

# **St. Francis of Assisi Booster Club**

## **By-Laws**

Voted On and Approved – May 4, 2004

Amended August 17, 2017

### **MISSION AND GOALS**

We, the members of the St. Francis of Assisi Booster Club believe that the athletic programs sponsored by this Booster Club significantly influence the development of Christian values in all of our youth, and are structured to support and promote the overall objectives of the parish. In addition to providing for the development of athletic skills, our programs foster social interaction, self esteem, and Christian attitudes. The youth of our parish, not the athletic activity, is our key focus. By learning to set personal and team goals, and working to achieve these goals, our youth will learn that success is not measured by the final score, but by the efforts of the individuals working together.

### **ARTICLE I:**

#### Section 1: Name

The name of the organization shall be the St. Francis of Assisi Booster Club.

#### Section II: Definition

The St. Francis of Assisi Booster Club is composed of active parishioners and others described herein, who are interested in providing athletic opportunities for the youth of St. Francis of Assisi.

#### Section III: Purpose

This Booster Club shall organize, promote and finance athletic programs for the youth of St. Francis of Assisi parish. Each program will be designed to develop athletic skill and promote the practice of Christian values, through a commitment to good sportsmanship and team spirit.

#### Section IV: Government

The affairs of the Booster Club shall be administered and executed by an Executive Board as defined herein and governed by the rules and procedures prescribed in these By-Laws and the By-Laws of the Cleveland Diocese CYO Office.

Section V: Ladder of Communication

The prescribed ladder of communication shall run from the membership, to the Executive Board, to the President, and finally to the Pastor, who, by Canon Law, is responsible for all activities of the parish.

Section VI: Insignia

The St. Francis of Assisi Booster Club shall have such official insignia for all teams of a "Cougar."

**ARTICLE II:**

Section I: Membership

- A. Membership is extended to all persons having an interest in the athletic programs sponsored by the St. Francis of Assisi Booster Club. The annual fee for membership in the Booster Club shall be \$25.00 per family.
- B. As a member of the Booster Club, they are entitled to attend all open meetings, Membership term is one school year, renewable.
- C. Any member attending 3 or more general meetings in the previous 12 months is extended the opportunity to vote on issues before the membership and for candidates for the Executive Board.

**ARTICLE III:**

Section I: Nomination and Terms of Officers

- A. The Executive Board shall appoint an Election Committee every year at the April membership meeting. The committee will present a slate of candidates for vote to the general membership at the May meeting. Additional nominations may be made from the floor, provided the nominees have given their consent. Elections for president and secretary will be held in odd years beginning in 2005. Election for vice-president and treasurer will be held in even years beginning in 2006. The committee will clear all nominations with the Pastor before elections.
- B. Terms of office will commence upon adjournment of the June membership meeting.

Section II: Elections

- A. Chairman of the Election Committee will oversee the election at the May meeting. Voting will be done by written ballot.

- B. All officers shall be elected by the majority of votes cast by eligible members present and voting at the May meeting. In the event of a tie, a second vote shall be taken. In the event of a second tie, the election shall be decided by a coin flip.
- C. In order to run for any officer's position, a member must have attended 3 or more general meetings in the previous 12 months.

## **ARTICLE IV:**

### Section I: Executive Board

- A. Members of the Executive Board shall be:
  - 1. SFA Booster Club President
  - 2. SFA Booster Club Vice-President
  - 3. SFA Booster Club Secretary
  - 4. SFA Booster Club Treasurer
  - 5. SFA Athletic Director

The offices of President, Vice-President, Secretary and Treasurer are elected positions. The Athletic Director is appointed by and serves at the pleasure of the Pastor. Future appointments to the Athletic Director office will be made by the Pastor in consultation with the Executive Board.

- B. The Executive Board shall have responsibility for the administration of all activities of the Booster Club.
- C. The Executive Board may elect to hold board meetings as necessary. The presence of three or more members at any regularly scheduled Executive Board meeting shall constitute a quorum, with a majority vote of those present required for passage of any measure.
- D. The Executive Board may convene phone quorum calls as deemed necessary. The contact of four or more members shall constitute a quorum, with a majority vote of those contacted required for passage of any measure.
- E. No officer or member of the Executive Board shall take any action that would commit, obligate or incur any debts to the Booster Club without a majority vote of the Executive Board.

- F. The Executive Board shall determine the policies, rules and procedures, establish the budget, and approve all bills necessary for administration of all activities of the Booster Club and CYO athletic activities at St. Francis Parish. Policies, rules and procedures, once enacted, shall be appended to these By-Laws, subject to change only through the procedures established herein for the amendment of these By-Laws.

Section II: Duties of Officers

A. President

1. Shall preside at all meetings of the Booster Club and those of the Executive Board.
2. Shall fill, by appointing, for the un-expired term, any vacancies created on the Executive Board, subject to approval of the Executive Board.
3. Shall establish committees and appoint chairpersons for committees.
4. Shall personally represent the Booster Club or appoint a delegate where representation is appropriate.
5. Shall be an ex-officio member of all committees, except the Nominating Committee.
6. Shall perform all duties pertaining to the office of President.

B. Vice President

1. Shall have such powers and perform such duties as may be requested of him/her by the President.
2. In the absence of the President he/she shall perform the duties and exercise the powers of the President.
3. Shall be an executive chairperson for all Fundraising/Banquets.

C. Secretary

1. Shall take attendance at all meetings and keep record for voting rights.
2. Shall keep the minutes of all meetings.
3. Shall keep such records as requested by the President.

D. Treasurer

1. Shall keep the financial records of the Booster Club.
2. Shall be authorized to pay all regular expenses, invoices and fees up to an amount that may be set yearly by the Executive Board approval.
3. Shall pay all expenditures in excess of an amount set as prescribed above upon majority vote of the Executive Board.
4. Shall submit revenue expenditure reports at the end of each of three athletic seasons.

E. Athletic Director

1. Shall represents the parish in all matters pertaining to CYO sports and acts as Parish Designate with the CYO Office on all matters.
2. Shall be responsible for the establishment of standards and certification of such standards necessary for student participation in CYO athletics.
3. Shall supervise the administration of all athletic contests.
4. Shall organize, with Executive Board consultation, all CYO teams representing St. Francis.
5. Shall supervise the care, protection, storage and reconditioning of all athletic equipment and supplies as well as keep record of all inventory of equipment.
6. Shall manage the use and care of all indoor and outdoor athletic facilities within guidelines established by the parish. Athletic Director shall coordinate with the Parish Office and Buildings and Grounds Committee to confirm Booster and athletic use of facilities.
7. Shall review all expenditures for athletic supplies and equipment and submit recommendations to the Executive Board for vote and approval.
8. Shall organize and collect all forms and fees with the cooperation of the head coach, before the season begins and before CYO deadline dates.
9. Shall be responsible for the verification and distribution of all athletic awards, with the cooperation of the head coaches.

10. Shall provide any additional information about programs in the best interest of the students as St. Francis, including camps, tournaments, etc.
11. Shall confirm placement of all coaches for SFA Sponsored teams. In the event of a conflict the Athletic Director shall consult the Executive Board for coaches selection by majority vote.
12. Shall coordinate coaches selections with any other parish personnel in the event SFA merges with that parish for any CYO sport.
13. Shall facilitate certification of all St. Francis coaches as prescribed by the Cleveland Diocese CYO office.
14. Shall recommend coaches for dismissal by a majority vote of the Executive Board for good and sufficient reason.

#### Section IV: Coordinators – Amended February 2014

- A. Coordinators shall be chosen by the booster board to coordinate the following sports: volleyball, football, basketball, track, baseball/softball, and soccer. A coordinator will also be chosen to handle all uniform issues.
- B. The duties of the sport coordinators shall be as follows:
  1. To act as a liaison between coaches, parents, players and the athletic director. This shall include assisting the coach/AD in communicating with parents and athletes regarding uniforms, schedules, coach assessment forms and other pertinent information. The coordinator will also play a key role in helping the AD determine who will be coaches.
  2. To advise the athletic director of sport-specific equipment needs. This shall include performing an inventory of equipment at the beginning and end of every season and advising the AD of all immediate equipment needs as well as equipment needs that will arise in the foreseeable future.
  3. To provide CYO with field condition reports in circumstances when field conditions could prevent games from being played, and to advise the athletic director of such conditions.
  4. To communicate with school administration, with the individual in charge of the booster club newsletter and/or with the parish office for announcement purposes. This shall include communicating information regarding fundraising events and upcoming athletic events, as well as providing scores /results of recent contests.

5. To participate as a member of the tournament committee of the sport for which the individual is acting as coordinator, as applicable. This shall include acting as site supervisor for CYO contests and/or tournaments as needed.

\* Since coordinators are an integral part of the booster club, it is expected that coordinators will attend all booster club meetings.

## **ARTICLE V:**

### Section I: Order of Business

- A. The order of business at all meetings shall be as follows:
  - 1. Opening prayer
  - 2. Call to order by the President
  - 3. Review of the minutes of the preceding meeting
  - 4. Reports of officers
  - 5. Committee reports
  - 6. Old business
  - 7. New business
  - 8. Closing prayer
  - 9. Adjournment

## **ARTICLE VI:**

### Section I: Amendments to the By-Laws

- A. Amendments to the By-Laws may be proposed by motion at any regular meeting.
- B. Proposed amendments, approved by secondary motion, must be published and posted, to assure notification prior to the next general meeting. Publication shall be complete upon the posting of the proposed amendment on the St. Francis of Assisi Booster Club web-page. The motion will then be read after sufficient discussion and revision at the next general monthly meeting.

- C. A ¾ vote of the Booster Club membership present at that meeting is necessary to amend the By-Laws.

## **ARTICLE VII:**

### Section I: Student Participation

- A. We will adhere to the rules and conditions for participation as prescribed in the Cleveland Diocese CYO By-Laws. In addition to the rules and conditions promulgated by the Cleveland Diocese CYO By-Laws, we will adhere to the St. Francis Student Athletic Eligibility Policy.

### Section II: Coaches

- A. We will adhere to the rules and conditions for participation as prescribed in the Cleveland Diocese CYO By-Laws. In addition to the rules and conditions promulgated by the Cleveland Diocese CYO By-Laws, we will adhere to the St. Francis/St. Clare Cougar Football By-Laws as they pertain to football coaches.

### Section III: Tournaments

- A. We will adhere to the rules and conditions for participation as prescribed in the Cleveland Diocese CYO By-Laws.

## **ARTICLE VIII:**

### Section I: Dissolution

- A. In case of dissolution of the Athletic Booster Club, all assets shall be given to St. Francis of Assisi Parish.

## **ARTICLE IX:**

### Section I: Appendix

- A. The following policies, rules and procedures form a part of these By-Laws
  1. SFA Student Athletic Eligibility Policy
  2. SFA CYO Team Division Policy
  3. SFA Player Evaluation Policy
  4. SFA Uniform Code by Sport



5. SFA Procurement Policy
6. Championship Banner Policy

## Appendix 1

### **SFA Student Athletic Eligibility Policy**

- The student athlete must have a current physical form on file in the athletic office, signed by a medical examiner. Physical examinations are valid for one year from the date of the exam.
- The student athlete will abide by all rules established by CYO Athletics and the individual teams.
- The student athlete will maintain a standard of conduct that will reflect favorably on him/herself, family, school, and community.
- The student athlete must be in school by 11:00 am on the day of an athletic event or practice. Excused absences must be accompanied by a doctor's note or pre-arranged absence note approved by the Principal.
- Any student failing 2 or more classes will be academically ineligible for seven days. The Athletic Director will notify the student athlete(s) and coach(es) of this ineligibility. Students can be re-evaluated in seven days. At this time, if a student athlete has improved to 70% or better, his/her athletic eligibility will be restored. Re-evaluation forms are the responsibility of the student athlete. Students declared ineligible may not practice with their teams or participate in games, meets, or matches.
- St. Francis of Assisi School reserves the right to suspend student(s) from any sport practice and/or sporting event due to behavior that is not in line with the mission of the program. Decisions will be made at the discretion of the Principal.

## Appendix 2

*Repealed August 17, 2017 with Appendix 7*

### **SFA CYO Team Division Policy**

**Applicability:** This policy will apply to all sports, both boys and girls, from grades four through six. It will not apply when teams are split into “A” teams and “B” teams.

**Purpose:** It is the intent of the SFA Booster Club to divide players so as to create teams of equal ability and potential, and to prohibit the stacking of teams. It is also the intent of the SFA Booster Club to provide each team with a competent coaching staff. Having evenly split teams has several advantages, including (1) ensuring, to the extent possible, a positive experience for all players, (2) allowing the teams to practice and scrimmage competitively against one another, and (3) providing the children with less experience the opportunity to learn from those with more experience.

**Format:**

- Within two weeks of the conclusion of each season, the Athletic Director and the head coach of each team will rate the players for the next season as “A,” “B,” or “C” players, “A” players being the most-talented in our program and “C” players being the least talented. If the Athletic Director is not familiar with one of the players, she may consult with the sport coordinator and others familiar with the player in assessing that player. *NEITHER THE PLAYERS NOR THE PARENTS WILL BE PRIVY TO THESE RATINGS, WHICH WILL BE HELD IN STRICT CONFIDENCE.*

- If the coaches and Athletic Director are unable to come to a consensus on the rating of a player, the Athletic Director’s rating will be utilized in this process.

- The teams will be divided so that each team has the same amount of players in each talent category. Where there is an odd number, each team must be within one for each talent level.

- The division of players will also take into consideration the sport involved. For instance, when dividing basketball teams, the goal is for each team to have at least one player who can play guard, and at least one player who can rebound, etc.; for football, each team should have at least one player who can play quarterback, and should have an equal number of backs and linemen, etc.

- All of the athletes will be evaluated again in the early stages of practice, prior to the division of teams, by that year’s head coaches and the athletic director. This will allow for

the evaluation of the athletes who did not participate in the preceding year, and for a re-evaluation of those students who did participate in the preceding year.

**Coaches:** Head coaches will be appointed *prior* to the division of the teams. Assistant coaches will be appointed *after* the division of teams. This will prevent an unequal distribution of players based on the coaching staff.

**Selection:**

- Team selection will be made by the head coach from each team, with the Athletic Director and/or the Booster Club President's supervision. If both coaches' children are considered "A" players, first pick will be determined by coin toss. If one coach has a child who is an "A" player, and the other does not, the coach whose child is not an "A" player will get first choice. If neither coach has a child who is considered an "A" player, first pick will be determined by coin toss .

- The coaches must pick all "A" players first, then "B" players, then "C" players. At the conclusion of the selection, the Athletic Director will ensure that each team has an equal number (within 1) of "A," "B," and "C" players.

- Coaches are encouraged to select the children of those individuals that they would like to act as assistant coaches. However, to ensure the fair distribution of coaches, at the conclusion of the selection process, if the Athletic Director and at least one of the coaches feels that there is an uneven distribution of coaches, the AD may effect a trade of players so that there is a more equitable distribution of coaches. In so doing, the AD will ensure that, after the trade is effected, each team still has an equal number (within 1) of "A," "B," and "C" players.

**Trades:** At the conclusion of team selection, the coaches may trade players subject to these restrictions: (1) the teams must, after the trade, still have the same number (within 1) of "A," "B," and "C" players, and (2) the trade must be approved by the Athletic Director.

## Appendix 3

*Repealed August 17, 2017 with Appendix 7*

### **SFA CYO Basketball Player Evaluation Policy**

**Purpose:** Player skill evaluations are held in order to help players learn and compete at appropriate skill levels. There exists a large range of physical and emotional development for each age group. Our goal is to accurately determine a player's skill level based on their current abilities. This policy will be used in the 7<sup>th</sup> and 8<sup>th</sup> grade whenever athletes are split into "A" teams and "B" teams.

#### **Format:**

##### **Evaluations**

- There will be 5 evaluators involved in the process. They will include the head coaches from the previous season, the sport coordinator, the Athletic Director, and a neutral evaluator chosen by the Athletic Director.
- If there were three teams in the preceding grade, a second neutral evaluator, chosen by the Athletic Director, will be used for the evaluations so that there is an odd number of evaluators.
- If any of the individuals set forth herein is not willing or able to participate in the evaluation process, that individual will be replaced with an evaluator chosen by the Athletic Director.
- All evaluators will be volunteers with basketball knowledge.

##### **Skill Sets**

- Players will be evaluated on general basketball skills and athleticism through the use of drills and exercises that will be established by the basketball coordinator(s) in conjunction with the Athletic Director.
- A portion of the evaluation will include live scrimmaging.

##### **Sessions**

- Players from each applicable grade level will participate in two separate 60-90 minute evaluation sessions.
- Boys and girls will be evaluated separately.

- Both sessions will be identical in format, and all players should attend both sessions.
- Each player will be assigned a number by which he/she will be identified throughout the process. The evaluators will not be given the names of the players at any time in the process.
- There will be no make-up sessions. If a player is able to attend one session, but not both, he/she will be evaluated based on his/her performance at the session attended. If a player is unable to attend either session, he/she will be placed on a team at the discretion of the evaluators based on existing knowledge of her/his ability.
- To maintain the integrity of the process, the evaluators are not to discuss the players or their evaluations with anyone, including the other evaluators, at any time during or after the evaluation process.

### **Team Structure**

- The Athletic Director and the basketball coordinator(s), with the input of the neutral evaluator(s) and that year's coaches, shall determine the number of players to be assigned to each team prior to the start of the evaluation process.

### **Results**

- At the end of the second session, each evaluator will be asked to list the players that he/she feels are better suited for the "A" team, and which are better suited for the "B" team, and their selections shall be commensurate with the team structure (i.e. if there are going to be ten "A" players and eight "B" players, each evaluator shall designate 10 players as "A" players and 8 players as "B" players.)
- These lists will be tallied by two individuals, chosen by the Athletic Director, who were not involved in the evaluations. The tally shall take place in a private location, and no other people shall be present at the time the lists are tallied. Upon completion of the tally, the results will be presented to the Athletic Director.
- The results will be provided to all of the players via one email, sent by the Athletic Director, that will identify the make-up of each team.

### **Confidentiality**

- The evaluation sheets and designation lists of each evaluator will be kept strictly confidential. Neither the other evaluators nor the players or parents will be privy to the evaluation sheets. The evaluation sheets and designation lists shall be maintained by the Athletic Director until the start of the season, at which time they will be destroyed.

### **Player Opt-Out**

- It is understood that not all players desire to play on the “A” team, even if they are capable of doing so. That being the case, if a child does not want to be considered for the “A” team, regardless of the outcome of the evaluations, that request will be honored. If the child so desires, he or she can still participate in the evaluation process and his/her decision not to be considered for the “A” team will be kept in confidence. Parents are asked to notify the Athletic Director if their child does not wish to be considered for the “A” team.
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- \* Prior to the start of the evaluations, a copy of this policy will be provided to each evaluator participating in the evaluation process, as well as to the parents of each child participating in the evaluation process.

Adopted 2009

Revised 2011

## Appendix 4

### **SFA UNIFORM CODE BY SPORT**

The following is a list of the uniforms for each sport. It is divided by what SFA will provide and what the student will provide. Any changes to the uniform must be approved by the Athletic Director.

Uniforms will be distributed at the beginning of each season. Uniforms are to be returned washed and in the same condition they went out. Please return them at the end of the season. Dirty uniforms will not be accepted for return.

A uniform deposit of \$100 made out to SFA Boosters is collected at the first sport the student plays and will be used for the entire year. The check will be cashed in the event the uniform is damaged or not returned. The amount charged for the damaged uniform will be at the discretion of the Athletic Director.

#### **FOOTBALL**

**SFA**-Game Jersey, game pants, socks, helmet, shoulder pads

**Athlete**-Practice pants, practice jersey, mouthpiece, cleats, gus

#### **V-BALL**

**SFA**-Jersey, shorts, socks

**Athlete**-Knee pads, v-ball, white to be worn under uniform

#### **SOCCER**

**SFA**-Jersey, shorts, socks

**Athlete**-Shin guards, cleats, soccer ball, black to be worn under uniform

#### **CROSS COUNTRY**

**SFA**-Jersey, shorts

**Athlete**-shoes, white to be worn under uniform

#### **BASKETBALL**

##### **BOYS**

**SFA**-Jersey, shorts

**Athlete**-Black to be worn under uniform

##### **GIRLS**

**SFA**-Jersey, shorts

**Athlete**-Black to be worn under uniform

#### **BASEBALL**

**SFA**-Jersey, hat, socks

**Athlete**-Mitt, bat, cleats, white pants, black to be worn under uniform



## **SOFTBALL**

**SFA**-Jersey, socks

**Athlete**-Mitt, bat, cleats, black pants/shorts, black to be worn under uniform

## **TRACK**

**SFA**-Jersey, shorts

**Athlete**-Shoes(track spikes recommended but optional), black to be worn under uniform

We would recommend that all athletes for all sports wear mouth guards. Boys should wear athletic supporters for football and baseball. Athletes for soccer, volleyball, football, baseball and softball will be given a one pair of socks which will be used for each sport they play. If something happens to the socks they can contact the Athletic Director and purchase them.

## **SFA BOOSTER CLUB - PROCUREMENT POLICY**

### **A. Purpose**

The primary objectives of this Policy are to assure the prudent and economical use of Booster Club monies, to facilitate the acquisition of goods and services of maximum quality at the lowest cost, to guard against favoritism and/or extravagance, and to provide full disclosure and transparency on Booster Club expenditures. The policy only applies to goods and services that are within the charter of the booster club (i.e. the purchase of uniforms, stock for the concession stand, sporting equipment, etc.)

### **B. Procedures**

1. Procedures for the Purchase of Equipment, Goods or Services.
  - a. Up to \$2,500 per instance – The Athletic Director or the President of the Booster Club shall have the authority to procure items that do not exceed \$2,500, provided that the proposed purchase is brought to the attention of the Booster Club board at the monthly meeting prior to the purchase.
  - b. Greater than \$2,500 per instance – The request for procurement to exceed \$2,500 shall require pre-authorization from the Booster Club board at a meeting where at least 4 of the 5 board members are present in person or electronically. The Board, at its discretion, may require competitive bidding. The engagement shall require a fixed fee contract that may only be executed by the President of the Booster Club. Any changes to the Contract price (i.e.: change orders) shall be documented and presented to the Booster Club board and, if approved, a change order shall be executed by the Booster Club President.
2. Contracts
  - a. All procurement of services exceeding \$2,500 shall require that the service provider submit a binding contract. The contract shall be reviewed by the Booster Club board to ensure that provisions are in place to protect the SFA Booster Club. These provisions may include, but are not limited to, change order procedures, insurance requirements, bonding requirements, duration of work, etc. Contracts exceeding \$2,500 can only be executed by the Booster Club President.

Eff. 3-21-11

## Appendix 6

### **SFA CHAMPIONSHIP BANNER POLICY**

1. Purpose:
  - a. Clear concise guideline for awarding / raising a banner in the SFA gymnasium
  - b. Maintain uniform look and feel for all banners so as not to signify one achievement is greater than another
2. Guidelines for Awarding a Banner
  - a. Awarded for Varsity (Intermediate) and Junior Varsity (Youth) and designated as “Diocesan Champions” for winning CYO tournaments in the following:
    - i. Baseball
    - ii. Basketball
    - iii. Football
    - iv. Soccer
    - v. Softball
    - vi. Volleyball
  - b. Awarded for Varsity (Intermediate) and Junior Varsity (Youth) and designated as “District Champions” for winning CYO Diocesan Championship in the following:
    - i. Cross Country
    - ii. Track & Field
  - c. Awarded for Varsity (Intermediate) and Junior Varsity (Youth) and designated as “Competition Champions” for winning the CYO Competition in the following:
    - i. Cheerleading
  - d. Awarded for individual champions at the Diocesan Championships for the following:
    - i. Cross Country
    - ii. Track & Field
    - iii. Wrestling
  - e. Composition
    - i. Banners will be red with a Cougar head and Cross
    - ii. Team Sports will identify
      1. Diocesan Champions or District Champions or Competition Champions
      2. Year championship was won
    - iii. Individual Champions will identify
      1. Sport
      2. Event or Weight Class
      3. Year
      4. Name of Individual
3. Sixth grade championships teams will be added to the plaque in the trophy case. Each plate will display the year, sport and gender.

Eff: 5/19/2016

## **Appendix 7** **(Replaces Appendix 2 and Appendix 3)**

**Purpose:** It is the intent of the SFA Booster Club to help all athletes learn and compete at appropriate skill levels. This document provides guidelines on how SFA teams and coaches are determined for sports offered at St. Francis of Assisi to (1) ensure a positive experience for all athletes, (2) providing each team with a competent coaching staff, and (3) accurately determine a player's skill level based on current abilities.

**Applicability:** This policy will apply to all sports, both boys and girls, from grades three through eight.

### **Team Division:**

All team division decisions must first align with current CYO policy. All subsequent decisions are the Athletic Director/Booster Club President's with the overarching guiding principle on what is best for the children not the coaches.

All decisions are made on a yearly basis to account for variation in key factors such as participation numbers and athletic talent. Input from the Sport Coordinator and previous year coaches is encouraged.

### **Team Level:**

The Athletic Director / Booster Club President owns the final decision on which division/level to petition CYO when registering teams. Input will be gathered from previous grade coach and current coach to help determine where the team will be most competitive (e.g., last year's 7<sup>th</sup> grade B coach offers input on where to slot this year's 8<sup>th</sup> grade B team based on playing experience).

### **Team Balance:**

When a grade can field more than one team, teams will be split based on CYO requirement (e.g. no A/B allowed in 4<sup>th</sup> grade) or Athletic Director / Booster Club President decision. In situations when A/B is feasible, the AD will take into consideration the following factors when deciding to balance or split: team ability to compete at a high level; player developmental needs; and prevailing split decisions from other CYO Athletic Directors.

When not doing A/B splits, the Athletic Director / Booster Club President owns final decision on whether to have independent evaluators (e.g. Sports Coordinator) or allow coaches to divide team rosters evenly. If coaches are unable to balance teams effectively, the AD / Booster Club President will oversee the evaluation and selection process.

The Athletic Director / Booster Club President will take ideal team roster size into considering when determining team counts (e.g. basketball roster would be 7-9 players). If a grade has A/B split, team size priority will go to "A" teams to ensure SFA fields the most competitive team possible.

### **Team Merging:**

In the event a specific grade cannot field the minimum number of players necessary to field a team, the Athletic Director / Booster Club President will determine whether internal or external merging is required.

- **Internal merging** options include merging in accordance with CYO policy. Consideration should be given to the developmental impact for affected grades having to play up or down for multiple years.
  - Example A: 3<sup>rd</sup> grade girls soccer team has four players and 4<sup>th</sup> grade has nine players, 3<sup>rd</sup> should merge up to 4<sup>th</sup> grade.
  - Example B: 8<sup>th</sup> grade girls basketball team has five players and 7<sup>th</sup> grade has 12 players. 7<sup>th</sup> and 8<sup>th</sup> grade should merge into an 8<sup>th</sup> grade team.
- **External merging** with other CYO schools requires coordination between Athletic Directors. Merge decisions are made on a case-by-case basis and should not be across all grades if a SFA grade has enough participation to field a team. Merge decisions should be renewed each year to ensure that the merge continues to be in SFA's best interest.
  - Example A: 5<sup>th</sup> grade boys football has 7 players. AD decides to merge with Corpus Christi team. 7<sup>th</sup> grade boys football has 15 players. AD decides to keep SFA only team and not merge with Corpus Christ.

### **A/B Player Evaluation:**

Player skill evaluations are held to help players learn and compete at appropriate skills levels. There exists a large range of physical and emotional development for each age group. The main goal is to provide a fast, fair and accurate skill level evaluation to field the most competitive "A" team. The design and administration of the evaluation process will respect and protect a player's self-esteem.

- The Athletic Director / Booster Club President owns the process with assistance from the Sports Coordinator.
- The evaluation process should have the following format:
  - Two-day process to ensure ample opportunity for a fair evaluation of athletes. Players and Evaluators are expected to attend each daily session;
  - Outside observers are **not permitted** in the evaluation area, including parents and siblings.
  - Drills designed to assess a mix of skills (e.g. dribble, shooting, defense);
  - Simulated competitive drills and game play to review competitive and team dynamics.
  - There will be no make-up sessions if a player misses 1 or both days. He/she will be placed on a team at the discretion of the Athletic Director / Booster Club President based on existing knowledge of his/her ability;
  - The Athletic Director will combine individual Evaluator ratings to calibrate and form the final roster.

- The Athletic Director / Booster Club President will choose Evaluators. Evaluators can be combination of previous and current year coaches (“A” team coach is required). Other Evaluators can include – but not limited to - the Sport Coordinator and/or qualified neutral parties. Max number of Evaluators should be five to help reduce complexity and avoid overwhelming the children.
- Consideration should be given to forming the best team not necessarily the top athletes (e.g. basketball needs a size balance between guards, forward and center)
- The decision of the Athletic Director / Booster Club President is final, and will own communicating team roster to parents and coaches.
- The Athletic Director / Booster Club President will hold the final evaluation scores as confidential and will not share results with anyone. Upon final roster communication, the Athletic Director / Booster Club President will destroy evaluation documents.
- All Evaluators WILL keep their evaluations and any other Evaluator discussions in strict confidence during and after the evaluation process.

It is understood that not all players desire to play on the “A” team, even if they are capable of doing so. A player may refuse consideration for the “A” team regardless of the evaluation outcome. If the player so desires, he/she can still participate in the evaluation process and his/her decision will be kept in confidence. Parents are asked to notify the Athletic Director / Booster Club President if their child would prefer this option.

**Coach Selection:**

The Athletic Director / Booster Club President owns the final coach selection. Coaching assignments are granted on a yearly basis and must be reconfirmed each subsequent year. CYO coach survey results, coaching behavior observation (e.g. sportsmanship awards, technical/ejections) and parent feedback will factor into coach selection.

The Athletic Director / Booster Club President may choose an independent coach when there is a lack of qualified coaches (e.g. ability to coach against 7<sup>th</sup> Grade “A” level competition) and circumstances where a non-parent coach is in the best interest of the children sports experience and/or development.

Effective: August 17, 2017