



Guardian Angels Athletic Booster Handbook

Updated August 2016

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This handbook contains the purpose and mission of the Guardian Angels Booster Board. The Board serves at the pleasure of Guardian Angels Parish and school, its Pastor and its parishioners. The Booster Board and subsequent governing documents intend to comply with the mission and directive contained in the Charter on Catholic Youth Athletics (Charter) promulgated March of 2014. Policies and guidelines not explicitly listed in here are governed by the Charter. Additionally, this Handbook will list of the Executive Board Members and other committee members, along with descriptions of each sports program offered at Guardian Angels. Also listed are the annual fundraising events and pertinent information regarding coach and team selections, playing time suggestions/requirements, parent/player/coach responsibilities and a “Conflict Resolution Form” if required. For up-to-date information regarding sign-ups, tryouts and new fundraising opportunities which may be announced, please visit the official Guardian Angels Athletic Boosters website (www.gaboosters.org).

MISSION STATEMENT

The GA Booster Board, elected by the Booster Organization Membership, is dedicated to providing the best possible athletic program for the children of our parish. Catholic Youth Athletics furthers the mission of the Catholic Church by providing sports experiences for the youth that are firmly rooted in the Catholic Faith tradition, based on the goals of the Catholic Youth Ministry and aligned with the evangelizing mission of the Catholic Church. In order to accomplish this the Booster Organization will:

- Offer a variety of programs that will provide all students with a positive athletic experience.
- Teach the fundamentals of the chosen sport.
- Stress the modeling and teaching of not only good sportsmanship, but also the Christian Values of respect, generosity, honesty, and fairness.
- Work to keep an environment where winning, performing and succeeding are always subordinate to the development of faith, character, and virtues in their participants and families.
- Prepare competitive athletes for high school athletics.
- Provide the necessary facilities and equipment through fees and fundraising activities.

GOALS OF YOUTH ATHLETICS (§1.3.1 of Charter on Catholic Youth Athletics)

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.

GUIDING PRINCIPLES (§1.3.2 of Charter on Catholic Youth Athletics)

The Guiding Principles of the Charter on Catholic Youth Athletics are:

- a) Discipleship, Faith and Family first
- b) Evangelizing Mission
- c) Responsible participation in the Church
- d) Faith, Character, and Virtue Development
- e) Trained and Competent Coaches and Athletics Leaders
- f) Safety and well-being of Children
- g) Good Stewardship and Accountability

In and through the experience of Catholic Youth Athletics, children and their families will better follow Christ, be drawn closer to the Church, and will grow in character, virtues, and Christian service.

Guardian Angels Booster Organization strives to be the place where the Catholic identity of participants, coaches and teams is authentically affirmed, modeled, and lived out. Our goal is to be an integral part of the mission, ministries, and life of the parish, or non-parish school, and committed to that mission above and beyond other considerations. We will continually work to be part of the Youth Ministry of the parish and partner specifically with designated youth ministers in order to maximize the true potential of our youth ministry program and be a leader in the new evangelization through athletics and other events. Our members and coaches should aspire to be a source of inspiration, character, virtue and Catholic Christian behavior.

The Ministry Mission of the Athletics Organization.

The youth ministry mission of the parish or school is the mission of the parish athletics organization. Regardless of formal title (for example “Boosters” or “Athletics Board”) the athletics organization

normally is an extension of the mission and youth ministry efforts of the parish, or non-parish school. Athletics organizations are responsible for organizing, coordinating and sustaining high quality athletics experiences for young people that build up their faith, character, virtues, self-confidence, communication capabilities and leadership skills, in the context of athletics. Athletics organizations stand in for Jesus when he says, "Let the children come to me, and do not prevent them; for the kingdom of heaven belongs to such as these." Matt. 19:14

Spiritual Liaison

To further the mission of the parish and youth ministry our Booster program will be assigned a Spiritual Liaison. The Spiritual Liaison is appointed by the pastor and has a variety of duties to the organization. The Spiritual Liaison reports directly to the Pastor of Guardian Angels or his designee. He or she should be an active Catholic in good standing with the Church. Lastly, the Spiritual Liaison may be ordained, religious, or lay, a paid staff member or a volunteer.

Duties of the Spiritual Liaison:

- a) Communication: Responsible for communicating the spirit, mission, goals and principles of this Charter to all in the athletics organization.
- b) 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.
- c) 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.
- d) Evaluations: Participate in end-of-year evaluations of coaches and discussions regarding their return for future years.
- e) Resources: Provide resources, including prayers and other resources, to assist coaches in their youth athletics ministry.
- f) Listening: Be a listening ear outside of the athletics organization for coaches, parents or athletes.
- g) 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.
- h) Grievance Committee: The Spiritual Liaison should be a member of the athletics organization Grievance Committee.

Evaluation:

An annual review of the Spiritual Liaison should take place with the Pastor, or designee, with input from coaches and athletics organization leadership.

Parish/School Liaison

There is a clear organizational connection between the Booster Organization and the school/parish. Our organization is accountable to the Pastor of Guardian Angels parish in all matters as far as resources, finances, building, and insurance. The Parish/school liaison attends the meetings, assists with any booster related activities involving the school and school/parish facilities. The Parish/School liaison is appointed by the Pastor of Guardian Angels or the Principal of Guardian Angels School.

GA ATHLETIC BOOSTER SPORTS

For detailed information on each sport please visit www.gaboosters.org.

Registration fees are non-refundable with the exception of the following. Refunds will be given only in the form of a credit for future sports.

- Guardian Angels is unable to place a child in the registered sport or field a team.
- The family moves from the parish prior to the start of the sport season.
- A medical emergency forcing the withdrawal from a sport prior to the start of the sport season.

Absolutely no refunds will be issued after evaluations and team placements are announced. In all cases of protest and/or special cause please refer to the Conflict Resolution Policy.

Fall Sports

Football

- League - [GCYL](#)
- Grades - K – 8
- Registration begins February
- Season – August – Early November
- Optional Bandit camp in July

Cheerleading

- League - [GCYL](#) (with Football)
- Grades - K – 8
- Registration begins February
- Season – August – Early November
- Optional camp in July

Volleyball (Girls)

- League - [GCCYS](#)
- Grades - 3 – 8
- Registration begins February
- Season – August – Early November

Golf (Co-Ed)

- League – NA - ~6 meets
- Grades - 6 – 8

- Registration begins February
- Season – September – October

Cross Country (Co-Ed)

- League - NA
- Grades - 6 – 8
- Registration begins February
- Season – Late July - October

Winter Sports

Basketball (Boys)

- League - [GCCYS](#)
- Grades - 3 – 8
- Registration begins August
- Season – Early November – Mid February

Basketball (Girls)

- League - [GCCYS](#)
- Grades - 3 – 8
- Registration begins August
- Season – Early December – Mid March

Wrestling – (Boys)

- League – Cincinnati Youth Wrestling League
- Grades - K – 6
- Registration begins August
- Season – Early November - March

NOTE: Wrestling Meets are OPTIONAL.

Lil' Angels (Co-Ed)

- League – NA – 8 practices
- Grades - K – 2
- Registration begins August
- Season – Early November - March

Spring Sports

Soccer (Co-Ed)

- League – [Say East](#)
- Grades - K – 8 (Teams places by age 6-14)
- Registration begins November
- Season – March – May

Track & Field

- League – [CTCYO](#)
- Grades - K – 8 (Teams places by age 6-14)
- Registration begins November
- Season – March – May

Volleyball (Boys)

- League – [GCCYS](#)
- Grades - 3 – 8
- Registration begins November
- Season – March – May

GA Athletic Boosters Sanctioned Fundraisers

Booster Membership – We ask the family of all participants of our athletic programs to become members of the Guardian Angels Athletic Booster Club. Your support is appreciated and will help improve our athletic programs through program development and capital purchases that benefit all current and future athletes. Athletic membership is available through school registration and [online](#).

Fish Fry – The Booster Organization is responsible for the refreshments at the Fish Fry(s) during the Lenten season.

Golf Outing – The annual Golf Outing is the major Booster fundraiser. This is a full day of golf, food, drinks and wonderful prizes! Registration for this event starts in March. GA is always looking for Hole Sponsors and volunteers to work the event.

Sports Masses – Each sports season the Athletic Boosters hosts a celebration at the Christmann Pavilion or the Undercroft. The celebration is preceded by a team mass where participants are invited to join their team in uniform. All parishioners and families are invited.

Spiritwear – Guardian Angels has partnered with a national retailer of specialized merchandise, [MyLocker](#), to offer a large selection of custom Angels spiritwear. A percentage of every sale through MyLocker benefits our programs. Additionally, spiritwear is offered throughout the season through individual sports programs.

Guardian Angels also offers a variety of custom magnets, stickers and yard signs. Additional information can be found on our [website](#).

Red/White Cards – The Red/White Pass is an All-Family pass to allow entrance into all GA home games for every sport in the current season. One pass per family, non-transferrable.

Angel Pavers – Join the Guardian Angels Boosters in honoring the past and future with “Angels Pavers”. Honor a family member, current student or graduate of GA, teacher, priest, GA championship

team, or other memory. Angel Pavers are located outside the Christmann Pavilion in a variety of sizes. For more information visit our [website](#).

PLAYER ELIGIBILITY (Catholic Youth Charter §4.2 (1) (2) (3) (4) (5))

Determining Eligibility. Eligibility for participation on a Catholic Youth Athletics team shall be determined by the following:

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

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

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).

Terms of Team Membership. In any case, the participant is expected to play for that same parish or school for the rest of that 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.

Religious education requirements.

Catholic participants: Catholic participants will be enrolled in and regularly attend the parish's or school's religious education in the current school year (which may be scheduled during the summer or the school year). 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.

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.

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.

Other Eligibility Requirements. The athletics organization of a parish or school has the right to establish in its Organizational Documents additional criteria for eligibility, with the approval of the Pastor, and may deny team membership to any otherwise qualified individual based on those criteria, provided the criteria are aligned with the mission, goals, principles, policies and guidelines of Charter on Catholic Youth Athletics. Lastly, please refer to §4.2.5 to see where those participants who do not have a home school or parish and would like to play sports or for those schools or parishes who have sports but may not have enough players for a team and would like to join another one.

In sum, to be eligible to participate on a Guardian Angel's team, a player must be a registered member of Guardian Angels parish who is active in C.C.D (either at GA or elsewhere in compliance with the Charter §4.2.3) or attend Guardian Angels School. An unattached player (belongs to a parish affiliated with Guardian Angels according to the Charter or League) may be assigned/permitted to play at Guardian Angels as long as they are current on all booster and sport participation fees.

General Policies

(The following are general policies, which apply to all sports programs at Guardian Angels).

SCHEDULING CRITERIA – SUNDAYS, TRIDUUM, AND RELIGIOUS EDUCATION

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.

Triduum: No scheduling of athletics activities (including games, practices, tournaments, and other meetings) on Holy Thursday, Good Friday, Holy Saturday or Easter Sunday.

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.

SAFETY AND WELL-BEING OF CHILDREN

Guardian Angels has adopted and follows the rules around the Archdiocese of Cincinnati Decree on Child Protection (Decree). As a result, we require that all of our coaches and volunteers who spend time with any of the children of Guardian Angels from an athletic event standpoint, be in compliance with the Decree before spending anytime coaching or volunteering for a sport. This includes Virtus Training, background checks, and Ohio Concussion Training as required by state law but is not exclusive to these three things. For the complete policy in the Charter please refer to §4.3 and the Decree which can be found on the Cincinnati Archdiocese Website under Protecting Our Children.

Team Selection Process

At GA, all athletic teams are blended at the 5th grade level and below. Beginning in the 6th grade, certain sports will field both competitive and recreational teams. The process for team selection is determined by the Director and the Committee. Please refer to the [website](#) for additional information on individual sport selection process.

Use of Outside Evaluators

The sports Director and Committee has the discretion to use outside evaluators with trained in the sport and the understanding of needed skills for youth to play the sport at a competitive level. For more information on each sports team evaluation and selection please visit our [website](#).

Team Selection Notification

It is the director's responsibility to notify all coaches, parents and players of their team placement. Requests to transfer a player in Grades 3-5 will only be honored if significant extenuating circumstances exist which warrant a change. All transfers must be recommended by the director of the sport and approved by the Booster Executive Board.

Playing Time

PLAYING TIME RECOMMENDATIONS

Grade	Sport	League Required Playing Time	GA Required Playing Time
K-1-2	Football	None	6 plays
3-4-5-6	Football	None	6 plays
7-8	Football	None	None**
3-4	Basketball	1 cont. quarter	1 cont. quarter + 1 quarter
5-6	Basketball	1 cont. quarter	1 cont. quarter + appearance in another quarter
7-8	Basketball	None	Enter game**
K-8	Soccer	50% of game	50% of game
3-4	Volleyball	1 game	2 games
5-6	Volleyball	1 game	2 games
7-8	Volleyball	None	1 game

**It is expected that the coach will make every attempt to get all players in the game.

PARENTS' RESPONSIBILITIES

- Support your child's commitment to their GA team. If your child is on an A or B (competitive) team, we require the GA team to be their top athletic priority. If your child is unable to make this commitment, they should request to be placed on a non-competitive team.
- Submit sign-up forms, athletic fee and CYO/GCYL release forms on time. GA has established a timetable for entering a child into a sport. The establishment of teams, selection of coaches and entrance into a league all hinge on the timely receipt of the sign-up forms and fees.
- Children will not be guaranteed a spot on a team if they miss the sign-up deadline.
- Children will not be permitted to tryout or practice unless all forms and fees are submitted.
- Keep uniforms and equipment clean and in good condition. Return uniforms and equipment on time. Any damage should be reported and noted upon return.
- Be on time when bringing players to and from practices and games.
- Inform the coach if the player will not be present for a practice or game. Alert coach of any special problem or need that the player may have before the first practice.
- Support the team and coach by attending games and volunteering when needed.
- **Parents of children participating in football, basketball and volleyball are required to work concessions during their season. If you are unable to work during the time assigned, you are responsible for finding a replacement.**
- **Complete and submit the coaches' evaluation forms at the end of the season.**
- Parents are to set an example for our student athletes. Parents who exhibit unsportsmanlike or inappropriate behavior may be subject to disciplinary action by the coach or program director.

STUDENT ATHLETE'S RESPONSIBILITIES

- Be committed to your GA team. If you are on an A or B (competitive) team, we require the GA team to be your top athletic priority. If you are unable to make this commitment, you should request to be placed on a noncompetitive team.
- Participate in practices. Let the coach know if the player unable to make game or practice.
- Keep uniforms and equipment clean and in good condition. Return uniforms and equipment on time.
- Exhibit good sportsmanship before, during and after practices and games. A player who does not adhere to their commitment to a competitive team will jeopardize their selection to a future G.A. competitive team.
- Students who are unable to fulfill these responsibilities may be subject to disciplinary action from the coach, with the approval of the program director, up to and including removal from the team.
- All uniforms are to be returned to the coach at the end of the season. Children will not be permitted to play another sport until the uniform is returned, or the cost of the uniform is paid.

Uniforms clearly marked with the Guardian Angels name or logo, and on loan from the GA Booster Organization, may be worn only in games or events sponsored by the Guardian Angels Booster Organization.

COACH SELECTION

Coach (Head or Assistant) recommendations are made by the sports director and committee and presented to the Booster Board for approval. If you have a desire to coach please indicate this during registration or contact the director of the sport as soon as possible.

The following are the expectations for our coaches:

Coaches must abide by and uphold the Organizational Documents of the athletics organization and the mission, goals, principles, policies and procedures of this Charter, including the [Archdiocese of Cincinnati Decree on Child Protection](#), and the Code of Conduct (attached at end of Handbook)

Sportsmanship: Represent the team with a high level of sportsmanship, integrity and respect towards team, parents and opponents at all times (sidelines and practices included).

Player development: Support and assist in the spiritual, emotional, social and physical development of all players by providing opportunities for athletic skills training, character development, and spiritual growth.

Faith and spirit: Work with the athletic organization's Spiritual Liaison to ensure an environment conducive to growth in faith, character, and virtues. Reinforce with children and their families the importance of faith and religious practices including Sunday Mass, Holy Days of Obligation and regular, ongoing religious education.

Regular prayer: Ensure that each practice and game begins and ends with group prayer.

Additional Head and Assistant Coach Expectations:

- Head coaches must be 21 years of age; assistant coaches must be 19 years of age and be a high school graduate. Both Coaches must be in compliance with the Decree on Child Protection including Virtus training and Background checks.
- Knowledge of all aspects of the current league rules governing their sport and assure that all the rules and policies are observed.
- Coaches are responsible for the actions, conduct and behavior of their assistant coaches, players and spectators of his/her parish.
- Live the values and virtues of the Catholic faith whether or not a member of the Catholic Church.
- All coaches, are expected to sign and submit copies of the Code of Conduct (see below) affirming their commitment. These should be retained and kept on file at the parish.

- Meet prior to the beginning of each season with the Spiritual Liaison.
- Coaching experience at the youth level is ideal but for recreational teams it is not required.
- Attend pre-season Coaches meeting.
- Communicate expectations with children and parents.
- Be on time for practices and games, communicate all times and practices effectively to players and parents.
- Ability to follow rules and guidelines set forth by the Booster organization and the Charter.
- Assist the Uniform Director with the distribution and collection of the team uniforms.
- Follow the Guardian Angel recommended playing time guidelines.
- Teach and guide our youth in a manner which will increase their respect for authority, their sense of fair play and their ability to adapt to the wins and losses of everyday life.

Coaches Evaluations: Guardian Angels Boosters sends written evaluations to participant parents to give feedback on their season. Those evaluations are presented to the coaching committee for evaluation. The evaluations should be kept for 3 years to allow for continuity of perspective in working with coaches. The evaluations will be kept private within the Booster organization.

Code of Conduct

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

Spirit of Catholic Youth Athletics.

- 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
- Demonstrate good sportsmanship, patience, manners and an attitude indicative of the spirit and mission of the Catholic Church.

Adherence to Laws, Rules and Policies.

- Catholic canon law and Archdiocesan laws and policies including, but not limited to, the Archdiocese of Cincinnati *Decree on Child Protection*.
- Federal, state, and local laws and ordinances.
- 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.

Specific Violations.

- Eligibility: Violation of the eligibility policies of the Archdiocese of Cincinnati Catholic Youth Athletics Charter, including using an ineligible player.
- Recruiting: No recruiting for athletic purposes or to enhance a team's competitive advantage is permitted.
- Leaving the field of play: No team may leave the field, floor, game or tournament because of dissatisfaction with the officials, or their decisions.
- 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.
- 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.
- 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.
- Escalating behaviors: Behaviors that incite others to act in ways that are in direct conflict with the spirit of Catholic Youth Athletics are prohibited.
- Vandalism and theft: There will be no vandalism, theft, or destruction of property at any athletics venue.
- 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.

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.

Ejection and Suspension: 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:

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.

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 athletics leaders.

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:

<u>Violation</u>	<u>When/Where Occurred</u>	<u>Sanction</u>
First	Before, during, or after a game or practice	Ejection for the rest of the game or practice; attendance at next game prohibited.
Second	Before, during, or after a game or practice	Ejection for the rest of game or practice; attendance at next two games 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.

Conflict Resolution policy/Grievance Due Process

The Guardian Angels Boosters organization is committed to a safe and healthy environment for children, parents, coaches and spectators related to all booster events and athletic competitions. Effective communication between athletics organizations, leagues, parents and children, inspired by Christian ideals, is an essential element of Archdiocesan athletics programs. 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.

Guardian Angels Athletic Boosters Grievance committee

President of Boosters

Vice President of Boosters

Spiritual Liaison

Athletic Director of Sport

Head of Coaches Committee

Grievance Due Process

Conflict with Coach or Athletic Director of Sport

- Speak directly to Coach or Athletic Director
- If not resolved, contact Booster President
- If not resolved, President will set up meeting for Grievance committee to discuss matter and make final decision.

Conflict with a player

- Coach should speak directly to the player
- If not resolved, speak to the player and his/her parents
- If not resolved, speak to the Athletic Director of the sport involved
- If not resolved, speak to the President of Boosters.
- If not resolved, President will set up a meeting for the Grievance committee to discuss matter and make final decision.

Conflict with a parent

- Speak directly to the parent
- If not resolved, contact the coach regarding the parent.
- If not resolved, contact the athletic director of the sport regarding the parent.
- If not resolved, contact the President of Boosters.
- If not resolved, President of Boosters will set up meeting for Grievance committee to discuss matter and make final decision.

Tournament and League Participation

Tournaments

For applicable sports where there are in-season tournaments, Guardian Angels Boosters program allows for the team participation of tournaments. The number of tournaments that teams in the program can participate in will be determined by the committee. Additionally, according to Charter rule 6.2.16 (a)

teams may only participate in tournaments sponsored by leagues or parish/school that are in the approved leagues. All teams are expected to play in the official league end of season tournament.

League Participation

Official Guardian Angel sports teams are only permitted to play in Leagues that are approved by Pastor of Guardian Angels or the commission according to the Charter rules.

Uniforms

Official GA uniforms may only be worn by official GA sports teams and during official sanctioned events. Team uniforms are for parish- and/or school-sanctioned activities (e.g., games, tournaments, pep rallies, etc.)

Transportation Policies

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:

Laws

In an automobile, all passengers must wear seat belts, with no more than one passenger per seat belt.

- Schools must transport by bus (by mandate of the Ohio Department of Education and the Ohio Revised Code).

Policies:

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:

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;

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;

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);

Children must never be transported without written permission from the child's parent or guardian;

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.

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).

Archdiocesan Recommendations and Clarifications.

For liability reasons, the Archdiocese prefers that buses rented from a third-party who supplies the driver are used for transportation.

When Church leaders are providing transportation for an event, a teen may drive him or herself (and siblings) only with written permission of the parent or guardian. They may not transport other passengers.

The driver's insurance is the primary insurance coverage, not the Archdiocese.

If an event begins and ends at the site of an activity, the Church leader does not need to organize the transportation.

Church leaders never organize transportation for parish or school events using drivers under the age of 21.

CONSTITUTION

ARTICLE I - NAME The name of this organization shall be The Guardian Angels Athletic Boosters.

ARTICLE II - PURPOSE The purpose of this organization shall be to support and direct an athletic program for the children of Guardian Angels Parish.

ARTICLE III - MEMBERSHIP The membership is open to any adult member of Guardian Angels Parish and any parent or guardian (or person standing in the place of parent) of any child who is a member of Guardian Angels Parish, or attends Guardian Angels School. Membership is acquired by payment of annual dues. The pastor, priests and principal of Guardian Angels Parish and School shall be ex officio members.

ARTICLE IV - MANAGEMENT The management of this organization is delegated by the membership to a board of twenty-eight members, one of whom shall be the pastor of Guardian Angels Parish (or his designated replacement) and also the principal of the school (or his designated replacement). The twenty-six other members of the board shall be elected for a term of three years. Elections shall be held for new board members during May. Their term will be effective July 1. However, newly elected board members may vote for officers for the upcoming year at the June meeting. Vacancies on the board resulting from the death, disability, resignation or removal of a board member shall be filled by the executive board and voted on by all board members.

ARTICLE V - OFFICERS The board shall elect from its number the following officers of the organization who along with the President will also serve as the executive board: Vice President, Secretary, and Treasurer. These officers will serve for one year, with the exception of the Vice President, who is elected for a two-year term, the second of which will be as President of the organization. Nominations for officers may be submitted at the May meeting, or in writing to the executive board, after the May meeting but prior to the June meeting. The election will take place during the June meeting, and the newly elected board will become effective with the first official meeting of the next school year.

ARTICLE VI - NOMINATIONS Nominations for new board members shall be submitted to the Booster Board prior to elections. Elections will take place during the month of May.

ARTICLE VII - ELECTIONS Only members of the Athletic Boosters are eligible to vote for new board members. Elections will be by secret ballot. Candidates with the highest number of votes will be elected. In the case of a tie, a coin flip will decide the winner.

ARTICLE VIII - MEETINGS The president shall determine dates and times of the regular meetings. Other meetings of the membership will be at the call of the Executive Board. Any member of the board with the approval of five other board members may demand a special meeting by serving the secretary of the organization with a written request for same at least seven days before the date of the special meeting requested. In order to conduct a board meeting, a quorum (eleven of the board members) must be present. Up to 20 minutes of the beginning of every meeting will be open to the public.

ARTICLE IX - FISCAL YEAR The fiscal year of this organization shall be July 1st through June 30th.

ARTICLE X EXPENDITURES The financial appropriations (budgets) for the coming fiscal year shall be submitted and established at the May meeting. The board may authorize additional expenditures during any fiscal year.

ARTICLE XI - RECORDS AND ACCOUNTS The board shall pass bylaws providing for adequate records and accounts of funds collected and disbursed and of the minutes of all meetings. An audit of the books must be made at the end of each fiscal year by a person or persons selected by the board.

ARTICLE XII - FUNDS The funds of the organization shall be maintained in a bank or banks to be designated by the treasurer. No withdrawal of funds shall be made except upon signature of at least two officers of the organization.

ARTICLE XIII - NEW BYLAWS The board shall adopt new bylaws prescribing the duties of the members and governing their performance. New bylaws shall be adopted by a vote of the board.

ARTICLE XIV - RULES OF ORDER In all questions involving parliamentary rules not provided for in this constitution or the bylaws, the government authority shall be Robert's Rules of Order.

ARTICLE XV - DUES The board will determine the amount of annual membership dues and participation fees.

ARTICLE XVI - COACHES The coaches are responsible to the director of that sport and the Athletic Booster Board for their conduct in regard to the handling of their teams as set forth by the bylaws.

ARTICLE XVII - AMENDMENTS The Athletic Booster constitution and bylaws may be amended by a two-thirds vote of the general membership present at any meeting, provided however that notice of the date, time, and place of the meeting and a copy of the proposed amendment or amendments shall be publicized to the membership at least one week prior to the meeting.

ARTICLE XVIII – READING This constitution and by-laws must be made available to the membership upon request.

ARTICLE XIX - PARISH POLICY The Guardian Angels Athletic Boosters shall comply with all Parish and Archdiocese policies.

BYLAWS

Meeting Attendance

Any voting member of the Guardian Angels Athletic Boosters Board who is absent from a Board meeting more than three (3) times during a one (1) year term is subject to removal upon concurrence of a majority vote of the members at the next scheduled meeting.

General Order of Business

1. Meetings are opened with a prayer by the President, **Spiritual Liason** or his/her designee.
2. Minutes are approved without reading, providing members of the Board have received copies thereof and no objections submitted.
3. Reporting by activity directors, committees, members-at-large and president.
4. Unfinished business
5. New business
6. Reading of communications.
7. Adjournment – closed with a prayer by the president or his/her designee.

Budgets & Spending

1. The Director of each sport will create a budget for his/her sport with the assistance of the Treasurer. The budget will be submitted to the Booster Board at the May meeting for approval at the June meeting.
2. The summation of all budgets will be the basis for establishing fundraising activities and booster dues.
3. The director of each sport will be responsible for maintaining spending at or below budget levels.
4. The director of each sport may cover incidental expenses that are not specifically budgeted up to \$250 but not to exceed the total budget for the year.
5. Expenses that exceed the agreed upon levels must be approved by two Booster Board officers **prior to** incurring the expense.
6. The treasurer will report actual expenditures vs. budget on a periodic basis.
7. The director of each sport will be responsible for identifying overruns as early as possible so the board can proactively address the issue.
8. All purchases that are unusual or of a one-time nature shall be made through the parish purchasing function or be otherwise approved by the Pastor.

Duties of Officers, Directors & Chairpersons President

1. Directs general administration.
2. Calls for and directs regular and special meetings.
3. Promotes and encourages ideas and plans for athletic programs.
4. Assigns program directors and assistants.
5. Assists in the development of committee action.
6. Responsible for school and Athletic Booster Board relations, including coordination with other organizations within the Parish: see designated committees.
7. Considers and recommends plans for improvements.
8. Directs and assists in the athletic program activities.

9. Ultimate responsibility for the management of sports programs and the person to whom the directors of the various sports shall report.

Vice-President

1. Assists the President in all administrative activities.
2. In the absence of the President, presides over and directs regular and special meetings.
3. Chairman of social activities, including refreshments.
4. Succeeds the President the following year.

Secretary

1. Gives notice of meetings to all board members.
2. Takes all regular and special meeting notes/minutes.
3. Notifies all board and committee chairmen (including those who were absent) of meeting minutes and necessary instructions.
4. Makes regular report of board or committee meetings. A copy of this record should be sent to the pastor.
5. Keeps a calendar of events.
6. Writes letters of thanks, request and routine business.

Treasurer

1. Assumes responsibility for athletic budget.
 - a. Secures, banks and disburses all funds.
 - b. Handles registration fees and membership dues.
2. Controls and supervises all expenditures and receipts.
 - a. Dues, fees, etc.
 - b. Operating expenses.
3. Handles all finances involved in special events and activities.
 - a. Meetings
 - b. Games
 - c. Special events, open meetings, etc.
4. Sets up and maintains official financial records.
 - a. Budget
 - b. Expense accounts
 - c. Income accounts
 - d. File of financial reports
5. Submits regular financial reports to board members and pastor.
6. Submits an annual report and a year-end bank statement to the pastor documenting revenue by source and expenditures by type.

Gym Coordinator

1. Schedules gym time for use of official leagues, teams and other school activities in a consistent, timely manner.
2. Work with official league office to schedule league games in the gyms.
3. Primary contact for outside organizations for gym time.

Elections/Membership Coordinator

1. Keeps up to date records of all Athletic Booster membership.

2. Helps promote new membership.

Program Directors

1. Directs specific athletic program.
 - a. Represents school at CYO/GCYL and other league meetings.
 - b. Solicits, manages, coaches and directs all activities and use of equipment /facilities.
 - c. Advisory on training and practices.
 - d. Schedules and coordinates tryouts and helps organize teams.
 - e. Arranges the schedules for teams.
 - f. Arranges for adequate activity notification for boys and girls regarding tryout.
 - g. Encourages board participation.
2. Retains a list by teams of all children participating in athletic programs.
3. Handles equipment and supplies.
 - a. Recommends replacement and/or new equipment.
 - b. Distributes equipment.
 - c. Procures necessary medical supplies and equipment.

Grounds & Facilities Director

1. Maintains current grounds, facilities and equipment.
 - a. School facilities include:
 - i. Football fields (Angel Bowl and Upper Practice)
 - ii. Baseball diamonds
 - iii. Gymnasiums (Parish Center and Old Gym)
 - iv. Football Buildings (Locker-room, Christmann Pavilion, Shed)
 - b. Special events, activities and general arrangements
2. Investigates and recommends ways and means for improved facilities.
3. Plans and directs grounds and facility improvements.

Marketing and Communication Coordinator (Webmaster)

1. Helps promote a positive image of the Athletic Booster organization and their programs through school/parish publications and local press.
2. Conducts advertising and promotion for:
 - a. Fund raising events
 - b. Athletic events
 - c. Social events
3. Maintain official Guardian Angels Athletic Booster Website (www.gaboosters.org)
4. Sends monthly-ish newsletters