

**Mother Teresa Catholic Elementary School
Boosters Handbook**

Table of Contents

Mission and Statement of Purpose	3
Goals and Guiding Principles	3
Safety and Well-Being of Children	4
Scheduling Criteria	6
Transportation	6
Bookkeeping and Accounting	7
MTCES Boosters Constitution	7
Members and Board	7
Committee Appointment.....	8
Responsibilities of Board Officers and Coordinators	8
Board Meeting Regulations	10
Coaches.....	11
Student Athlete.....	12
Player Misconduct.....	13
Parents of Student Athlete	13
Conflict Resolution Policy	14
General Policies	14
Registration.....	14
Fees.....	15
League Participation	15
Practices.....	15
Tournaments.....	15
Uniforms	15
Team Evaluation Process	16
Team Selection Policy	16
Individual Sport Requirements	17
Conflict Resolution Policy	18
Parent’s Code of Conduct	19
Player’s Code of Conduct	20

Mother Teresa supports fully the following elements from the Archdiocese of Cincinnati Charter on Catholic Youth Athletics:

Mission and Statement of Purpose

Catholic Youth Athletics furthers the mission of the Catholic Church by providing sports experiences for youth that are firmly rooted in the Catholic faith tradition, based on the goals of Catholic youth ministry, and aligned with the evangelizing mission of the Catholic Church.

The purpose of the Mother Teresa Catholic Elementary School Booster program is to help develop the entire child. Our primary goals are:

- To teach the children the fundamentals of each sporting activity in which they may become a part and instill an appreciation of teamwork and sports competition,
- To promote involvement throughout our community and by displaying true sportsmanship wherever they may be,
- To make sure our children are taught the importance of learning, having fun, competing fairly, and being part of team,
- For all involved with the program to conduct themselves in the spirit of Mother Teresa, starting with our coaches, teachers, administrators, and parents, thereby leading our children to respect the game, the opposing teams, the referees/umpires, as well as the spectators.
- Support and follow the School's Mission Statement to be committed to nurturing the growth of EVERY student – spiritually, intellectually, emotionally, physically, and socially and build values that will last a lifetime.

Mother Teresa was quoted as saying, "Do not allow yourselves to be disheartened by any failure as long as you have done your best." May all those associated with the Mother Teresa Booster Program enjoy the endless possibilities in teaching the children who take advantage of this Booster Program.

The Boosters Organization is considered an "Internal Organization" under the MTCES Board of Trustees.

Governance will therefore comply with all of its policies, principles, and ethics.

Goals and Guiding Principles

Goals. Catholic Youth Athletics is a form of youth ministry that leads young people closer to Christ, and takes its inspiration and direction from the 1997 U.S. Bishops' document, *Renewing the Vision – A Framework for Catholic Youth Ministry*. That document identifies three overarching goals for all youth programs in the U.S. Catholic Church:

Goal 1. Discipleship: to empower young people to live as disciples of Jesus Christ in our world today.

Goal 2. Participation: to draw young people to responsible participation in the life, mission, and work of the Catholic faith community

Goal 3. Growth: to foster the total personal and spiritual growth of each young person

Safety and Well-Being of Children

[Archdiocese of Cincinnati Decree on Child Protection](#). The provisions of the Archdiocese of Cincinnati *Decree on Child Protection* must be followed by participating organizations, meaning that the Archdiocese of Cincinnati *Decree on Child Protection* and all related policies and recommendations are in full effect, including the following sub-points of 4.3.1 which have been excerpted verbatim from the *Decree* (visit the Archdiocesan website to review the *Decree* in its entirety):

- a) Regular and occasional volunteers: For purposes of the *Decree*, a “regular volunteer” is an adult who is not a cleric or employee (for example, a catechist, scout leader, coach, server coordinator, etc.) who functions in a regular relationship having contact with children. This includes interns, student teachers and others in similar capacities. For example, a regular volunteer is one who has contact with children on any overnight event; on at least a monthly basis; or in a multi-day program (e.g. Vacation Bible School). A regular volunteer has contact with children at least once a month, or participates in any overnight event with children. It does not include the occasional volunteer such as a driver or chaperone whose contact with children is less than one hour per month for activities that are not overnight.
- b) VIRTUS®: (A.3 Policy) All candidates for ordination, clerics, regular volunteers and employees who have contact with children must attend a VIRTUS® Child Awareness Session on the *Decree* before they have contact with children. Responsible supervisors who hire personnel furnished by a third party contractor who have contact with children, or who utilize auxiliary services personnel, are to inform such personnel of the existence of the *Decree*, inform them of the requirements of the *Decree* which pertain to them (for example, the C.9 Policy), and give such personnel the option of attending a VIRTUS® Child Awareness Session on the *Decree*. (A.9 Recommendation) All adult volunteers are encouraged to attend a VIRTUS® Child Awareness Session, including training on the provisions of the *Decree*, even if they are not regular volunteers as defined in the *Decree*.
- c) Fingerprinting and Background Check (B.1 Policy): Background checks through fingerprinting or otherwise in a manner approved by the Chancellor in accord with the current policies of the Archdiocese must be performed on adults as follows: candidates for ordination, clerics, regular volunteers (see definition above) and employees may not have contact with children until an acceptable background check through fingerprinting or otherwise in a manner approved by the Chancellor is completed in accord with the current policies of the Archdiocese.
- d) Recruiting Volunteers (B.3 Policy): Those persons who recruit volunteers to work regularly with children in the parishes, schools, agencies and institutions of the Archdiocese must exercise caution in selecting volunteers. No volunteer has the right to insist on a particular volunteer position. If there is any cause for concern in a particular case, the matter should be brought to the attention of the responsible supervisor for further review.
- e) Permission, Health Information and Release of Liability Forms (C.2 Policy): A child may participate in an organized program sponsored by a parish, school, agency or institution of the Archdiocese only with the written consent of the child’s parent or guardian on a standard *Permission, Release and Medical Power of Attorney* form (available online at the Archdiocese website at www.catholiccincinnati.org). Such written consent is expected to provide for emergency care of the child, as warranted by the program or activity.
- f) Minimum of Two Adults, Gender Ratio, Etc. (C.3 Policy): For any activity sponsored by the Archdiocese of Cincinnati, at least two adults, both of whom have successfully completed a VIRTUS® Child Awareness Session and background check through fingerprinting or otherwise in a manner approved by the Chancellor in accord with the current policies of the Archdiocese, and who are not related to each other, must be present for any activity, including but not limited to after school tutoring of any sort (whether the tutor is hired by the parents or not). Moreover, the number and gender of the adults are to be in proportion to the age, number and gender of the

participants, and the duration and difficulty of the activity. Prudence is required in applying this policy to different age groups, length of activity and the risk level of the activity.

- (i) A ratio of 1:10 is recommended;
- (ii) 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;
- (iii) Single sex 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 rest room).

Whenever possible, one of the adults should be a parent or guardian of a participant.

Exceptions for this C.3 Policy are only allowed for the Sacrament of Reconciliation, regular day-school or religion classes conducted on the grounds of the parish, school, agency or institution, and if for unanticipated reasons, only one adult can actually be present for an activity which is not overnight.

For purposes of this C.3 Policy, "adult" excludes 18 and 19 year-olds not yet graduated from high school and others who have graduated from high school but who wish to attend activities with members of their high school class during the three months following their graduation with others who are less than 18 years of age.

- g) Discipline: No child may be disciplined corporally or corrected with abusive language.
- h) Reporting: Ohio law requires all persons acting in an official or professional capacity to immediately report any actual or suspected act of child abuse to the public children's services agency or to a municipal or county peace officer in the county where the child resides or where the abuse or neglect is occurring. Failure to do so is a misdemeanor and can result in prosecution. The Archdiocese encourages all persons to immediately report any actual or suspected acts of child abuse to Civil Authorities. In either case, a person reporting in good faith in making such a report is immune from both civil and criminal liability.

Concussions. 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 www.healthyohioprogram.org/concussion.
- 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.

Heat, Inclement Weather, Lightning, Thunder and Thunderstorms.

- 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) **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.

Scheduling Criteria: Sundays, Triduum, and Religious Education.

- a) **Sundays and Holy Days:** No scheduling of athletics activities (including games, practices, tournaments, and other meetings) at parishes, schools or at Facilities, on or off-site, on Sundays and Holy Days before 1:00pm (e.g., 1:00pm kickoff, tipoff, starting whistle, etc.). Also, no scheduling of athletics activities on-site at Catholic parishes that adversely affect the parish's worship (for instance due to noise or parking problems) during Saturday and Sunday afternoon and evening liturgies.
- b) **Triduum:** No scheduling of athletics activities (including games, practices, tournaments, and other meetings) on Holy Thursday, Good Friday, Holy Saturday or Easter Sunday.
- c) **Religious education and sacramental preparation:** Athletics activities (including games, practices, tournaments, and other meetings) are not to 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 (for example, being required to sit out all or part of a game) by coaches or athletics leaders for missing a practice or game due to religious education, sacramental preparation, or participation in Sacraments.

Transportation

Transportation Laws and Policies. The same laws, policies and guidelines that govern other Archdiocesan programs, schools and ministries are in effect for athletics programs under Catholic parish or school auspices, as follows:

- a) **Laws:**
 - (i) In an automobile, all passengers must wear seat belts, with no more than one passenger per seat belt.
 - (ii) Schools must transport by bus (by mandate of the Ohio Department of Education and the Ohio Revised Code).

b) Policies:

- (i) If it becomes necessary for any priest, deacon, auxiliary services personnel, personnel furnished by a third party contractor, employee or volunteer to provide transportation for children, the following guidelines must be strictly observed:
 - a. Priests, deacons, auxiliary services personnel, personnel furnished by a third party contractor, employees or volunteers must never transport one child alone. There are expected to be at least two adults in every vehicle that transports children. In exceptional situations, it may be permitted for one adult to transport children in a vehicle, provided a caravan of vehicles goes directly from point A to point B, with no stops in between;
 - b. When traveling in a caravan there must be a minimum of one adult in every vehicle. If a vehicle is traveling alone, there must be at least two adults in the vehicle;
 - c. Children must be directly transported to their destination, or make only previously planned stops (e.g. stopping for food or gas on a long trip). If 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. Children must never be transported without written permission from the child's parent or guardian;
 - e. Clerics, auxiliary services personnel, personnel furnished by a third party contractor, employees or any volunteers must avoid unnecessary physical contact with children while in the vehicle.
- (ii) 15-passenger vans have been prohibited since May 2005 as per the recommendation of the General Secretary of the United States Conference of Catholic Bishops (USCCB).

Bookkeeping and Accounting

Policies regarding financial bookkeeping, accounting, and accountability. Athletics organizations that are part of a Catholic parish or school are governed by Archdiocesan policy with regard to financial bookkeeping, accounting, and accountability. As such, like all other organizations, ministry groups, or committees of a parish or school, they are responsible to and under the direct authority of the Pastor, or principal of a non-parish school, for timely, accurate and complete financial reports.

Transparency. 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.

MTCES BOOSTERS CONSTITUTION

I. Members and Board

The membership shall consist of parents and guardians of children attending Mother Teresa Catholic Elementary School (MTCES) and staff.

The Board shall consist of a President, Vice President, Treasurer, Secretary, Member at Large and Coordinators for the following: Boys' & Girls' Basketball, Boys' & Girls' Volleyball, Cheerleading, Track & Field, Uniform & Equipment, Facilities, Communications, and Concessions. Board Officers shall be the President, Vice President, Treasurer, and Secretary. Co-coordinators are permitted but they shall only receive one shared vote. Concurrent officers or voting Board members should not be married or related. If this situation occurs, then only one of the two members in question will have a vote.

II. Committee Appointment

A. Board Appointment

It is the duty of all Booster Board members to seek out candidates for Board vacancies on the basis of each individual's dedication and interest in the Boosters Organization. Notice of open positions shall be properly advertised in both the Booster minutes and the MTCES school communications in February and March of each year and as needed. These notices will include a brief description of the responsibilities of the respective Board positions. No previous Booster experience is necessary but is recommended to be considered for Booster President. New members will be installed annually at the June meeting and their two-year term begins July 1st.

B. Coordinator Appointment

Coordinators are appointed to a two-year term by a majority vote of the existing Board. Open Coordinator positions will be announced in the MTCES newsletter, website, and the Boosters Board minutes, and will be announced during regular Booster Board Meetings. Members interested in being considered for appointment should contact a Booster Board member for nomination. If the opening is the result of a resignation, and the position needs to be filled immediately, a coordinator may be temporarily appointed until a permanent coordinator is appointed following the procedure outlined above. Additionally, if the Board deems it necessary to create a new Coordinator position (e.g., the adoption of a new sport), a coordinator may be temporarily appointed until a permanent coordinator is appointed following the procedure outlined above. In the event there are no volunteers for a particular sport's coordinator position, the Booster Board shall appoint the Member-at-Large to fill in the responsibilities until a new coordinator is found.

C. Term Limits

Terms for Officer and Coordinator positions will be 2 years. At the end of that term, the position opening must be made available to the school community. If there is no interest from a new candidate, then the current Board member may hold another 2-year term.

D. Resignations

Any Board member may relinquish his/her position by written resignation to the Board Officers. Following acceptance of this person's resignation, any Board member may fill this vacancy in the interim. Additionally, a request will be sent to the school community to fill the position in the interim.

III. Responsibilities of Board Officers and Coordinators

President – The President shall call all regular and special meetings and carry out the constitution to the best of his/her ability. The President will submit the monthly meeting agenda via e-mail to the Boosters Committee 24 hours prior to the meeting. The President will be the main contact for all Booster issues. The President, with the assistance of the Boosters Board, shall monitor the activities of parents, coaches, and players and standards of conduct for all.

Vice President – The Vice President shall preside in the absence of the President at all meetings. The Vice President shall carry out the constitution to the best of his/her ability. The Vice President shall assist the President and the Board to monitor the activities of parents, coaches, and players and standards of conduct for all. The Vice President shall administer evaluations at the end of each sport season, of all parents, players, and coaches to develop and improve the succeeding year's Booster program.

Treasurer – The Treasurer shall work directly with the MTCES Finance Manger to ensure all league dues, tournament fees, accounts payable, and participation fees are collected and paid in a timely manner. The Treasure shall be responsible for submitting the annual Booster Budget to the MTCES Board for approval. The Treasurer shall submit monthly status reports to the Boosters.

Secretary – The Secretary shall maintain an accurate permanent record of all proceedings of Boosters organization meetings. The Secretary shall conduct the correspondence of the organization. The Secretary shall be responsible for preparing and distributing minutes to all Booster Board members and archiving minutes. Additionally, a hard copy of the Meeting Meetings and the Treasurer’s Report shall be kept in a binder which shall be stored in the Boosters Filing Cabinet.

Cheerleading Coordinator – The Cheerleading Coordinator shall hold registration for all interested students in the fall. They shall submit coaching personnel to the Board for approval prior to each season. They shall work with the Uniform & Equipment Coordinator to determine needs for each season. They are responsible for creating all cheer squads and organizing practice and game schedules. They shall work with the Student Council moderators and Student Council members in determining cheerleaders’ roles in pep rallies at the end of each sporting season-fall, winter, and spring for all MTCES Sports Teams.

Concessions Coordinator – The Concessions Coordinator shall purchase all necessary items needed for concessions for all sports. They shall track all sales to provide information on which items are profitable. They will also work with the Sports and Facilities Coordinators and Coaches to ensure adequate staffing at all home games to work concessions and admissions. They will also provide a tutorial, at the Mandatory Pre-Season meeting, to all coaches and parent volunteers and maintain and post a volunteer work schedule in the concessions area.

Facilities Coordinator – The Facilities Coordinator shall be responsible for the scheduling of all practice and game facilities for all sports teams which regularly use the Sister Anne Schulz C.P.P.S. Student Center. They will also be responsible for keeping an up to date schedule on the school website and posted in the Student Center, on the Booster Closet door, which shall include all practices and games (home and away) for all sports teams. They shall also work with GCCYS to schedule any post season GCCYS tournaments utilizing MTCES facilities.

Uniform & Equipment Coordinator – The Uniform & Equipment Coordinator shall be responsible for the procurement, distribution, inventory, and storage of all uniforms and sports equipment. They shall work with Sport Coordinators to ensure each team is prepared for their season. They will also monitor wear and tear on all uniforms and equipment at the end of each season and prepare and submit a report for Boosters on what items will be needed for the following season.

Sport Coordinators – Sport Coordinators for Girls’ Basketball and Volleyball, Boys’ Basketball and Volleyball, and Track & Field shall attend GCCYS/CTCYO or league organizational meetings. They shall submit coaching personnel to the Board for approval prior to each season. They shall complete a skills assessment prior to the start of their sport season to ensure appropriate teams. They shall hold a pre-season meeting for all coaches to distribute keys, rules, guidelines and provide a tutorial on using the facilities. Coordinators shall work with the Concessions Coordinator to ensure their respective coaches schedule parent volunteers to work concessions. Coordinators shall pass along all information concerning league play, cancellations, or changes in scheduling to all coaches and the Facilities Coordinator. Each Coordinator shall submit a budget to the Treasurer for his/her sport before the May monthly meeting. At this meeting, Final Budgets will be reviewed and approved for the June meeting.

Member At Large – The Member At Large is to assist any booster position with their tasks and conduct special projects.

Spiritual Liaison – Selection process:

- a) 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.

- b) 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:

- (i) Communication: Responsible for communicating the spirit, mission, goals and principles of this Charter to all in the athletics organization.
 - (ii) 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.
 - (iii) 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.
 - (iv) Evaluations: Participate in end-of-year evaluations of coaches and discussions regarding their return for future years.
 - (v) Resources: Provide resources, including prayers and other resources, to assist coaches in their youth athletics ministry.
 - (vi) Listening: Be a listening ear outside of the athletics organization for coaches, parents or athletes.
 - (vii) Develop guidelines: In consultation with the Pastor, or principal of a non-parish school, and athletics organization leadership, establish any guidelines to be fulfilled by coaches or teams to integrate Catholic/Christian faith and spirituality more fully into the athletics programming.
 - (viii) Grievance Committee: The Spiritual Liaison should be a member of the athletics organization Grievance Committee.
- c) Evaluation: An annual review of the Spiritual Liaison should take place with the Pastor, or principal of a non-parish school, or designee, with input from coaches and athletics organization leadership.

IV. Board Meeting Regulations

- A. Meetings** – Most MTCES regular Boosters meetings will be held on the first Wednesday of each month at the MTCES facility unless a holiday or attendance issue forces the President to reschedule. Please check the school calendar or with a Booster member to confirm meeting time and location. All meetings will be posted on the school calendar and website. Agenda items and Coordinator Reports must be submitted to the President one week prior to that month's meeting. All members are encouraged to attend. There may be times where a portion of a meeting will need to be CLOSED to non-Booster Board members due to further discussion of sensitive issues. The Booster Board may find it necessary to vote in private.
- B. Attendance** – Board members are expected to attend the monthly Boosters meetings. If a Sports Coordinator is unable to attend a monthly meeting, it is expected that they submit a written summary for that month to the Booster President prior to the meeting. Any Board member who is not adequately communicating due to missing meetings or not performing duties will be asked to step down. If not, the Board will need a two-thirds vote to remove any Board member in question. Any Board member who is not following the mission statement of Boosters can be removed at any time based on a two-thirds vote.

- C. **Quorum** – A quorum representing at least 51% of the current Board members is necessary for approval of all issues concerning the organization. A meeting can be held and an e-vote can occur for approvals afterwards. Also, the President can reschedule the meeting to a date that a quorum can be reached.
- D. **Voting** – On matters concerning MTCES Boosters’ organization, voting will be done by a majority of the Board members present. Each will have one vote except the President, who shall cast a vote only in order to break a tie. Voting will occur during scheduled Booster Board Meetings. On rare occasions, where it becomes necessary for the Board to vote on a matter in an expedited manner, voting can occur via email. These “e-votes” will be conducted by the Board Secretary, who shall verify that each Board member has been contacted and offered the opportunity to vote, and will require a majority vote for approval. Any co-coordinators will only be granted one shared vote. Concurrent officers or voting Board members should not be married or related. If this situation occurs, then only one of the two members in question will have a vote. The Secretary will set a time limit for each e-vote. If a quorum is reached at that time, then the vote will be complete and results will be submitted and distributed to all Booster Members. Results of any e-votes will be read into the minutes at the following Board Meeting.
- E. **Amendments** – Any amendment to this document shall be introduced to the Boosters organization. Each such amendment will be read and discussed at the next regular Boosters monthly meeting. The amendment will be voted on by the Board and will be passed by majority of the Boosters Board at that meeting. In the event further discussion is necessary, the President can determine to delay voting until the next meeting. Once passed, any such amendment must be approved by the MTCES Board of Trustees before being incorporated into this document.
- F. **Donation Policy** – The MTCES Boosters Organization is appreciative of any cash or non-cash donations. All cash donations shall accrue to the general operation of the Organization. Restricting or "earmarking" of any cash or non-cash donation must be approved by the Boosters Board. Any coach, parent, or guardian may purchase/donate items for improving practice efficiency. However, any donation to be used in competition will need Booster Board approval.
- G. **Fund Raising** – All fund raising activities must have approval of the Booster Board and the MTCES Board of Trustees. The fund raising must not interfere with the general financial support of the school. In order to minimize potential conflicts, any fund raising plans should be submitted to the MTCES Development Director.

V. Coaches

It is the Booster's expectation that coaches serve as role models for our youths. Coaches are responsible for instruction of student athletes in the respected activity. Coaches must abide by all rules of their sport, MTCES School policies, Booster policies, and all GCCYS/CTCYO rules. Coaches will be recommended by Coordinators and approved by the Coach Selection Committee. It is recommended that each coach attend a coaches' clinic for his/her respective sport. All Head coaches and all assistant coaches must attend a VIRTUS® Child Awareness Session and undergo background checks in accordance with current policies of the Archdiocese, which are both required by MTCES and the Cincinnati Archdiocese, or they will not be allowed to coach. Coaches will care for and be responsible for facilities, equipment and sportsmanship conduct of all coaches, student athletes, and parents while attending practices and games.

Coaches shall be considered volunteers and shall not be paid for their service. In the event that a non-parent, school employee serves as a coach, then the Board may, at its discretion, provide that coach a stipend for his/her service. The amount of any such stipend shall be determined by the Board each school year and shall remain consistent throughout the year.

In accordance with Archdiocesan and MTCES policy, a minimum of two non-related coaches must be present for all practices, clinics, games, or any other Booster activity involving minor children. If two coaches are not available, the presence of one coach and a parent, unrelated to that coach, who has attended the Child Protection Seminar, shall be sufficient to satisfy this policy. Coaches will sign a Coach's Code of Conduct. If a coach waives from this agreement they will be called to explain themselves to the Conflict Resolution Committee. If a coach is having an issue with a parent or player violating the Code of Conduct, they should contact the Sport Coordinator or Boosters to help resolve the issue.

- a) **Head Coach Selection Policy** – Coaches will be recommended by the Coordinator to the “Coach Selection Team”. The Coach Selection Team will consist of five members: the Coordinator(s), the Booster President, and up to three other Booster members (depending on the number of Coordinators of the sport) of which at least two are Booster Board members appointed by the President.

They will discuss in private the qualifications of each coach. It is Boosters' goal to appoint and use as many non-parent coaches that are qualified. All coaches will be evaluated by the selection team and the most qualified coach will be selected. Evaluations will be used from the previous year to make the determination. There is no guarantee that a coach from the past year will be used in future years. Also, a coach may only coach one team per season.

If there are no other candidates interested in coaching, a coach may be considered for two teams. If a coach submits their registration forms after the deadline, they WILL NOT be considered for a coaching spot for that season.

A parent/player is not allowed to request not to play for a coach after the evaluation process. If they have a problem with a certain coach from a previous year, then they should make Boosters aware by either filling out the end-of-the-year evaluations forms, following the Conflict Resolution Policy, or contacting an officer of Boosters and discussing concerns that they may have with the coach at the end of the previous season. If the “Coach Selection Team” is unaware of these issues from the previous year, because proper protocol was not followed, then parents are not allowed to voice concerns at this time. Coaches are all volunteers that deserve the cooperation and teamwork of the parents and students at MTCES.

- b) **Mandatory Pre-Season Coaches' Meeting** – All Coaches must attend the Mandatory Pre-Season Coaches' Meeting. These meetings will be held each season after team selection has occurred and before the start of the season. The Sport Coordinator will schedule, plan, and conduct this meeting. The Concessions and Facilities Coordinators will also attend and present their requirements and information. The Code of Conduct and Conflict Resolution Policies will be discussed and reviewed.

VI. Student Athlete

The Student Athlete must be supportive of teammates and coaches and abide by all the rules of his/her sport, Booster policies, and all GCCYS/CTCYO rules. The Student Athlete will contribute to team spirit while maintaining sportsmanlike conduct. The Student Athlete should be prepared to participate at all practices and games. The Student Athlete is expected to maintain passing grades, or maintain eligibility according to any rules established by the MTCES administration pertaining to eligibility for extracurricular activities. MTCES follows the GCCYS guidelines regarding playing time.

- A. **Student Eligibility** – To participate in a sport at MTCES the athlete must be a student of MTCES unless extra players are needed to fill teams and GCCYS/CTCYO approval is granted. The Mother Teresa student athlete must maintain academic standards based on MTCES school policy. All student athletes must abide by the Student Code of Conduct. Any student, who violates any of the above, will be subject to loss of playing time as determined by the coach and/or the School Eligibility Advisor.

B. Grade Level Play – All athletes will play at the recommended grade level with the exception of an inadequate number of players. When this occurs, the coordinator will recommend the proper team combination to the officers, who will make the final determination.

C. Code of Conduct

- (i) Play for FUN and work hard to improve your skills, especially at home.
- (ii) Be a team player—get along with your teammates and show good sportsmanship at all times.
- (iii) Respect your coach, teammates, officials, parents, and opponents.
- (iv) Never argue with an official’s decision!
- (v) Listen to your coaches and behave at all practices and games. Be on time for team events.
- (vi) Always respect the facility you are playing at.
- (vii) Always remember that while athletics are important, your schoolwork is more important and should always come first.

PLAYER MISCONDUCT

THE FOLLOWING WILL NOT BE TOLERATED BY ANYONE:

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 by texting or email), by players, coaches, officials, parents, site personnel, volunteers or fans.

Inappropriate behavior by student athletes during practice or games may result in reduced playing time at the coach’s discretion. If inappropriate behavior and or ejections from a game occur twice in a school year, then the player will be suspended the rest of the season with further consequences based on history.

Failure to adhere to the requirements outlined in this Player Code of Conduct can result in any or all of the following actions:

Violation	When/Where Occurred	Sanction
First	Before, During, After Game/Practice	Written Warning
Second	Before, During, After Game/Practice	One week suspension from team
Third	Before, During, After Game/Practice	Removal from Team

***Every incident will be reviewed by the Boosters on a case by case basis and as such, Boosters reserves the right to sanction an athlete outside of these parameters. If a first violation is viewed to be so extreme or egregious so as not to be sufficiently covered by the above mentioned one week suspension, Boosters may choose to impose a harsher sanction up to and including dismissal from the team.

VII. Parents of Student Athlete

The parents are important to the Boosters organization and will be supportive of Student Athletes, Coaches, the Booster Board, and the MTCES faculty and staff. The Student Athlete’s Parents must abide by all rules of their child’s sport, Booster policies, and all GCCYS/CTCYO rules. Parents are encouraged to attend regular Boosters meetings. Parents are a vital part of the team on which their student athlete is playing and shall be expected to work Gym Duty, as assigned. Parents must conduct themselves with respect and good sportsmanship at all sporting events. Boosters encourage parents to monitor Students Athletes' grades and injuries during the playing season. Parents are responsible for their child’s attendance at all of the scheduled activities for his/her sport. If the child cannot attend a scheduled activity, the parent is responsible for notifying the coach involved prior to the start of the activity. Upon the conclusion of every season, parents will be issued an evaluation of the program and the coaches involved. These evaluations should be returned as early as possible following the season.

Parents must sign a Parent Code of Conduct form which also commits them to volunteering for Gym Duty for that season. If a parent pulls their child for any reason, besides medical, once teams are determined (i.e. unhappy with team placement or coach, joined a select team), their registration fee will not be refunded and their child will not be permitted to participate in that sport the following season. If such action occurs during a student's 8th grade year, a \$100 fine will be assessed to the family's school account.

With respect to the Code of Conduct, parents are also expected to treat coaches with respect. If there is an issue that occurs during a game, please do not approach or contact the coach immediately after the game. Allow a minimum 24 hour cool down before contacting a coach. If after such contact a resolution is not met, follow the guidelines under the Conflict Resolution Policy.

VIII. Conflict Resolution Policy

The MTCES Boosters Organization is committed to a safe and healthy environment for our children, parents, coaches, and spectators. Effective communication among the Boosters' Organization and the parents and students involved in a Boosters' activity is an essential element of the MTCES Boosters.

Although the MTCES Boosters organization strives to make each child's experience a fulfilling one, parents/guardians of children participating in an MTCES Boosters' sponsored activity may have a concern or issue with one of the following: Sport Policy and Procedures, Coaching, Sport Coordinators, Booster Board, Conduct of Players, Practice, Playing Time, Schedules, and/or Fees.

Parents should *first* discuss their concern or issue with their individual coach as it occurs instead of at the end of the season. If the issue is *un-resolvable* with your coach, the next step is to contact the respective sport coordinator for the Boosters-sponsored sport. All un-resolved concerns or conflicts brought forth to a coach or coordinator should be documented on a conflict resolution form and sent to the Boosters' President. The President will then direct the Conflict Resolution Committee to review and resolve the conflict within 1 week of receipt, in writing, to the addressee(s).

The Conflict Resolution Committee shall consist of the Booster President, Vice President, Secretary and Treasurer. If there is a need for a mediator, the School Liaison (Dean of Student Affairs) shall fill that need. The committee shall have the authority to resolve any conflict as described herein.

GENERAL POLICIES

Registration

Registration for fall sports (e.g., girls' volleyball) will be held during the spring of the prior school year. Registration for winter sports (e.g., boys' basketball, girls' basketball, cheerleading) will be held during the fall prior to the winter sport season. Registration for spring sports (e.g. boys' volleyball, track & field) will be held in the winter prior to the spring sport season. All registration will be done electronically through Blue Sombrero as directed. All registration fees must be paid at the time of registration. Failure to do so will result in a \$25 late fee if payment is received after deadline. This fee will be assessed to the family's school account.

Late registrants will be assessed a \$25 late fee. Exceptions to this policy will be considered by the Booster Board at its sole discretion. Every attempt will be made to place as many children on teams as possible. Spots will be filled in the order received. Sport Coordinators have the authority to fill open spots on teams per our selection policy and their individual sport GCCYS/CTCYO guidelines.

NO PLAYER WILL BE ALLOWED TO PARTICIPATE IN ANY SPORT UNLESS THEY HAVE REGISTERED PRIOR TO THE EVALUATION PROCESS

Fees

The registration fee will be set for each sport by the Booster Board. The Board will evaluate the fee annually. Additionally, the Board will ensure that a registration fee will never be a barrier for participation in a Boosters' activity. Hardship cases will be approved by the Booster Officers. The Board shall also endeavor to disclose any and all additional fees or costs related to participation in a particular sport (e.g., purchase of socks or shorts) at the time of registration.

League Participation

All sports teams will compete in one league for the entire season- the Cincinnati GCCYS/CTCYO league. If a team wishes to use MTCES uniforms or use the MTCES name, they must get approval from Boosters and the school. Coaches, players, and parents/guardians will be held to the same standard and codes of conduct as when they play in the GCCYS/CTCYO League.

Practices

Sometimes it is necessary to decrease the amount of practice time as the Student Center is used for other activities. When scheduling practice, Gym time priority will be given to the higher grade level (ie-8th, 7th, 6th...3rd). This priority is for court availability, not necessarily priority for specific time slots allotted (i.e.- an 8th grade team may get to practice on their own court while 4th and 5th may have to share.) Grades 3, 4 & 5 are not permitted to start practices after 7:30. As a guideline, teams should not have more than 4 hours of court time per week (Sunday 9am-Saturday 11:59pm). This is left to the discretion of the coach and parents. It is also limited by facilities availability. If a team has two or more games scheduled in one week, their practice time may be cut to 1 day/week. A minimum of 4 hours' notice is required to cancel practice; otherwise, the team will forfeit one practice the following week. Any team that cancels practice without notifying the Facilities Coordinator of the available time slot will also forfeit one practice the following week. If school is cancelled, practice will be cancelled as well. Any disagreements regarding facilities scheduling that cannot be resolved in a reasonable manner between, but not limited to, schedulers, coaches and/or parents will be mediated by the Conflict Resolution Committee.

Tournaments

MTCES Boosters will pay for two tournaments during the regular season. If MTCES hosts a tournament, and there are enough teams in each grade to participate, then MTCES teams will need to play in the MTCES tournament and Boosters will then pay for one other outside tournament.

Each year, the Booster Board shall budget an amount of money for each team's tournament participation. Each team may use its full budgeted amount to participate in one or two tournaments in addition to a season-ending GCCYS tournament. All requests to participate in tournaments must be submitted to the Sport Coordinator prior to registering the team.

No team shall be allowed to spend more than its budgeted allotment. A team shall participate in no more than three tournaments, including a season-ending GCCYS tournament. Participation in additional tournaments requires prior approval from Boosters.

Uniforms

Each sport has a designated uniform. These uniforms represent MTCES and will be worn in the same manner by each player. (i.e. each athlete's shirt tucked in). Refer to individual sport information for specific uniform guidelines. Unreasonable wear and tear will be subject to a charge for replacement costs. Any uniform that is lost or not returned at the end of the sport season will also be subject to a replacement charge. Any family responsible for any replacement charges will have their school account assessed such charges. All uniforms should NOT be placed in dryer and NOT exposed to fabric softener during washing. If there are any issues with uniform numbers, please consult the sport coordinator.

TEAM EVALUATION PROCESS

Evaluations for team sports will be scheduled before each season. There will be one scheduled evaluation for grades 3 through 8 but there may be times when a coordinator deems it necessary to have an additional evaluation. If there are only enough players for one team, then evaluations will not be needed for that grade.

Parents in grades 3-5 are encouraged to drop their child off and pick them up when the evaluation is over. If they feel it is necessary to attend the evaluations, then they will be required to not be a distraction to the evaluation process by giving advice to their child, talking with the evaluators, etc. If they are not following this request, the evaluators or sport coordinator has the right to ask the parent to leave the building.

For grades 6-8, **no parent** is allowed at the evaluations at any time. If they feel that it is necessary to attend the evaluations, their child will be automatically placed on the "B" team. Coaches (parent or non-parent) are encouraged to attend the evaluations for observation only. Otherwise, the only people allowed are the evaluators, the coordinator, and someone the coordinator has asked to help. If the sport coordinator is a parent of a player trying out for an A/B team- they shall remove themselves from the process for that grade only. An unbiased person will be appointed to help in this situation.

There will be at least two evaluators used for each grade. Evaluators for grades 3-5 will preferably be outside evaluators. A parent knowledgeable in the sport and that does not have a child in the evaluation may be used if an outside evaluator is not available. For grades 6-8, the goal will be to get at least 2 outside evaluators that are highly knowledgeable in sport evaluations. If we are unable to obtain at least 2 outside evaluators, then we will use parents that are knowledgeable and have limited amounts of knowledge about the players.

Every effort should be made to attend evaluations, should there be an extenuating circumstance and the player cannot attend the evaluation then notice must be given to the Coordinator in advance of the evaluation date and time. In order to place that player on the appropriate team, the results from the previous year will be used to help the Coordinator and Coach make an informed decision, and if necessary a separate evaluation time will be set up for that player.

Boosters also reserve the right to make exceptions to the evaluation process for unique situations that we have not incurred or thought of in the handbook. This will be voted by all voting members of Boosters and parents will be informed if there are any exceptions before the evaluations process begins. Coaches may be present at evaluations to observe but are not evaluators.

TEAM SELECTION POLICY

Grades 3-5:

Based upon rankings at evaluations, the Sport Coordinator(s) and Boosters President will determine the best appropriate grouping for each team in each grade, and will determine the appropriate number of teams in each grade.

Grades 6-8:

The Sport Coordinator(s) and the Booster President will meet to decide the appropriate number of teams, and the number and distribution of players based on evaluations for each grade level.

Every effort should be made to attend evaluations. Should there be an extenuating circumstance and the player cannot attend the evaluation, then notice must be given to the Coordinator in advance of the evaluation date and time. In order to place that player on the appropriate team, the results from the previous year will be used to help the Coordinator and Coach make an informed decision, and if necessary a separate evaluation time will be set up for that player.

If a player quits the team after the "Team Selection Process" for any reason, besides medical, once teams are determined (i.e. unhappy with team placement or coach, joined a select team), their registration fee will not be refunded and the student will not be permitted to participate in that sport the following season. If such action occurs during a student's 8th grade year, a \$100 fine will be assessed to the family's school account and that player will not be permitted to play a sport for the remainder of their 8th grade year.

INDIVIDUAL SPORT REQUIREMENTS

Playing Time Guidelines:

MTCES follows the GCCYS guidelines regarding playing time.

If a player joins a team late in the season, it is at the coach's discretion as to when that player is ready for playing time in a game situation.

Coaching Staff:

1 Head Coach, 1 Assistant, 1 Team Assistant

Conflict Resolution Policy
MTCES Boosters Organization Conflict Resolution Form

Name: _____

Address: _____

Date: _____

Phone: _____

Sporting Event: _____ (if applicable)

Coach: _____ (if applicable)

Conflict/Issue: _____

Date of Conflict: _____ (if applicable)

Signature: _____

Boosters Use:

Date Received _____ Date Resolved _____

Resolution: _____

PARENT'S CODE OF CONDUCT

As a parent of an MTCES student athlete, I agree to abide by the rules of conduct listed below.

I acknowledge that this list encompasses my conduct in activities related to or during any event sponsored or sanctioned by the MTCES Boosters that I attend or in which my child participates. I also understand that I am responsible for the conduct of spectators that I bring to an MTCES activity, including siblings, other family members, and/or friends. An MTCES Boosters' activity includes all events sponsored or sanctioned by the MTCES Boosters' Organization, the GCCYS, or the CTCYO, games, practices, travel to/from activities, camps and clinics (player, coaches or officials). I understand that if I violate any of the listed rules of conduct I may be subject to whatever disciplinary action is deemed appropriate by the MTCES Boosters' Board.

The following actions are prohibited:

1. Unsportsmanlike conduct
2. Violation of the specific sport policy, regulation and/or procedures of the MTCES Boosters and its Policies and Constitution
3. Violation of the Archdiocese decree on child abuse
4. The use of foul or inappropriate language
5. Damage to a facility-MTCES or visiting property
6. Theft
7. Possession of an item, material, or substance which is hazardous or harmful to others
8. Distraction of an opponent during a game/event
9. Physical or verbal intimidation of any individual during a game, event or practice
10. Ejection or dismissal from a game and/or facility or field of play
11. Possession of illegal drugs or use of illegal drugs
12. Possession or consumption of alcoholic beverages during a game or practice
13. Conduct which is clearly inappropriate according to normally accepted standards of behavior for Catholic elementary sports
14. Parents are expected to treat coaches, players, officials and spectators with respect.
If there is an issue that occurs during a game, please do not approach or contact the coach immediately after the game. Allow a minimum 24 hour cool down before contacting a coach. If after such contact a resolution is not met, follow the guidelines under the Conflict Resolution Policy

MTCES Boosters' Disciplinary Policy Guidelines

Infraction	When/Where Occurred	Suggested Penalty (appeals may be made through the Conflict Resolution Procedure)
First	Before, during or after a game or practice	Parent is ejected for rest of game or practice and is not to attend the next game
Second	Before, during or after a game or practice	Parent is ejected for rest of game or practice and is not to attend the next two games
Third	Before, during or after a game or practice	Parent is not to attend games or practices for the rest of the season and must appeal to the Conflict Resolution Committee for reinstatement

I understand and will comply with the MTCES Parent's Code of Conduct

Parent Signature

Date

Parent Signature

Date

PLAYERS' CODE OF CONDUCT

1. Play for FUN and work hard to improve your skills, especially at home.
2. Be a team player-get along with your teammates and show good sportsmanship at all times.
3. Respect your coach, teammates, officials, parents and opponents.
4. Never argue with an official's decision!
5. Listen to your coaches and behave at all practices and games. Be on time for team events.
6. Always respect the facility you are playing at.
7. Always remember that while athletics are important, your schoolwork is more important and should always come first.

PLAYER MISCONDUCT

THE FOLLOWING WILL NOT BE TOLERATED BY ANYONE:

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 MTCES athletic 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 by texting or email), by players, coaches, officials, parents, site personnel, volunteers or fans.

Inappropriate behavior by student athletes during practice or games may result in reduced playing time at the coach's discretion. If inappropriate behavior and/or ejections from a game occur twice in a school year, then the player will be suspended the rest of the season with further consequences based on history.

Failure to adhere to the requirements outlined in this Player Code of Conduct can result in any or all of the following actions:

Violation	When/Where Occurred	Sanction
First	Before, During, After Game/Practice	Written Warning
Second	Before, During, After Game/Practice	One week suspension from team
Third	Before, During, After Game/Practice	Removal from team

I understand and will comply with the MTCES Player's Code of Conduct

Player Signature

Date

Parent Signature

Date

Parent Signature

Date