9 & 6.2.10)

- 1.3.1 Each year, the registration website for the various sports will include a section for Coach Volunteers. Open head coaching positions will be publicized in the Bulldog Bulletin, and the St. Gertrude Parish Bulletin at least two (2) weeks prior to the sport registration. The Sports Coordinator will screen the volunteers for head coaching positions and evaluate their qualifications. When more than one candidate has expressed an interest in the same head coaching position, or when a head coach is selected from outside the parish, interviews with the coaching candidates will be held. The interviews will be attended by the Sport Coordinator and two elected officers. The Sports Coordinator will then recommend candidates for head coaching positions to the Board for their approval.
- 1.3.2 The Coordinator(s) and Boosters board will choose coaches based on the following criteria: Active members of St. Gertrude Parish/ attend weekly Mass if Catholic. Exceptions must be approved by the Pastor.
- (a) Character and sportsmanship
 - (b) Knowledge of the sport fundamentals and rules
 - (c) Coaching experience
 - (d) Ability to communicate with children
 - (e) Time availability and dependability
 - (f) Ability to communicate with parents
 - (g) Fairness to children and the program
 - (h) Parental feedback from previous coaching experience
 - (i) Ability to follow rules
- 1.3.3 In the event that the Board cannot agree, the decision will be made by the Boosters President and the Pastor.
- 1.3.4 Parent head coaches will be determined following the team selections.
- 1.3.5 Head coaches for all teams will be determined in a manner to allow equal coaching talent on all teams at all levels.
- 1.3.6 For grades 5-8, the head coach may be determined prior to tryouts provided he/she is qualified and does not have a student athlete trying out for the team. Preference will be given to head coach candidates for grades 5-8 who are qualified, non-parent/non-family member coaches.
- 1.3.7 Assistant coach selections** will begin with anyone who volunteered to be an assistant coach or head coach and was not selected. All assistant coaches will be selected by the head coach and Sport Coordinator after team selections and prior to the start of the season. The Sport Coordinator will submit the names of the assistant coaches to the Board for approval.

1.3.8 Any questions regarding the qualifications of the Coach Volunteers should be brought to the Sport Coordinator's attention prior to the coach being selected.

1.3.9 Head coaches must be over 21 years of age and assistant coaches must be high school graduates who are at least 19 years of age. Head and assistant coaches will be required to:

- (a) Complete the Archdiocese Child Protection Program, follow its provisions, be fingerprinted, and be officially registered at the parish office prior to coaching any player
- (b) Complete initial virtue program training and annual retraining
- (c) Read the Boosters Constitution and the Player/Parent Handbook, accept all of the Boosters provisions, affirm the acknowledgment page of the Handbook and adhere to the Boosters policies
- (d) Pursuant to Ohio's Return to Play law, complete an online concussion training class and provide to the Sports Coordinator the completion certificate.
- (e) Complete Lindsay's Law training

1.3.10 No coach will be replaced without prior notice or consultation with the Sport Coordinator and Boosters Board.

1.3.11 According to the Archdiocese Decree on Child Protection (Charter 4.3.1f), two adults (over 21 years of age) must be present as chaperones at each practice. Coaches may choose to have assistants who are under 21.

- (a) A ratio of 1:10 is recommended
- (b) Whenever there is a mixed group of boys and girls, it is preferred that one adult of each gender is present. The proportion of male/female chaperones should be similar to the proportion of the children.
- (c) Single gender athletics must have at least one adult of the same gender as the players (e.g. in case of injury or illness requiring attention in a restroom). If an adult attends more than one practice a month as a chaperone, the adult must complete the Archdiocese Child Protection Program, follow its provisions, be fingerprinted and be officially registered at the parish.

1.4 Playing Time Requirements

1.4.1 (Charter 6.2.8) St. Gertrude athletic programs will not be scheduled on Sundays and Holy Days before 1:00pm or during the Triduum on Holy Thursday, Good Friday, Holy Saturday or Easter Sunday. Athletics activities should not be scheduled when the children involved normally would be attending religious education, sacramental preparation programs and the like. If conflicts occur, programs of religious education, sacramental preparation and the like take precedence. Coaches are expected to support the faith formation of their players, and in no case are children to be penalized by coaches or athletic leaders for missing a practice or game due to participation in such programs.

1.4.2 (Charter 4.4) The Playing Time Guideline establishes the minimum playing time requirements. It is the goal of the St. Gertrude Athletic Boosters that all coaches exceed the minimum playing

time requirements as outlined by the Leagues especially for the formative years (grades 1-5) and in 6th, 7th and 8th grade in cases where the Leagues have eliminated any time requirement at all. All coaches for teams in grades 1 through 5 must maximize the playing time of each student athlete; coaches should make every reasonable attempt to play athletes equally. However, this is at the discretion of our coaches, taking into consideration attendance, effort and overall understanding of our athletes. The coach may reduce playing time for disciplinary reasons or safety concerns. The athlete should be informed the day prior to a game, if playing time will be reduced for disciplinary reasons. During a game, for disciplinary reasons a coach may, as necessary, reduce or eliminate playing time for a student athlete. Following such discipline, the coach should make reasonable efforts to inform the player and his or her parent(s) of the basis for the discipline.

1.4.3 Athletes are expected to attend all team functions while being disciplined. No student athlete should attend a game and not play at all for prior discipline reasons unless playing status is determined the day prior to the game.

1.4.4 The St. Gertrude playing time requirements for boys and girls are as follows:

(a) St. Gertrude Playing Time Requirements for Boys

Grade	Sport	Recommended Team Size		Required Playing Time	Total Playing Time
		Max.	Min.		
K/2nd	Football	30	13	As equal as possible	4 – 15 min. qtrs.
3rd/4th	Football	30	13	As equal as possible	4 - 8 min. qtrs
5th/6th	Football	30	20	As equal as possible	4 - 8 min. qtrs.
7th/8th	Football	40	20	Average 8 plays/game	4 - 8 min. qtrs.
3rd	Basketball	10	8	As equal as possible	4 - 5 min qtrs.
4th	Basketball	10	8	As equal as possible	4 - 5 min qtrs.
5th	Basketball	10	8	As equal as possible	4 - 6 min qtrs.
6th	Basketball	10	8	1 continuous qtr	4 - 6 min qtrs.
7th	Basketball	10	8	1.5 qtr.	4 - 6 min qtrs.
8th	Basketball	10	8	1.5 qtr.	4 - 6 min qtrs.
3rd-6th	Volleyball	10	8	As equal as possible	3 games/ match
7th/8th	Volleyball	9	8	1 game	3 games/ match

K-8th	Track	-	-	As equal as possible	Meet
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(b) St. Gertrude Playing Time Requirements for Girls

Grade	Sport	Recommended Team Size		Required Playing Time	Total Playing Time
		Max	Min		
K-8th	Cheerleading	-	-	None	None
3rd	Basketball	10	8	As equal as possible	4 - 5 min qtrs.
4th	Basketball	10	8	As equal as possible	4 - 5 min qtrs.
5th	Basketball	10	8	As equal as possible	4 - 6 min qtrs.
6th	Basketball	10	8	1 continuous qtr.	4 - 6 min qtrs.
7th	Basketball	10	8	1.5 qtr.	4 - 6 min qtrs.
8th	Basketball	10	8	1.5 qtr.	4 - 6 min qtrs.
3rd-6th	Volleyball	10	8	1 continuous game	3 games/match
7th/8th	Volleyball	9	8	1 game	3 games/match
K-8th	Track	-	1	1 event	Meet

1.4.5 Tournament play requirements are the same for all sports (boys and girls) as seasonal play.

1.4.6 St. Gertrude playing time requirements exceed those set forth by the Leagues, which are listed here for reference:

(a) the Leagues Playing Time Requirements for Boys

Grade	Sport	Recommended Team Size		Required Playing Time	Total Playing Time
		Max.	Min.		
1st/2nd	Football	30	13	None	4 – 15 min. qtrs.
3rd/4th	Football	30	13	None	4 - 8 min. qtrs
5th/6th	Football	30	20	None	4 - 8 min. qtrs.
7th/8th	Football	40	20	None	4 - 8 min. qtrs.
3rd	Basketball	10	8	1 continuous qtr*	4 - 5 min qtrs.

4th	Basketball	10	8	1 continuous qtr*	4 - 5 min qtrs.
5th	Basketball	10	8	1 continuous qtr*	4 - 6 min qtrs.
6th	Basketball	10	8	1 continuous qtr	4 - 6 min qtrs.
7th	Basketball	10	8	None	4 - 6 min qtrs.
8th	Basketball	10	8	None	4 - 6 min qtrs.
3rd/4th	Baseball	15	12	N/A	5 innings
5th/6th	Baseball	15	12	None	6 innings
7th/8th	Baseball	15	12	None	7 innings
4th-6th	Volleyball	10	8	1 game out of 3*	3 games/match
7th/8th	Volleyball	9	8	None	3 games/match

(b) the Leagues Playing Time Requirements for Girls

Grade	Sport	Recommended Team Size		Required Playing Time	Total Playing Time
		Max	Min		
5th/6th	Cheerleading	-	10	None	None
7th/8th	Cheerleading	-	10	None	None
3rd	Basketball	10	8	1 continuous qtr.	4 - 5 min qtrs.
4th	Basketball	10	8	1 continuous qtr.	4 - 5 min qtrs.
5th	Basketball	10	8	1 continuous qtr.	4 - 6 min qtrs.
6th	Basketball	10	8	1 continuous qtr.	4 - 6 min qtrs.
7th	Basketball	10	8	None	4 - 6 min qtrs.
8th	Basketball	10	8	None	4 - 6 min qtrs.
3rd-6th	Volleyball	10	8	1 game out of 3*	3 games/match
7th/8th	Volleyball	9	8	None	3 games/match

*Limited to same number of players on opposing team

No student athlete should attend a game and not play at all for disciplinary reasons unless playing status is determined the day prior to the game. All coaches for teams in grades 4 through 6 must maximize the playing time of each student athlete. By this it is meant that coaches should make every reasonable attempt to play athletes equally. The coach may

minimize an athlete's playing time for missed practices/games and for unsportsmanlike conduct.

1.4.7 Discrimination (Charter 4.5.1)

Discrimination based on ethnicity, nationality, gender and race is contrary to Catholic moral teaching and is unacceptable in Catholic Youth Athletics. This applies in particular to:

- (a) Scheduling (e.g., preferential treatment to boys' over girls' sports);
- (b) Team formation (e.g., selections based on race, ethnicity or nationality); and
- (c) Playing time (e.g., decisions based on race, ethnicity or nationality).

1.5 St. Gertrude Sponsored Tournament Play

1.5.1 St Gertrude Boosters sponsors our athletics teams to play in a single sanctioned league and any tournament hosted by the sanctioned league or school/parish participating in said league.

1.5.2 Boosters will cover the cost of up to two tournaments for additional tournament play outside the end of season tournament. Each tournament shall not exceed \$200. Prior approval from the Booster board must be obtained for any tournament whose registration exceeds \$200.

- (a) Any additional tournament above and beyond the 2 that are covered by the Booster Board must be approved by a team vote and then presented to the sport coordinator or board for final documentation and review.
- (b) Uniforms – Are only to be used for our sanctioned teams in the sanctioned leagues we participate in. Uniforms are not to be used for any league or team play outside of sanctioned playing.
- (c) Any (home) tournament hosted by St Gertrude where a St Gertrude team wishes to participate will not count against their allotment of 2 tournaments.

1.6 Grievances

1.6.1 Purpose: The St. Gertrude athletics program is committed to a safe and healthy environment for children, parents, coaches and spectators at all athletic events that take place in its name. Effective communication, inspired by Christian ideals, is an essential element of the St. Gertrude athletics program. Moreover, the Catholic principle of subsidiarity calls for matters to be handled at the lowest possible level, so that grievances are best managed and settled locally between people of good faith.

1.6.2 Grievance Committee: The Grievance Committee of the St. Gertrude athletics program is the group responsible for managing the grievance process. Its purpose is to effectively manage and resolve any problems or conflicts in the athletics program that have reached the point of initiating that process. The Grievance Committee will consist of the Boosters President, Spiritual Liaison, and the remaining members of the Executive Committee. Decisions of the Grievance Committee are final; however, an appeal may be made to the Archdiocese of Cincinnati Catholic Youth Athletics Commission if:

- (a) due process as described in the Organizational Documents of the athletics organization has been claimed to have been violated; or

- (b) other noncompliance with the athletic organization's Organizational Documents and this Charter has been credibly alleged.

1.6.3 Grievance Process: In order to ensure healthy and effective communications especially in situations of disagreement or conflict, the St. Gertrude athletics program includes a grievance process which outlines the step-by-step due process to be used in the event of problems or conflicts with coaches, parents or athletes within the St. Gertrude athletics program.

- (a) The Coach has the authority and responsibility to exercise good judgment in matters relating to his/her team. If a parent has a complaint, he/she is to wait 24 hours after the incident/issue occurs before approaching the coach. The coach should be consulted first in all matters relating to the team members, league play, tournaments, and practices.
- (b) If a parent feels that it is inappropriate to consult the coach, then the Sports Coordinator should be contacted to resolve any conflicts.
- (c) If the problem cannot be satisfactorily solved at the Coordinator level, the parents shall submit the issue, in writing, to the Boosters President and Spiritual Liaison for further evaluation and resolution.

1.6.4 Discipline: All grievances submitted in writing to the Grievance Committee by a coach, coordinator, or parent will be considered on a case by case basis. The Grievance Committee reserves the right to issue consequences regarding violations of the Code of Conduct ranging from a formal warning to prohibition from participation in St. Gertrude athletics.

2.0 Responsibilities and Codes of Conduct

2.1 Players

2.1.1 Players are expected to:

- (a) Attend all scheduled practices and games
- (b) Be on time and be prepared to participate
- (c) Give full attention to the coach and follow the coach's instructions during practices, games and other team-related activities
- (d) Treat teammates, opponents, coaches, parents, officials, and all others in the Leagues with respect at all times
- (e) Always try hard and do one's best, both in practice and during games
- (f) Encourage and help teammates who may not be as skilled at sports
- (g) Respect all equipment and uniforms
- (h) Wear the correct uniform for all games
- (i) Respect decisions made by officials and referees

2.1.2 The player is a representative of St. Gertrude Parish. Unsportsmanlike conduct, use of foul language and disrespect for coaches, officials, other players, parents, and spectators will not be tolerated. If the player fails to abide by the aforementioned rules and guidelines, the player will be subject to disciplinary action that could include, but is not limited to, the following:

- (a) Verbal or written warning by the official, head coach, sport coordinator, or Boosters president
- (b) Game or season suspension
- (c) Game forfeit through the official or coach
- (d) Repeated violations of player responsibilities may affect the player's team placement the following year

2.2 Parents

2.2.1 Parents are expected to:

- (a) Submit registration forms, sport participation fees, medical release forms and release forms from the Leagues on time on the website. The establishment of teams, selection of coaches, and entrance into a league all depend on the timely receipt of the sign-up form; therefore, an athlete may be closed out of the sport unless the deadline is met.
- (b) Keep uniforms and equipment clean and in good working condition and return uniforms and equipment on time. Lost or carelessly damaged uniforms or equipment will require replacement by the parent at the parent's expense. Any damage should be reported and noted upon return.
- (c) Ensure that one's child will attend all games and practices and, when not possible, inform the coach in advance. Inform the coach of any scheduling conflicts or other issues that may impact the athlete's ability to make a full commitment to the team.
- (d) Inform the coach of any physical disability or ailment that may affect the safety of one's child or the safety of others.

- (e) Be responsible for transporting their child to and from practices and games or ensure that proper transportation has been arranged. The parish does not offer transportation to practices or games.
- (f) Inform the coach if a player will not be present for a practice or game. A student athlete who misses scheduled games or practices for any reason other than illness or bereavement may have his/her playing time affected.
- (g) If a player sustains an injury during practice or game that requires a doctor's attention, the parent must submit an original letter signed by the doctor to the coach that states that the player may return to sports activities.
- (h) Support the team and coach by attending games.
- (i) Coaches will assign parents to help with the home gate, concessions, scorekeeping, set up/clean up, etc. Parents are expected to be present sufficiently in advance to fulfill their responsibilities. If parents are unable to fulfill their assigned duties, it is the responsibility of the parent to secure their own replacement. This is NOT the responsibility of the coach. Parents must follow written procedures while working the entry gate and concessions, especially if working the first game or last game scheduled for that day. Set up and cleanup is everyone's responsibility even though it requires arriving early or leaving late.
- (j) Volunteer during the end of season tournament games hosted at St. Gertrude**
- (k) Treat coaches with respect at all times and communicate with them directly about concerns. If a parent has a concern, he/she should make an appointment to discuss any concerns, as initiating a discussion before or after a contest or practice is prohibited. Parents should wait at least 24 hours after the incident/issue occurs before approaching the coach. The parent may then voice the issue(s)/concern(s) to a coach in a professional, positive, and constructive manner. If the coach and parent are unable to effectively address the issue(s)/concern(s), the parent should contact the Sports Coordinator. If the problem cannot be satisfactorily solved at the Coordinator level, the parents shall submit the issue, in writing, to the Boosters President for further evaluation.
- (l) Parents are expected to assist the Boosters by submitting the end of season survey in a timely manner. The Boosters rely on the end of season surveys to maintain the quality of our sports programs.
- (m) Remember that the players are youth and are playing for their enjoyment, not their parents'.
- (n) Demand that one's child treat teammates, opponents, coaches, officials, and spectators with respect at all times, regardless of race, creed, color, sex or ability.
- (o) Respect decisions made by the officials and referees
- (p) Refrain from coaching from the sidelines or stands
- (q) Conduct themselves in a courteous and Christian manner during games and in their dealings with the coaches. Be a role model by positively supporting teams, encouraging good sportsmanship, and not shouting instructions or criticisms to or about the players, coaches, or officials. Negative confrontations and unsportsmanlike conduct, such as

booing, taunting, refusing to shake hands, or using profane language or gestures with officials, coaches, team members, or other parents will not be tolerated. Remember that we are the true role models to our children.

- (r) Avoid consumption of alcohol during practices, games, pre-games, and post-games.
- (s) Be responsible for one's own actions, as well as the actions of guests.
- (t) Parents must uphold the spirit of St. Gertrude and the Leagues by setting a "Christ-like" example and ensuring that their children recognize their Catholic responsibilities (weekly Mass attendance) while representing St. Gertrude.

2.3 Coaches

2.3.1 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.

2.3.2 Coaches are recognized as the primary means by which Boosters upholds and enforces its ideals, goals, and philosophy. The coach is valued as a teacher of the student athlete and exerts the most influence over the conduct of the players and spectators at sporting events. It is the responsibility of the coach to emphasize the maturation and growth of the student athlete through sports participation. It is also the responsibility of the coach to visibly show that he/she values fair play, hard work, dedication, and sportsmanship. The coach is responsible for ensuring that each team member has a rewarding experience while participating in the St. Gertrude Sports Program while striving to make our program successful and competitive at all levels.

2.3.3 The coach should focus on the following goals:

- (a) Uphold the spirit of St. Gertrude and the Leagues by setting a "Christ-like" example and participating in the prayers and activities as put forth by the virtue program.
- (b) Encourage hard work, team participation, good sportsmanship, and positive relationships between all players
- (c) Promote the enjoyment and rewards of competitive play
- (d) Encourage that each team member put forth their best effort in school
- (e) Teach sound fundamentals of the sport
- (f) Give attention to the student athlete's needs and abilities as required

2.3.4 In addition, the coach is expected to:

- (a) Attend the virtue program training sessions
- (b) Pursuant to Ohio's Return to Play law, complete an online concussion training class and provide to the Sports Coordinator the completion certificate
- (c) Accept roster assignments from the Sports Coordinator. The Sports Coordinator must approve any roster changes and approval must be consistent with these by-laws. In the event the Sports Coordinator is also a coach, the Boosters Board will be responsible for approving any individual roster changes.

- (d) Be responsible for handing out, collecting, and returning all uniforms and equipment. Respect all uniforms and equipment that have been loaned to the coach or the team and return them on time.
- (e) Start and finish practice on time. No student athlete shall ever be left at a game or practice site without adult supervision.
- (f) Remember that the players are youth and are playing for their enjoyment, not the coach's
- (g) Be a role model by positively supporting teams, encouraging good sportsmanship, and applauding the efforts of all the players. Model Catholic values and virtues, and always be mindful of a coach's high visibility and great influence. Coaches should ensure that prayer happens at each practice and game.
- (h) Use positive coaching methods to make the sport enjoyable, increase self-esteem and foster love and appreciation for the sport
- (i) Adhere to all St. Gertrude minimum playing times. Each student athlete who dutifully attends practice should be given every opportunity to play.
- (j) Communicate to parents any discipline or safety concerns that impact an athlete's playing time or position
- (k) Use substitutes in games where the outcome has been decided. Deliberate attempts to humiliate an opponent, such as running up the score, will not be tolerated.
- (l) Avoid shouting criticisms to or about the players, other coaches, or officials. Avoid the use of profanity, abusive, or degrading language at games or practices. Avoid any action or remark that may incite the displeasure of the spectators.
- (m) Demand that the athletes treat teammates, opponents, coaches, officials, and spectators with respect at all times, regardless of race, creed, color, sex or ability.
- (n) Do not engage in any kind of unsportsmanlike conduct with any official, coach, player or parent such as booing and taunting; refusing to shake hands; or using profane language or gestures.
- (o) Respect decisions made by the officials and referees.
- (p) Immediately discipline any player who intimidates an official, another coach, opposing player, or teammate. The coach must be fair in disciplining all players when enforcing team rules. Disciplinary action that results from flagrant abuse of the rules or conduct unbecoming a St. Gertrude student athlete should be reported to the Sports Coordinator. The Sports Coordinator will complete a written complaint and turn it into the Boosters President. The Sports Coordinator, together with the Boosters President and Pastor, must approve any player removal from a team due to a disciplinary action.
- (q) Notify the sport coordinator and/or president within 12 hours if a coach or player is ejected from a game
- (r) Never engage in physical or psychological intimidation, verbal abuse or any conduct that demeans a player or parent.
- (s) Treat parents with respect at all times and communicate with them directly about concerns. Inform the Sports Coordinator of any unresolved parent concerns. Participate with the Booster Board in a professional manner when handling parent concerns and issues.

- (t) Ensure that team pictures are taken and insure that all student athletes have the opportunity to participate.
- (u) Submit scores weekly to the Leagues
- (v) Organize team parents to assist at home games. The coach is strongly encouraged to designate a “team parent” who will be responsible for scheduling parents to work home games.
- (w) Ensure that two adults are present at each event. It is not necessary that the adults be coaches.
- (x) Participate at award and other "official" ceremonies and encourage parents and players to participate as well.
- (y) Avoid drinking, smoking, or using dip at games or practices.
- (z) Avoid throwing things in anger at games or practices.
- (aa) As Parents are required to abide by this Handbook, no other contracts or agreements shall be distributed.
- (bb) Not forfeit a game without prior approval from the coordinator.
- (cc) All requests to parents for additional money outside of the normal registration fee must be discussed and voted upon in a team meeting prior to the expenditure. The sport coordinator must be notified of the expenditure and team decision.

2.3.5 School and Parish Inclement Weather Policy (Charter 4.3.3)

- (a) 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.
- (b) Heat: To prevent 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).
- (c) During inclement weather if the St Gertrude campus (school) closes then all St Gertrude sanctioned/sponsored events, organization, and team activities are also cancelled. This includes any team or organization that may meet offsite as well. If your event, organization, or team are sanctioned/sponsored by St Gertrude Parish or School all activities on-campus or off-campus are cancelled in the event that the school closes for weather. Practice exceptions may be granted upon request to the booster president. The above policy does not impact holy mass. For information on the schedule for holy mass contact the parish office.

2.3.6 Concussions (Charter 4.3.2)

Head injuries can happen in any sport. Catholic Youth Athletics should comply with state law (see Ohio HB 143 for more details) as regards concussions, including:

- (a) Before practice or play begins for each sport or season, the parent or guardian 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

<https://odh.ohio.gov/know-our-programs/child-injury-prevention/resources/onlineconcussiontraining>

- (b) Before beginning to coach or officiate, coaches and officials in Catholic Youth Athletics should receive training on concussions and the requirements of Ohio law.
- (c) 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.
- (d) If a player is removed from practice or competition as per Section 4.3.2(c) above, 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.

2.4 Coordinators

2.4.1 The sports coordinators are responsible for organizing their particular sports. Every effort should be made to have co-coordinators for each sport. Specific duties include:

- (a) Attend virtue program training as well as promote and support the virtue program
- (b) Attend Boosters meetings and keep other board members informed of sports teams' progress, achievements and/or issues.
- (c) Act as primary contact for sport with the Leagues; attend league sport meetings and coordinate necessary paperwork.
- (d) Distribute sport registration information via Bulldog Bulletin, parish bulletin and Boosters' website.
- (e) Hold player evaluations in the manner specified in this handbook.
- (f) Recruit and select coaches in the manner specified in this handbook.
- (g) Conduct a coach's organizational meeting which includes an explanation of the coaches' requirements pursuant to this handbook.
- (h) Provide to the Parish staff a final list of coaches in sufficient advance of the start of the sport season, for compliance with the Archdiocese Decree on Child Protection.
- (i) Work with the parish office for scheduling practice time; secure outside gym time/practice fields/playing fields as needed.

- (j) Assign opening and closing of gym for home games.
- (k) Inventory and distribute team equipment, including uniforms, balls, and keys.
- (m) Ensure the quality of equipment and replace as needed with Boosters approval.

2.4.2 If a coordinator does not adequately perform these duties as determined by the Boosters board, they may be asked to step down and a new coordinator may be assigned.

2.5 Ejection and Suspension (Charter 6.2.13)

Sanctions for Non-Compliance with the Code of Conduct. Participation on a team and attendance at practices and games are privileges not rights for players, coaches, parents and fans. In the case of a violation of the Code of Conduct, a coach or other official or authorized leader may choose to deliver a warning, or if the violation warrants it the individual may be ejected and suspended, as follows:

2.5.1 Ejection: A coach, parent, or fan who is ejected for any reason must leave the premises (including the field of play, stands, and adjacent areas such as nearby parking lots) and shall be suspended for the next scheduled game. A player who is ejected from the game is not required to leave the premises. However, if a player (or child fan unaccompanied by an adult) is ejected and required to leave the premises, that child should be supervised by at least two adults until the child is directly under the supervision of a parent or guardian, in compliance with the Decree on Child Protection.

2.5.2 Suspension: An individual who is suspended shall be prohibited from attending the next game. Suspensions for egregious violations may include multiple games, practices, and other team activities at the discretion of the booster board.

2.5.3 Suspension shall follow ejection as a consequence of the violation. Any violation of the suspension or a subsequent violation shall trigger an escalating series of responses, as follows:

Violation	When/Where	Occurred Sanction
First	Before, during, or after a game or practice	Ejection for the rest of the game or attendance at next game is prohibited.
Second	Before, during, or after a game or practice	Ejection for the rest of the game or practice; attendance at next two games is prohibited.
Third	Before, during, or after a game or practice	Attendance at practices, games, and any other team activities is prohibited for the rest of the season

2.6. Transportation

2.6.1 Parents are responsible for transporting their child to and from practices and games or ensure that proper transportation has been arranged. The parish does not offer transportation to practices or games.

2.6.2 No coach, coordinator, board member, or any other person in his capacity as a representative of the parish may transport a player to a practice or game. The parish considers all athletic events to begin and end at the site of the activity; hence, the parish bears no burden to organize transportation.

2.6.3 Parents are encouraged to read the transportation policy in the Charter, Section 7.2 which includes, among others, the following guidelines:

- (a) In an automobile, all passengers must wear seat belts, with no more than one passenger per seat belt.
- (b) Parents should never transport a non-family member child alone. There should be at least two adults in every vehicle that transports children. In exceptional situations, one adult may transport children in a vehicle, provided the vehicle goes directly from point A to point B, with no stops in between.
- (c) Children should be directly transported to their destination, or make only previously planned stops (e.g. stopping for food or gas on a long trip). In the event that parents are caravanning to an event and an emergency stop must be made, all reasonable efforts must be made to ensure that two adults are present (e.g. calling another car in the caravan to pull over as well).
- (d) Parents are strongly discouraged from using 15-passenger vans which have been prohibited since May 2005 per the recommendation of the General Secretary of the United States Conference of Catholic Bishops (USCCB).

2.7 Archdiocese of Cincinnati Charter on Catholic Youth Athletics Code of Conduct (Charter 8.2)

2.7.1 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.

2.7.2 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.

2.7.3 Specific Violations (Charter 8.2.3)

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

- (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. Please refer to your league's ruling on the definition.
- (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.

2.7.4 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.

2.8 Handbook Acknowledgment

2.8.1 Each parent, coach or coordinator shall review and acknowledge the Parent/Player Handbook when registering for each sport on the website, as well as contribute the Booster membership fee and any other fees associated with the sport if applicable, prior to any child, parent, coach or coordinator participating in the Boosters' organization, any sponsored sport or other Boosters' event.

Appendix A

Guidelines and Application Process for the Blessed Pier Giorgio Frassati Athletic Scholarship

Scholarship:

- \$1500 each awarded to one male and one female athlete
- Will be paid directly to the high school tuition on behalf of the student

Student Requirements:

- Student must be in the 8th grade
- Student has participated in any St. Gertrude sport during their tenure
- Student must be attending a Catholic high school in the fall of the upcoming academic year
- Student's family must be St. Gertrude parishioners
- Student must be actively enrolled in St. Gertrude School, St. Gertrude religious education program or homeschooled
- Student must be in good academic and disciplinary standing

Scholarship Submission Requirements:

- Student must write and submit an essay
 - Essay question - What is the most significant virtue that I have learned during my experiences as an athlete in St. Gertrude sports, and why?
 - Essay must be 500 words or less, typewritten in plain font on standard white paper
 - Student should avoid identifying themselves in the essay as anonymity is important to the judging process
- Student must submit the "Letter of Recommendation" form
 - This form should be completed by an adult in a leadership position and it is preferable that they are a St. Gertrude coach.
 - If an alternate is necessary or preferred, student may substitute a teacher, board member, clergy member, etc but should be prepared to explain the relationship if requested by a scholarship reviewer.
- Student must submit the "Questionnaire" form
 - This form should be completed with concise and honest answers on the printed form

Scholarship Submission Process:

- The Boosters President will visit the 8th grade classrooms in March to provide the students with all the necessary information regarding the scholarship process, including deadlines and how to submit their essays and forms.
- All submissions will be assigned a number and will remain anonymous until the winners have been determined.

Scholarship Evaluation:

- All submissions will be evaluated by a blind panel of at least 2 uninvolved Board members and the Boosters Spiritual Liaison.
- In the event of a tie or indecision, submissions will be judged by the pastor and/or principal until a clear winner is determined.

All documents and forms can be found on the Booster website.

Appendix B

St. Gertrude Parish and School Spirit-Wear Policy

Currently under review