

St. Albert the Great

Athletic Ministry

2018-2019

Handbook



St Albert the Great Catholic Parish is a community of Christ-centered disciples dedicated to inspiring people to love, serve and know God and one another.

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SAAM Handbook

This handbook is designed to present an overview of structure, policy and guideline information relating to the administration of our athletic programs and the ministry. Any amendments or updates to policy or guidelines are approved by the Athletic Ministry Executive Council and the Parish Pastoral Council prior to implementation.

PURPOSE:

The St. Albert Athletic Ministry (SAAM or Athletic Ministry) is established to provide the children of the parish the opportunity to participate in team sports within a caring, safe and fun environment.

MISSION:

The mission of the St. Albert the Great Sports Ministry, as an essential ministry of our church community, is to challenge athletes to excel in their sport and grow spiritually, to prepare them to be socially responsible people with strong Catholic beliefs, practices, traditions and values, and to guide athletes to embrace diversity.

VALUES:

Growth
Respect
Excellence
Accountability
Teamwork

SCOPE OF SAAM:

SAAM currently administers all sporting programs for grades K-8 at St. Albert The Great Parish in compliance with Archdiocesan and CSAA (Catholic Schools Athletic Association) guidelines where applicable. SAAM administers intermediate boys basketball for grades 9-12. Sporting programs for grades K-2 are not overseen by the CSAA and are instead administered in accordance with guidelines set by St. Albert The Great and the league sponsor.

All positions within SAAM are filled by volunteer participants; this includes executive positions, committee positions, coaches, managers and administrators. Volunteers can be any adult member of our parish.

SAAM administration is comprised of committee chairs and managers. Listed below are the positions and a brief description. A list of all current members, contact information, and a copy of the SAAM Handbook can be found on the St Albert School and Parish websites.

SAAM POSITIONS:

All open positions will be a communicated via email, social media, and school and parish websites. Anyone in the parish is welcome to apply for a position as long as they meet requirements below. To apply for an open position email sports-ministry@stalbert.org

Executive Committee:

All Executive committee positions for Chair, Vice Chair, and Past Chair positions are a three-year term, serving one year in each chair position. All other positions are a three-year term. Committee members are

selected from qualified applicants serving in the following positions. If there is more than one applicant, a vote will take place (see voting p7). The following descriptions give a brief summary of responsibilities of each position.

Chair – Leads the Athletic Ministry providing guidance and vision; facilitates monthly meetings; communicates with the Pastor, Parish Pastoral Council, and School Board; formulates policy and goals with Executive Committee; ensures overall program adherence to CSAA and SAAM guidelines. Elected to a 3 year term per election by Executive Committee Members. Two-term limit max, staggered 1 year from Vice Chairman. Eligible candidates has served on SAAM Executive Committee or held any other committee or manager position. The Chair will serve one year Chair and will then move into serve one year as Past Chair.

Vice-Chair – Supports Chair with fulfilling duties; Works directly with school principal / vice-principal on matters of athlete academic/discipline eligibility; ensures Athletic Ministry efforts are coordinated with other parish groups (PTO, PREP, etc). The Vice Chair will serve one year as Vice Chair and will then move into the Chair position at the end of the first term. Must have served as a sports coordinator or SAAM committee member.

Past Chair - The Past Chair will serve in one year as support to the Chair and Vice Chair. This position will be responsible for orienting the Chair and Vice Chair into their roles, explaining the history of SAAM and the mission of the ministry. **The person in the Past Chair position will be eligible to serve on SAAM in all positions except Chair positions. After one year, can apply for any position.**

Athletic Directors: (3 separate positions). Girls, Boys and K-2 – Leads their particular group providing guidance and vision, making sure the programs are run according to CSAA and SAAM guidelines; works closely with sports coordinators facilitating the selection of sport teams and coaches; works to resolve problems that arise in the course of sports programs. Elected to three year term; two-term limit max, staggered 1 year with other ADs. ADs that cover CSAA sports must have served as a sport coordinator or SAAM committee member. K-2 AD, any parishioner is eligible.

Secretary – Responsible for recording monthly meeting minutes and any policy/goal statements; communicates any written correspondence to CSAA and parish; ensures dates for action items are tracked and documented; works with Communications manager to publish and update any written St. Albert Athletics Ministry documents. Elected to three year term on same cycle as Chairman; two-term limit max. Any parishioner eligible.

Finance Chair – Responsible for all Athletics Ministry monetary concerns; works with Parish Finance Council and parish accountant to establish a budget; works with SAAM finance committee members to facilitate collection of sport fees, approve purchase orders, make deposits and monitor budget; advises Executive Group of any budgetary issues and provides written monthly report. Elected to three year term; due to unique skill set required, no term limit. Any parishioner with accounting experience eligible for election.

STANDING COMMITTEES AND MANAGER POSITIONS:

These positions can be assigned by the Executive Committee or filled by election if there are multiple applicants. Positions duties are amended and new positions are added as needs of SAAM and the athletic programs change.

Sport Coordinators – Responsible for facilitating their sport, including coach selection, and chairing a coach selection committee if needed, team selection; uniform distribution, day to day issues and overall sport direction; Reports directly to appropriate AD. At the end of their season, the Coordinator will submit a list of anticipated financial needs/equipment for next year to the Finance Chair to be incorporated into the budget. Coordinators will assign

players to the correct team in SI PLAY (after teams are chosen) and submit to CSAA by deadline. Coordinator will also send a list of the coaches to the Compliance officer for review. Approved by SAAM no term limit. Ideally a former coach. Any parishioner eligible.

Gym / Field Managers – Responsible for use of gym or field during sport season; assist with scheduling practice times; works with Equipment Manager to make sure all supplies and equipment are available and in working order. Approved by SAAM; no term limit. Any parishioner is eligible.

Scheduling - Responsible for scheduling of practice facilities for sports; includes facilities not associated with St. Albert. Approved by SAAM; no term limit, any parishioner eligible.

Equipment Manager – Responsible for organization/storage of equipment and uniforms; distribute and collect equipment to and from coaches; point of contact with outside equipment vendors; helps determine equipment budget needs. Approved by SAAM; no term limit. Any parishioner is eligible.

Communications – Responsible for all web-based and email-based communications; communicating online registration process; works with SAAM to communicate policies and documents; maintains databases (contact info, documents, etc) Appointed by Executive Committee; no term limit. Any parishioner with a background in communication eligible.

Recruiter: Responsible for trying to fill vacant positions within SAAM by seeking out energetic parishioners who would like to get involved. Approved by SAAM; no term limit. Any parishioner eligible.

Uniforms – Works with sport coordinators and ADs to select and order uniforms for all sport programs; assesses uniform vendors to determine best quality and value. Approved by SAAM; no term limit. Any parishioner eligible.

Awards – Responsible for distributing sport participation awards to coaches (awards are St Albert “A” and pins). Facilitates the nomination and voting process for both the Griffo Award and the Chitwood Award. Update gym sports banners yearly. Approved by SAAM; no term limit. Any parishioner eligible.

Compliance – Ensures parish SAFE environment training policy is complied with for all coaches; makes sure all coaches have background check. Approved by SAAM; no term limit. Any parishioner eligible.

Concessions Ordering – Responsible for managing concession inventory; works with Gym Manager and Parish Operations Manager to ensure all needed concession items are available. Approved by SAAM; no term limit. Any parishioner eligible.

Volunteer Scheduling – Responsible for maintaining online concession / gate sign-up and monitoring compliance with concession/gate volunteering policy; maintain sub worker list. Approved by SAAM; no term limit. Any parishioner eligible.

Service Coordinator- Responsible for coordinating service activities, themes, and spiritual messages for each sport season. Coordinates with school and parish to reinforce our theme for each season. They will then communicate this info out to all coordinators, coaches, and school personnel. Approved by SAAM;no term limit. Any parishioner eligible

Spirit Wear – Responsible for maintaining relationship with spirit wear/ware vendors; coordinating timing, ordering and delivery of orders; reviewing spirit wear offerings to ensure high quality and value for the customers. Approved by SAAM; no term limit. Any parishioner eligible.

Pep Rally Coordinator-SAAM will put on three pep rallies per year (fall, winter, spring/summer sports) in coordination with school. Responsible for planning pep rally, filling out pep rally template (on google docs), submitting to Principal and Vice-Principal for approval, and executing. Any supplies needed will be brought before SAAM and approved before purchase. Pep Rallies will happen during the school day; on approved date and time. Approved by SAAM; no term limit. Any parishioner eligible.

Finance Committee – Consist of Finance Chair and 1-2 committee members. Responsible for monitoring budget, approving and processing purchase orders, deposit of concession / gate monies, fish fry monies and collection of sport fees; divided among members. Approved by SAAM; no term limit. Any parishioner with accounting experience eligible.

Grievance Coordinator – Responsible for administering established procedures in event of a complaint or grievance against any SAAM member, coach, student or parent. Gathers information through interviews from all parties, presents information to the SAAM, where a vote by members occurs (see voting p7), and records the outcome. Notifies all parties of the decision. Approved by SAAM; two-term limit max. Any parishioner eligible.

SI Play Coordinator- Sets up sign-ups in SI PLAY for fall, winter, spring and summer sports. Responsible for monitoring sign-ups during open periods, then sending any reports needed once registration closes. Responsible for issuing any refunds as needed. Approved by SAAM; no term limit. Any parishioner eligible (needs computer experience).

Fish Fry Coordinator- Coordinates all Fish Frys; workers, set-up, food prep, distribution, ordering for next week, clean up, etc. All parishioners, with children participating in our sports program, are expected to volunteer at the Fish Frys. All athletes will be expected to bus tables and help clean up at least one time during the Fish Fry Season. Coordinator will report to SAAM Executive Committee any issues or concerns. Approved by SAAM; no term limit. Any parishioner eligible.

Trivia Coordinator- Coordinates the yearly Trivia Event; planning, sponsorships, table sales, liquor license, workers, set-up, decorations, questions, MC, judges, clean up, etc. Will report to SAAM on needs at meetings prior to event. After event will report on monies raised, any problems/issues, suggestions for next year. Approved by SAAM; no term limit. Any parishioner eligible.

Team Committees – Consist of any number of members; responsible for administering tryouts, grading athletes based on the guidelines set for the particular sport and team selections. All members are well versed in the sport being evaluated and have been a coach, assistant coach or demonstrated a high level of knowledge in the sport. Committee members represent coaching at all grade levels and participate in all tryouts for the sport (across all grades). Appointed by Athletic Directors and Sport Coordinators; as needed with each sport. Ideally a coach or person experienced with the specific sport eligible.

VOTING:

A vote will be taken on matters related to SAAM policy, and financial decisions. These will take place in regularly scheduled SAAM meetings with all current position holders present at the meeting casting their vote. A simple majority is all that is required to pass this vote and traditional voting procedures will be followed. Certain items may require a full vote of the entire SAAM volunteer group (such as By-Laws updates), these may be done via email. A simple majority of responses is all that is required to pass this vote. These votes will be facilitated by the Chair and sent electronically to the SAAM members email list for a vote. The Chair will tally all votes returned and notify all members of the results.

Occasionally matters arise (such as grievance response, coach discipline, etc.) that will need to be handled directly by the Executive Council. Votes on these decisions will follow the same rules as general electronic voting above but be restricted to the Executive Committee.

MEETINGS:

SAAM meets on the 3rd or 4th Sunday of each month, normally at 7:00pm in the Viking Room above the gym. The meetings are posted on the calendar on the St Albert Parish website. An agenda will be distributed one week prior.

The meetings are open to anyone who wishes to attend. Meeting minutes will be kept and posted on the website after they have been approved.

PARTICIPATION IN SAAM:

SAAM consists of many officers, committees, coordinators, coaches and managers, all of which are filled by volunteers. There are also many other jobs to be filled by volunteers. Expectations are to:

- Help support SAAM by working a shift in the concession stand or admission gate.
- Support fundraising initiatives of SAAM, namely the Fish Frys, by working at least one shift at a Fish Fry.
- Volunteer time and talent by being a coach, assistant, field manager, gym manager, sport coordinator or in any other capacity.
- Participation by athlete, with parent assistance, in our seasonal ministry stewardship program

Failure of families to participate in these activities could result in the athlete not participating in future practices and/or games.

SPORTS PHILOSOPHY:

In keeping with the idea that the sport leagues are within the Catholic School system, the values and teaching objectives differ from other forms of organized sports. Basic guidelines have been established for what the athletes should be learning at each level.

Kindergarten, 1st & 2nd Grade: The primary objectives at this level are building of community among the youngest members of the school and learning the basis of a sport. The league is developmental and instructional, designed to introduce sports and sportsmanship to young players.

3rd & 4th Grade: The primary objectives at this level are to teach fundamentals of the sport and encourage continued participation. Many of these players are doing so for the first time, it is unrealistic to assume that they are driven to succeed at this age.

5th & 6th Grade: The primary objectives at this level are to work with all players but also to understand and recognize those individuals that either excel at the sport or show tremendous potential and attempt to tap that potential so that all players are challenged. Additionally, to continue their learning of the fundamentals as well as introducing advanced techniques and drills.

7th & 8th Grade: The primary objectives at this level are to prepare the athletes for playing at the next level while encouraging and engaging the athletes that will never play beyond these years. This would certainly include continuing to stress the fundamentals of the sport. The athletes that have shown great ability and potential should be cultivated to help them achieve continued success in the sport. Additionally, there will be students that play no more after grade school and it is the job of the coach to make sure that they are challenged and find gratification in playing for that coach.

SPORTS OFFERED BY SEASON:

FALL:

CSAA Sports:

Tackle Football: Grades 3/4, 5/6 and 7/8. Teams will be combined with St Margaret Mary unless there are enough players for separate teams.

Girls Volleyball: Grades 3/4, 5/6 and 7/8. Tryouts are held for each grade combination to determine team selections.

Cross Country: Grades 3 through 8. All members included as St. Albert team and participate in meets according to grade level.

Non-CSAA sports:

Flag Football: Grades 1/2. Grades are combined and divided into equal teams based on number of players and volunteer coaches.

Girls Flag Football: Grades 5/6 and 7/8. Grades are combined and divided into equal teams based on number of players and volunteer coaches.

Soccer: Kindergarten teams are co-ed and divided based on number of players and volunteer coaches. 1st and 2nd grade teams are co-ed and divided by grade based on number of players and volunteer coaches. Once teams are picked and practices are set, it is not possible to “switch teams” due to carpools/practice schedules/etc due to the sheer number of players we have participating.

Girls Volleyball: Grades 1/2. Grades will be combined unless there are enough players for separate grade teams.

Cheerleading: All grades – cheering for fall and winter sports, usually football and basketball - Cheer sign-ups will occur in Fall and Winter.

WINTER:

CSAA Sports:

Basketball: Grades 3/4, 5/6 and 7/8. Girl’s and boy’s leagues. Boys intermediate league 9-12. Tryouts are held for each grade combination to determine team selections.

Swimming: Grades 1 through 8. All members included as St. Albert team and participate in CSAA meet at their grade level.

Non-CSAA sports:

Basketball: Kindergarten teams are co-ed, grades 1-2 Grade are girl’s and boy’s leagues. Teams are intended to be balanced with and will contain players from both grades the total number of teams is based on number of players and volunteer coaches.

Boys Volleyball: Grades 3/4, 5/6 and 7/8. Tryouts are held for each grade combination to determine team selections.

Archery: Grades 4-5 (Elementary Team) and 6-8 (Middle School Team). Teams are formed with 4 boys, 4 girls, then either boys or girls for the remainder of the team. After the regular season has finished (usually at Regionals at the end of February) a travel team will be offered based on current standings during season play. Must have coach for each level. May host a tournament with passage of vote by board. Archer must attend the school they shoot for as described in NASP By-laws. Coach must take a one time the BAI course.

SPRING:

CSAA Sports:

Girls Softball: Grades 3/4, 5/6 and 7/8. Tryouts are held for each grade combination to determine team selections. May combine with St Margaret Mary if need additional players.

Soccer: Grades 3/4, 5/6 and 7/8. Tryouts may be held for each grade combination to determine team selections.

Track: Grades 5 through 8. All members included as St. Albert team and participate in meets according to grade level.

Non-CSAA sports:

Soccer: Kindergarten teams are co-ed and divided based on number of players and volunteer coaches. 1st and 2nd grade teams are boy – girl and is divided by grade based on number of players and volunteer coaches. When possible teams will be carried over from the fall season.

SUMMER:

CSAA Sports:

Girls Field Hockey: Grades 3/4, 5/6 and 7/8. Tryouts may be held for each grade combination to determine team

selections.

Boys Baseball: Grades 3/4, 5/6 and 7/8. Tryouts may be held for each grade combination to determine team selections.

Golf: Grades 3 through 8. All members included as St. Albert team and participate in meets according to grade level.

** Tryouts may be necessary for any CSAA sport based on the number of participants for the grade combination. If we do not have enough participants, SAAM will contact St Margaret Mary about combining with them per CSAA protocol.

** In the event there are not enough athletes signed up for a sport to constitute a team or there are not enough adult volunteers to coach and facilitate a team, SAAM will contact St Margaret Mary about combining with them per CSAA protocol. If this does not solve the issue St Albert will call CSAA for guidance and approval.

PLAYER ELIGIBILITY:

All students enrolled at St. Albert Catholic School, and meet the academic and conduct requirements, are eligible to participate in SAAM sponsored sports programs.

If the student athlete is not enrolled at St. Albert Catholic School, ALL of the following must be met for the child to be considered eligible.

1. The child is a baptized Catholic and has received the Sacraments appropriate for the age of the child. (For instance, a fifth-grader and older must be baptized, celebrated First Reconciliation and made their first Holy Communion.)
2. The family is registered parishioners in good standing of St. Albert Catholic Parish.
3. The child must be enrolled and active in the St. Albert Parish Religious Education Program (PREP).
4. PREP attendance is required. If consistent absence occur, a child may be suspended from participating in their current sport or in a future sport.
5. A child not attending St Albert is not eligible for archery per NASP guidelines.

Additionally, there are age limits established by CSAA guidelines regarding the grade level eligibility.

Refer to CSAA.org

General Age Eligibility:

8th Grade: If a boy or girl reaches his/her 15th birthday before August 1 of the current school year, or is in the 9th grade or over, he or she will be ineligible for all CSAA Grade School sports

6th Grade: If a boy or girl reaches his/her 13th birthday before August 1 of the current school year or is in the 7th grade or over, he/she will be ineligible for the 6th grade division.

4th Grade: If a boy or girl reaches his/her 11th birthday before August 1 of the current school year or is in the 5th grade or over, he/she will be ineligible for the 4th grade division.

Participants attending a parish school other than St. Albert:

For the current school year, these participants have their choice of either their own parish or the parish school they are attending as to where they want to play. However, once they choose a parish for participation, they must play all sports at that parish for that school year unless the parish they choose does not offer a particular sport.

Students who leave St. Albert:

Players who move to another parish and/or school during the school year or season may finish the sport with the team they started. After that sport, they must play all sports with the new school or parish.

Sports not offered at a Parish:

Players who wish to play a sport that is not offered at St Albert may be eligible at St Margaret Mary per CSAA protocol, or other parish offering that sport, if not offered at SMM. Our Boys/Girls AD will first contact the CSAA regarding the subject matter, to gain the approval of the CSAA, and then make arrangements with the approved parish, for the current school year.

ACADEMIC REQUIREMENTS:

Academic eligibility for participation in extracurricular activities including sports is established by the School Board. Refer to the school handbook.

SIGN-UP PERIOD:

A designated sign up period in SI PLAY is provided for each sport within a season: Fall / Winter / Spring / Summer. The sign-up period is to be utilized for sports registrations. SAAM will inform families of sign up dates by sending out emails,, posting on social media, and posting on school and parish website. Registration includes completing the required information regarding the athlete and parents and payment of the registration fee. If the registration fee is not received, then sign-up has not been completed and the athlete will not be allowed to try out or be placed on a team.

Late sign-ups cause many problems with obtaining sufficient coaching staff, registering teams with CSAA, ordering uniforms and scheduling practice facilities. It is not guaranteed that a student who is signed up late for a sport will be placed on a team. In the event late sign-ups are accepted a late fee of \$35/athlete will be included with the registration fee unless SAAM requested additional players due to possibility of cancelling the sport due to insufficient numbers. There will be no sign-ups accepted after the last day of "late registration" on SI PLAY (date to be stated on emails to parish) unless extenuating circumstances such as a transfer/new student and must be approved by SAAM.

- Any cancellation of a sport registration prior to the completion of tryouts or the first scheduled practice for non-tryout sports will be refunded 100% of the fee paid for the sport.
- A student dropping a sport at the completion of try-outs, or the first scheduled practice for non tryout sports, will not be refunded the fee paid.

WITHDRAWAL FROM A TEAM:

Withdrawal from a team due to medical, academic or personal hardship is not considered quitting if the reason for withdrawal is substantiated. To withdraw from a team, the athlete's parent(s)/guardian(s) must submit a withdrawal form and all supporting documentation to the Coach or Athletic Director **before** withdrawing from a team. The SAAM Committee will review the application and will accept or not accept the withdrawal. During the process players are expected to attend scheduled practices and games. The goal of the policy is not to punish athletes but to ensure that legitimate reasons for withdrawal are used.

Link to withdrawal form:

https://drive.google.com/open?id=1ldT3cTQG_hek7MzDuB5qJN3M-zl8hJQyjRI58WtBEo

QUITTING A TEAM:

When an athlete quits a team, it leaves the team short on players and affects the morale of the team. It is not fair to the remaining team members and coaches. In an effort to dissuade quitting, any athlete that quits a team from the time team rosters are posted after tryouts, or before the 2nd practice for non-tryout sports to the end of the season will receive a suspension of eligibility and will not be allowed to participate in any sport within the next two (2) seasons (see pages 8-9) and will not be eligible to participate in the same sport the following year. The suspension of eligibility can be appealed by the athlete's parent(s)/guardian(s) with the SAAM Executive Committee. The parent(s)/guardian(s) must contact the SAAM Grievance Chair (see contact list on website) and request the appeal. The SAAM Committee will vote to uphold the suspension or restore eligibility.

This policy does not apply to Kindergarten, 1st grade or 2nd grade sports.

Must complete: https://drive.google.com/open?id=1ldT3cTQG_hek7MzDuB5qJN3M-zl8hJQyjRI58WtBEo

TRYOUTS:

CSAA policy states that if a school has more than one team at a specific grade level for a specific sport, the team placed in the #1 division, must be the stronger team. Therefore, if there are enough players to have multiple teams, Skill Evaluations/Tryouts are required to identify the skill level of each player and place him/her on the appropriate team. Not all grade levels in a sport will require a try-out every year. The need for tryouts will be based on the number of players signed up for a sport and reasonable roster sizes expected for that sport.

Team Divisions are determined by CSAA and are listed as #1, #2, #3, #4 and Multi Division (listed by colors). Multi Division teams will be balanced to be as equal as possible with consideration given to keep players in grade groups.

Players must meet the following requirement to participate in a try-out:

- The player must be registered for the sport and all fees paid in full.
- The play must meet all eligibility requirements as stated in the Player Eligibility Section (page 9).
- Failure to meet these requirements will result in the player NOT being placed on a team.

The format of the tryouts will be consistent across all sports and conform to the following guidelines:

- Independent evaluators (Selection Team Committee) will be utilized to ensure consistent evaluation of skills.
- Sports Coordinators or Sport Committees will be responsible for identifying and placing these evaluators for the try-out.
- If necessary coach volunteers can be used as supplemental evaluators, with every effort made to have coach evaluators evaluate players in grade levels different from the grade they will be coaching.
- Skills specific to the sport will be evaluated and graded, along with attitude and effort.
- In the event that the child cannot attend any try-out date, they will be placed on a C level team.
- If a player is unable to attend try-out due to illness or injury individual cases will be reviewed for placement on a team by sports coordinators and AD

In order to minimize the athlete's anxiety and distractions, evaluation sessions will be **CLOSED**. Only players,

Team Selection Committee Members, Athletic Directors, and Sports Coordinators will be allowed in the gym or on the field.

Once tryouts have concluded, the Team Selection Committee will meet and will review the skills assessment and begin to determine teams. Teams will be selected based on the information from the tryout process. If any member of the Team Selection Committee is the parent of a player being evaluated they will be required to recuse themselves during the placement of their child. In the event of disagreement among Team Selection Committee members regarding specific placement of players a vote will be taken to determine placement and the appropriate Committee Chair or Athletic Director will break any ties and make a final decision.

Results of all tryouts will be posted on the website once all teams are formed AND coaches have been placed for those teams. The information for all team of a grade group will be released at the same time with posting of teams on the SAAM website.

COACH SELECTION:

Parents or volunteers interested in coaching responsibilities should be identified during the registration period. After teams are selected, coaches will be assigned to teams. In the event that multiple volunteers are interested in coaching the same team, the Coach Selection Committee will review the candidates and select the most appropriate and qualified coach for the team. In the event that a coach has not been identified for a team, the Committee and/or Athletic Director will recruit volunteers to assist in fulfilling the coaching role.

Important factors in the Head Coach selection include the following:

- Supports and demonstrates the mission of St Albert the Great Sports Ministry
- Knowledge of the sport fundamentals and rules
- Ability to communicate with children and parents, especially in difficult situations
- Time availability and dependability
- Feedback from previous coaching experiences
- Ability to develop players' skills, character, and spirituality
- Must be in compliance with CSAA and SAAM regulations and an active member of the parish

St Albert Sports Ministry appreciates the time commitment a coach invests. There is, however, no guarantee that a coach will be selected to coach based on a previous years coaching. The criteria listed above will determine coach selection from year to year. When there are two or more coaches who exemplify these criteria equally, the Selection Committee will choose the coach based on interviews. Seniority may be considered if two or more coaches are equally qualified.

ROLE OF THE COACH:

Coaches are the key to making athletics a positive experience for players and their families. Their roles are twofold: to develop young athletes, and to help form young Christians with values and morals. Therefore, great care and attention will be given to the recruitment, selection and training of coaches.

With the understanding that winning is not the ultimate and only purpose for athletics, all coaches should endeavor to make the understanding of the concepts and techniques of the sport their primary focus. Furthermore, each player should be taught to play to the best of their God given ability and to work as a member of a team.

Ideal coaching candidates would:

- A. Be good Christian role models who exhibit and teach strong Christian values.
- B. Have a willingness to represent St Albert the Great with a high-level of sportsmanship, integrity and respect towards players, parents and opponents at all sporting events.
- C. Support the SAAM mission through a willingness to adhere to SAAM policies and accept SAAM decisions and directives
- D. Convey a positive attitude and work well with children at all levels of ability.
- E. Have knowledge of the sport and the ability to improve the fundamental skills of those whom they coach.
- F. Be willing to offer a long term commitment while displaying dependability and flexibility in the scheduling and use of facilities.
- G. Possess good disciplinary and organizational skills.
- H. Provide a positive coaching experience to players by providing opportunities for skills training, character development, and spiritual growth.
- I. Be at least 19 years or older

COACHING COMPLIANCE:

The following rules have been written based upon the CSAA handbook so that St. Albert coaches and their assistants fully understand the CSAA and St. Albert rules and the responsibilities of coaching in our program. In every instance, these rules and regulations comply with or are more stringent than CSAA policy. The foremost rule for all coaches to remember is that St. Albert is a Catholic organization; therefore coaches are expected to conduct themselves in a Christian manner. Included in this is the taking of an active part in the religious practices of the parish community.

All coaches, assistant coaches as well as all others representing our sports program who have interaction with our players MUST attend the "Honor Thy Children: A Safe Environment Program of the Archdiocese of Louisville" program.

All coaches must sign a St. Albert coach's conduct card as well as the CSAA Code of Conduct Card. Failure to comply will result in suspension from practice and games until the cards are signed and on file.

All St. Albert coaches must submit to the state criminal check procedures for sex screening as mandated by the Archdiocese of Louisville. Note: If the criminal background check is not completed and on file, the coach (es) will not be allowed to participate in any practice or game until the background check is on file with the coaches' board. No Exceptions!

St. Albert expects Zero tolerance as the measure for physical contact with intent to cause harm to an individual while representing St. Albert. If this situation occurs, the individual(s) will be removed from the situation and be relieved of their coaching duties until they meet with the Grievance Committee.

Violation of these rules may result in disciplinary action by the Grievance and Compliance Committees.

In addition, ALL coaches must:

- A. Provide a safe environment for practice and participation.
- B. Respect the integrity and judgment of game officials.
- C. Provide appropriate supervision of all athletes when representing St. Albert.

COACH EVALUATIONS:

It should be emphasized that all coaches are volunteers and spend an enormous amount of their time helping the student athletes improve. An evaluation form is available on the SAAM webpage that can be used to help identify areas a team coach can improve upon and to recognize those areas that were exemplary. The goal of this program is to

continually raise the skill level of all our coaches and help each coach improve. Evaluations can be submitted to the Sports Coordinator or to athletic-ministry@stalbert.org.

SPIRITUAL DEVELOPMENT PRACTICES:

Spiritual Development Objectives

Objective 1: Develop our RELATIONSHIP with Jesus Christ

Open our hearts and minds to Jesus, and connect with Jesus and his parish community.

- Team prayer
- Mass attendance

Objective 2: Develop as DISCIPLES of Jesus Christ

Learn from Jesus, and through his teachings develop character in our youth, and mature in our faith.

- Define the character to develop as expressed through our values
- Develop character through the team structure
- Express the importance of spiritual development in team goals
- Promote a faith-based community group for coaches
- Partner with the school on character education

Objective 3: Provide SERVICE to others

Manifest our discipleship to Jesus, and the gifts we have according to the grace given to us, to serve others.

- Enhance the experience and impact of service projects

PRAYER GUIDANCE:

Guidance for Teams:

- Coaches are encouraged to recite the St Albert Athlete Prayer before games, and to recite a general prayer of thanks, or The Lord's Prayer (Our Father), at the end of practice and games.

Guidance for St Albert as a hosting venue:

- Before all games St Albert hosts, the gym or field manager (or other designee) should ask all attendees (teams, referees, and those watching the game) to please join him or her in a moment of prayer, and then recite the St Albert Athlete Prayer.
- If a copy of the St Albert Athlete Prayer is not available, The Lord's Prayer (Our Father) should be used.

St Albert Athlete Prayer

Father,

Thank You.

You have blessed us with the will, strength, and courage to do our best and improve our skills.

If we achieve victory, it is in Your honor.

If we should see defeat, we pray that You help us to accept it with grace.

Please send Your Holy Spirit to guide us as we compete so that our coaches, teammates, opponents, and parents see Jesus' example in our actions, words, and decisions.

Amen

TEAM GOALS:

The below points define success for our St Albert the Great Sports Teams:

1. Spiritual Development (“Pray Together”)

As a team, the athletes develop their relationship with Jesus Christ. Through prayer together, they open their hearts and minds to Jesus before or after practice and games to give them strength and be their best.

2. Character Development (“Grow as Christians”)

As a team, the athletes develop as disciples of Jesus Christ. By spending time talking as a team about what they learn from Jesus through the context of athletics, and referring to our GREAT values for guidance and praise, they develop character and mature in their faith. Through the values of Growth, Respect, Excellence, Accountability, and Teamwork, the team comes together quickly and improves throughout the season.

3. Athlete Development (“Improve Sports Knowledge and Skills”)

The athletes on the team develop consistent with the sports philosophy for their age group, and the competitiveness of the team improves as the athletes on the team develop.

For 3rd & 4th Grade teams, athletes learn the fundamentals of the sport and have a desire to continue to participate in the sport. For 5th & 6th Grade teams, all athletes continue to learn and develop in the sport, while those individuals that either excel at the sport or show tremendous potential are recognized and challenged appropriately for their development. For 7th & 8th Grade teams, athletes are prepared for playing at the next level and the team overall feels encouraged and engaged as part of the team.

4. Enhancement of the Parish Experience (“Have Fun as a Team”)

Participation on the team, either as a coach, athlete, parent, or volunteer, creates a greater sense of connection, pride, and enjoyment in our Parish community. The Parish views sports as a positive attribute of the Parish, and through our conduct those outside of the Parish see sports as a positive attribute of our community.

PLAYER PARTICIPATION POLICY:

SAAM player participation guidelines for playing time provide:

1. **K – 2nd and 3rd / 4th grade teams:** A good faith effort will be made to ensure all participants have equal playing

time.

2. **All 5th/6th grade teams, and all 7th/8th grade B & C teams:** In league play, a good faith effort will be made to have each participant get equal playing time across the regular season. In tournament play, a good faith effort will be made to have all participants get significant playing time (significant means at least $\frac{1}{4}$ of the contest), full participation will be encouraged.
3. **7th/8th grade A teams:** In both, league and tournament play, a good faith effort will be made for significant playing time (significant means at least $\frac{1}{4}$ of the contest). In tournament play, there will be no guarantee of playing time, but full participation will be encouraged.

FOOTBALL Participation Guidelines:

1. **1st / 2nd grade teams and 3rd / 4th grade teams:** A good faith effort will be made to ensure all participants have equal playing time.
2. **5th and 6th grade teams:** In league play, a good faith effort will be made to have each participant get significant playing time (significant means at least $\frac{1}{4}$ of contest). During playoffs, there will be no guarantee that all participants will get significant playing time, but full participation will be encouraged.
3. **7th and 8th grade teams:** In both, league play and during playoffs, there will be no guarantee that all participants will get equal or significant playing time, but full participation will be encouraged.

Clarification of Good Faith Effort:

A good faith effort is characterized by the will, planning, follow through, monitoring and adjustments of the head coaches and coaching staff to fully meet the playing time requirements set forth by SAAM.

Fulfillment of the playing time requirements will be made over the course of the entire season. Playing time should be planned and monitored by the coaching staff each game that aligns with their plan to fulfill playing time requirements over the course of a season. Organized games outside of the regular season, such as organized scrimmages with other teams and JV games, can be used as opportunities to fulfill the playing time requirements. Using such opportunities as part of the plan to fulfill the playing time requirement should be communicated to parents and players in advance to avoid a misunderstanding.

Absolute playing time adherence may not be possible for each game due to the following situations:

1. Inability to substitute players as planned due to uncontrollable stoppages in time to make a substitution (such as in soccer).
2. A player asking not to play, or having an injury that keeps them from playing as planned.
3. Lengths of total game time being impacted by the scores of games, such as in volleyball.
4. Playing with an uneven # of players

Should such instances occur that substantially impact the planned playing time for a player(s), then adjustments should be made over the course of the season to reconcile the playing time. A player not playing a planned amount of time due to an ejection, fouling out of a game (in basketball), or absence from a game, does not have to have playing time adjusted in the future.

Playing Time And Player Safety:

Parents and players have considered the risks associated with playing the sport they have registered to play. A parent can make a choice to not play their child per the playing time requirement due to a safety concern. If a coach has a concern about a player's safety, then the coach should discuss the issue with the parent. This is to be communicated at the parent meeting that is mandatory for at least one parent to attend. If the parent does not agree with the coach that the child should adjust play time due to the safety concern, the coach has the ability to take the concern to SAAM grievance for a resolution.

Playing Time And Player Discipline:

Players that continuously miss practices and/or games without notification from the player or parent, or are not fulfilling other SAAM expectations of a player, may be subject to play less than others on a team, including possibly not playing a game. The decision to reduce playing time for a player cannot be implemented until the head coach has completed each step below:

1. Attempted to resolve the issue with both the player and parent
2. Cleared the decision with their appropriate AD
3. Communicated the decision to the parent

Athletic Director/Coordinator Responsibilities related to Playing Time:

Athletic Directors and Coordinators have a responsibility to support coaches in successfully fulfilling playing time requirements. As part of their responsibility, Athletics Directors and Coordinators can or will:

1. Ensure as part of the coach selection process that playing time requirements are understood and agreed upon by all coaches.
2. Work with coaching staffs and parents to communicate and ensure understanding of the playing time requirements.
3. Review and provide feedback on a coach's plan to fulfill their team's playing time requirement prior to a season.
4. Monitor playing time and provide feedback to help a coach understand issues related to how they are meeting their team's playing time requirements.
5. If a coach shows a pattern of not meeting playing time requirements for their team after 25% of a season, meet with the coach to adjust and approve their plan for fulfilling playing time requirements over the course of the season.
6. If issues persist beyond step 5, to work with SAAM grievance to establish a course of action for meeting playing time requirements for the remainder of the season.

In the event that a sports team does not have enough athletes to field a team during regular season or tournament play, athletes from lower levels or grades can be rostered in effort to ensure the team will not forfeit play. For example a 6th grade player may be asked to play on a 7th/8th grade team. This policy is limited to athletes who are able to play at the level requested. Kindergarten, 1st grade and 2nd grade athletes are not included in this policy. Playing time of a substitute player will not exceed the playing time of any original team member. 1st and 2nd grade athletes are not allowed to participate in CSAA sports per CSAA rules.

SPORTS DISCIPLINE:

The St. Albert athletic program is intended to provide an opportunity for every child to participate, so long as their actions and the actions of their parents and coaches are consistent with the Christian Catholic mission and philosophy of the program. Good sportsmanship is expected at all times..

Sanctions and/or policies are subject to the approval of the pastor. The pastor has final authority over all situations and appeals. All complaints must be in writing and submitted to the SAAM at the Parish office

GRIEVANCE PROCEDURES:

If during the course of a season a problem arises between parents/players and coaches; common sense, manners, and politeness should help resolve the issue between the parties. Discussion of grievance matters should not be taken directly to members of SAAM outside of the appropriate channels. SAAM will not normally get involved until the parties involved have requested help in resolving the matter by following the chain of communication as follows. First, speak with the coach. Second, reach out to the sport coordinator. Third, reach out to appropriate AD. Lastly, contacting the SAAM Grievance representative @ sports-ministry-grievance@stalbert.org If the problem does not get resolved at that juncture, the following steps should be followed:

1. Personally meet/talk with the Grievance representative and express your concerns
2. If problem cannot be resolved, the Grievance rep along with the parties will meet with the Sport Coordinator
3. If the issue is still not resolved, the parties, along with the Grievance representative will meet with the Athletic Director, and put concerns in writing for a formal complaint.
4. If AD, Sports Coordinator, and parties involved cannot solve the problem, the written complaint will be forwarded to the SAAM Chair, Vice Chair and Past Chair who will direct the necessary plan of action.
5. A final written resolution will be communicated within two weeks to all concerned parties.

WEATHER CONDITIONS:

As stated in the CSAA Handbook, if school is cancelled during the week due to weather related concerns, all games and practices are cancelled that day.

In the event of the cancellation of school or the cancellation of games by CSAA, St. Albert's parish facilities, including its gym/St. Albert Center, are closed in accordance with parish policy. If school or games are cancelled due to weather no teams are allowed to practice that day at any facility. In lieu of league games that have been cancelled, coaches are not allowed to schedule practices at the parish. The reason games are cancelled and/or parishes are closed is to eliminate any expectation that parishioners/parents have to get out on unsafe roads and travel thus imperiling their safety or the safety of their children. Furthermore, if CSAA athletic activities are cancelled due to weather related concerns, all K-2 athletic activities are also cancelled.

FISCAL POLICY & FUNDRAISING:

SAAM strives to operate within a budget that balances income from sports fees, fundraising and league revenues to expenses from sports programs and facilities management. Not all sport programs experience the same expenses. Some programs have extensive equipment and uniform needs while other sports require rental of practice facilities. Due care will be used when assessing the expenditures necessary to facilitate the sports programs. The following guidelines will be followed as we administer this program:

- SAAM will abide by standard accounting principles as utilized by the parish.
- SAAM will develop and adhere to an annual budget
- Each sport will manage its resources to operate without excess expenditures
- Executive Group will look forward to anticipate future costs
- SAAM will not "pad" fees to operate at an unreasonable surplus
- SAAM will attempt to offset fees by fundraising. All fundraising ideas must be presented at SAAM meeting, approved by SAAM, then submitted via fundraising form to Parish Manager. Once approved, a committee will be formed to plan and execute the fundraiser