

**ST. VIVIAN ATHLETIC
BOOSTERS ASSOCIATION
HANDBOOK**

2000 Revision

PURPOSE OF THE ST. VIVIAN ATHLETIC BOOSTERS ASSOCIATION

The purpose of the St. Vivian Athletic Boosters Association is as follows:

1. To sponsor and promote athletic activities for members of the parish/school, taking into consideration their spiritual and scholastic development.
2. To provide an opportunity for members of the parish/school to engage in athletic activities under the supervision and guidance of elected or appointed adults.
3. To regiment a program of athletics for members of the parish/school in a chosen league or in a preparatory manner for such a league. Intramural or sports programs sponsored by other organizations shall not be a part of St. Vivian Athletic Boosters Association.
4. To approve or reject the addition or elimination of teams.
5. To raise funds for the purpose of operating the aforementioned athletic programs.

**ST. VIVIAN ATHLETIC BOOSTERS ORGANIZATION
COACHING PHILOSOPHY AND GUIDELINES**

"ATHLETES FIRST - WINNING SECOND"

Three Major Objectives:

The goals for the coaches of booster-sponsored teams fall under three broad objectives:

1. To help our children develop...
 - a. *Socially*, by learning cooperation in a competitive context and appropriate standards of behavior (sportsmanship).
 - b. *Psychologically*, by learning to control their emotions and developing feelings of self-worth.
 - c. *Physically*, by learning sport skills, improving physical conditioning, developing good health habits, and avoiding injuries.
 - d. *Spiritually*, by learning self-discipline, respect for others, perseverance, and a good work ethic. Athletic competition can help a person form moral values that will last a lifetime. As such, sports are a youth ministry with the coach as a minister helping to build a Christian community within our society.

2. To help our children have fun.
3. To develop in our children a familiarity of healthy competition by striving to win.

Striving to win is important in sports. That process can bring out the best in young people -- in their performance, commitment, and moral development. For sports to provide these benefits, it is important to maintain a proper perspective on winning:
ATHLETES FIRST - WINNING SECOND!

It is easy to lose sight of the long-term objectives -- helping athletes develop physically, psychologically, socially and spiritually -- while pursuing the short-term objective of winning the contest, because the rewards for winning are immediate and powerful. Winning or striving to win is never more important than an athlete's well being, regardless of the mixed messages our society sends. When winning is kept in perspective, sport programs produce young people who enjoy sports, strive for excellence, dare to risk error in order to learn, and who grow with both praise and constructive criticism.

GUIDELINES FOR TEAM SELECTION

The Sport Commissioner will oversee team selection. The following shall serve as guidelines:

3rd, 4th, and 5th, Grade Levels

1. Maintain same grade level teams whenever possible.
2. Recognize proficiency skills in dividing the players into equal teams.

6th, 7th and 8th Grade Levels

1. Maintain same grade level teams whenever possible.
2. Recognize proficiency skills in dividing the players into A and B level teams. Players may choose to play on a B team.
3. Teams not split into A and B teams will be considered an A team only if playing in league 1. Lower levels will be considered a B team. If two teams, top team an A team regardless of league.

Tryouts will be held for those sports having split teams in grades 6-8. Each sport commissioner will set the guidelines for determining the splits between A and B teams. These guidelines will be communicated to all personnel trying out for the teams.

PARENT CONCERNS

Any parent who has a specific concern regarding the administration of their child's athletic team should contact the coach of the team with their concern. If a problem exists after meeting with the coach, the parent should address the Commissioner of that sport. If a solution to the situation cannot be reached, the parent may then appeal to the Athletic Boosters Board.

PLAYING TIME GUIDELINES

The focus of the St. Vivian Athletic Boosters Association is to develop individual skills and team play. At all levels, attitude, attendance, effort promptness at practices and games will be taken into consideration by the coach when determining playing time. League guidelines should be taken into consideration, if possible.

At grade levels 3 and 4, playing and practice time, over the course of the season, should be equal for all players. At grades 5 and 6, league rules apply.

~~At grade levels 5 and 6, all players who regularly attend practices and games should be played as equally as possible over the course of the season.~~

At grade levels 7 and 8, regardless of whether it is an A or B Team, playing time may not be equal for A all teams. Coaches will balance the needs of the team, the players preparing for high school athletics and players using their last opportunity to play for their school team. ~~B teams will follow guidelines at level 6.~~

COMMISSIONER RESPONSIBILITIES AND EXPECTATIONS

Each Sports Commissioner shall:

1. Be appointed by the members of the St. Vivian Athletic Boosters Board.
2. Act as Chairperson of the designated sport.
3. Determine the sign up period for the sport and advertise it at least 3 times. After initial deadline, Commissioners will determine if late application will be accepted based on team needs/
- ~~34.~~ Supervise and direct all phases of that designated sport. This include determining the criteria for tryouts. Tryouts will be held for those sports having split teams in grades 6-8. Each sport commissioner will set the guidelines for determining the splits between A and B teams. These guidelines will be communicated to all personnel trying out for the teams.
- ~~45.~~ Be required to submit reports during the sport season to the general membership and to the St. Vivian Athletic Boosters Board.
- ~~56.~~ Purchase equipment and collect money only with authorization of the St. Vivian Athletic Boosters Board.
- ~~67.~~ Have the responsibility for distributing the Booster Association Handbook to parents or guardians of players.
- ~~78.~~ Have the responsibility for obtaining and scheduling all practice and home game areas among the various teams.
- ~~89.~~ Enforce any restrictions placed upon St. Vivian teams using the playing areas.

- | [910.](#) Distribute all uniforms and equipment to the coaches. Collect all uniforms, equipment and first aid kits from the coaches at the conclusion of the sport season.
 - | [101.](#) Establish and enforce policies governing practice and game procedures, including playing time requirements, player absence or tardiness, and skill level development.
 - | [4412.](#) Have all policies reviewed by the St. Vivian Athletic Boosters Board and have the right of appeal of these reviews.
 - | [4213.](#) Secure [and evaluate](#) qualified coaches for their respective teams.
 - | [134.](#) Inform coaches/assistants/parents working with children that attendance at the Archdiocesan Child Abuse Decree class is mandatory. [Each coach should attend a coaching clinic for their sport which will eb paid for by the Boosters. Each coach will sign a Coaches Guuidelines form pior to coaching. Coaches who are not former athletes will be encouraged to accept assistance in coaching.](#)
 - | [4415.](#) Responsible for organizing the end of season banquet for their sport.
 - | [4516.](#) Responsible for distributing instructions to coaches on procedure to open and close all practice and game facilities.
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COACHES GUIDELINES

1. Coaches and assistants must complete the Archdiocesan Child Abuse Decree class and be officially registered at the parish office before coaching any player. Two adults must be present at all practices and games.
2. Coaches are expected to uphold and enforce the ideals of the Athletic Boosters Association. It is the responsibility of the coach to demonstrate and teach self-restraint, fair play, and sportsmanlike behavior. Behavior includes proper language and reactions to bad refereeing. Unsportsman-like conduct and language will not be tolerated.
3. Coaches should maintain their composure as a good example to the kids. Technical fouls, ejections form games or similar action in other sports may be cause for disciplinary action. This will also apply to players. An independent investigation will be conducted by the Boosters prior to any disciplinary action.
- ~~34.~~ Coaches are expected to know the rules of the game, teach skills effectively, and nourish the enthusiasm of the athletes they coach. ~~It is strongly recommended that first-time coaches attend a clinic or seminar on coaching.~~ Coaches should attend a clinic or seminar on coaching for their sport, if available. Information on the various opportunities can be obtained from the Commissioner or St. Vivian Athletic Boosters Association. Coaches who are not former athletes in the sport are encouraged to accept assistance in coaching and training the athletes.
- ~~45.~~ Coaches are expected to maintain good communication with the Commissioner. Let the Commissioner know if there are practice or game scheduling conflicts. If coaches will not be using their assigned gym practice time, let the Commissioner know so another team may use that time. Any problems coaches cannot resolve are to be reported to the Commissioner. The Commissioner will report to the St. Vivian Athletic Boosters Association Board.
- ~~56.~~ Communication between coaches and parents is essential. It is strongly recommended that coaches hold a meeting with parents prior to the season to establish good communication. The purpose of the meeting will be for the coach to explain his or her philosophy and expectations. Parents will have an opportunity to ask questions, make suggestions, or voice concerns.
- ~~67.~~ Communication with the athlete is important. A coach must let the athletes know what he or she expects of them. Establish team rules. The coach must be fair in disciplining the athletes when enforcing team rules.
- ~~78.~~ Coaches are required to follow CYO and St. Vivian Athletic Boosters Association guidelines for team selection, playing time guidelines, and coaches responsibilities.
- ~~89.~~ All coaches are required to have a first aid kit for all practices and games. It is strongly recommended that each coach attend a first aid class.
- ~~910.~~ It is the responsibility of the coaches to correctly close all practice and game facilities. Policy to be distributed by the Commissioner.
- ~~1011.~~ It is the responsibility of the coach to pick up equipment and uniforms before the season and return it at the end of the season.
12. Parent coaches are expected to help with any fundraising organized by the St. Vivian Athletic Booster Association.
- ~~113.~~ Coaches are not allowed to contact CTU with complaints, including referee complaints. The Commissioner is the only one to contact CYO offices.

SIGNATURE

NAME

DATE

ATHLETE'S RESPONSIBILITIES

PLAYERS

- ~~1. Athletes should remember that sports are an opportunity to learn and develop a skill while having fun. Respect, generosity, honesty and fairness in dealing with others are necessary qualities, which must be internalized if an athlete is to be truly successful.~~
 - ~~2. Athletes are expected to be at all practices and games. Athletes will notify the coach if they can't be present.~~
 - ~~3. Athletes will treat coaches, fellow players, officials and parents with respect and encourage sportsmanship from all.~~
 - ~~4. Athletes shall listen so that they may learn from the coaches.~~
 - ~~5. Athletes are encouraged to communicate with the coach.~~
 - ~~6. Athletes are expected to take care of their uniforms.~~
 - ~~7. Athletes are expected to respect all practice and playing facilities.~~
 - ~~8. Playing time will be mandated by CYO and St. Vivian Athletic Boosters Association guidelines.~~
 - ~~9. Athletes are expected to help with any fundraising organized by the St. Vivian Athletic Boosters Association.~~
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BILL OF RIGHTS FOR YOUNG ATHLETES *

- ~~Right to participate in sports.~~
- ~~Right to participate at a level commensurate with each child's maturity and ability.~~
- ~~Right to play as a child and not as an adult.~~
- ~~Right of children to share in the leadership and decision making of their sport participation.~~
- ~~Right to participate in safe and healthy environments.~~
- ~~Right to proper preparation for participation in sports.~~
- ~~Right to an equal opportunity for success.~~
- ~~Right to be treated with dignity.~~
- ~~Right to have fun in sports.~~

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~~* From Ranier Martens Successful Coaching text, American Coaching Effectiveness Program.~~

PARENT RESPONSIBILITIES

~~Parents/guardians with children participating in St. Vivian sports have the responsibility to:~~

- ~~1. Join the St. Vivian Athletic Boosters Association.~~

- ~~2. Return registration release forms and fees on time. Children will not be allowed to practice until all forms and fees are received by the St. Vivian Athletic Boosters Association.~~
- ~~3. Keep uniforms and equipment clean and in good repair and return them on time. Lost or carelessly damaged uniforms will require replacement at the parents expense. Damage such as loose numbers or letters should be reported.~~
- ~~4. Bring players to practice/games on time. Pick up players on time. Inform the coach if a player will not be present or will be late to a practice or game.~~
- ~~5. Alert the coach of any special problems with a player's medical history prior to the first practice.~~
- ~~6. Participate by volunteering your time at the St. Vivian Athletic Boosters Association meetings and fund-raising events. Volunteer to work at least four times per child participating, for home and tournament games at our Activity Center. Assist in coaching, be a respectful fan, provide transportation, assist with gates/refreshment stands, score-keeping, line judging— whatever you are capable of doing.~~
- ~~7. Remind your child of his/her commitment to practicing and games.~~
- ~~8. Be positive on and off the court or field. Demonstrate good sportsmanship behavior. Do not take the fun out of sports by screaming and scolding players, coaches, officials or parents. Uphold the spirit of the St. Vivian parish/school and athletic boosters by setting a "Christ-like" example.~~
- ~~9. Support your child, the team and coach by attending games.~~
- ~~10. Make sure your child learns to warm up properly and that he/she receives proper medical attention when necessary. If necessary, schedule a thorough sport physical examination before your child plays sports.~~
- ~~11. Be protective— place the well being of the child ahead of the desire to win. Insist on a safe and healthy environment. Sports can build self-esteem, confidence and teamwork. Praise the effort, not the outcome.~~
- ~~12. Any comments/questions/concerns should be addressed to the Coach, then the Commissioner, then the St. Vivian Athletic Boosters Association Board.~~

FAMILY CODE OF CONDUCT

Players

- I will accept the responsibility of representing the school and parish by displaying positive behavior and playing in a positive manner at all times. These actions reflect our Christian values.
- I will listen to my coaches and follow the rules that they establish for my team.
- I will attend every practice and game, and will notify the coach beforehand if I cannot.
- I will not use any foul or inappropriate language during any game or practice.
- I will treat coaches, players, officials, and fans with respect, and I will expect to be treated accordingly.
- I will remember that sports are an opportunity to learn and have fun.
- I agree to follow all of the above rules, and understand that I can be suspended from future games, or removed from the team for the remainder of the season.

- I will help with fundraising organized by the Boosters Association.

Parents

- I understand that St. Vivian Athletic Boosters is a volunteer organization that requires parent participation with gates and concessions. I will sign up and work as scheduled. Fines may be assessed for failure to participate.
- I will return all registration forms and make payments on time. I understand that my child will not be allowed to practice until all forms and fees are received by the Boosters Association.
- I will return all uniforms and equipment in clean condition at the date and time designated by SVAB.
- I will ensure that I do not drop off my child without validating that at least two coaches are present and I will pick up my child after the practice or game on time.
- I will display good sportsmanship with positive support for all children, managers, referees, and parents.
 - I will place the emotional and physical well being of all children ahead of any personal desire to win.
 - I will ask my child to treat all other players, coaches, referees, and parents with respect.
 - I will be a role model by positively supporting teams and not shouting instructions or criticism to the players, coaches or officials. I will not coach from the stands.
 - I will remember that the players are children and are playing for their enjoyment, not mine.
 - I understand that any spectator displaying poor sportsmanship may be removed from the stands by an official, team coach, a league official, or host authority.
 - I understand the 24-hour "cooling off" period after games and will wait to address coaches until after this time.
 - I will approach the coach concerning the administration of my child's athletic team. If I do not get resolution, I will then contact the Sport's Commissioner for resolution.

<u>Player's Name</u>	<u>Player's Signature</u>	<u>Date</u>

<u>Parent's Name</u>	<u>Parent(s) Signature</u>	<u>Date</u>