

# **Handbook For Athletics**

## **St. Joseph Parish and School Booster Organization**

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Acknowledgements: The St. Joseph Booster Organization would like to extend its sincere appreciation to the Diocese of Covington.

## MISSION

The St. Joseph Booster Organization ("Booster Organization") will provide a safe sports environment that serves as an extension of the school's religious and academic mission. All participants in St. Joseph athletics will be taught the fundamentals of each sport and will be given the opportunity to cultivate strong, healthy and disciplined minds and bodies. Participants shall also develop a sense of good sportsmanship, fair play, and team spirit, as well as enhance their moral and ethical development.

## PHILOSOPHY

The Booster Organization is focused on the development of the whole person - the religious, moral, social and academic dimensions, as well as physical development. We believe that participation in athletics is an important component of a well-rounded educational experience. Through participation in the athletic program, students will develop ethical and moral standards, life-long skills, and positive values. These values include leadership, healthy living habits, self-discipline, integrity, teamwork, respect for rules and regulations and the ability to participate with dignity and grace.

## GOALS

- Enhance Catholic values and teachings,
- Develop good sportsmanship,
- Give students the experience of being part of a team,
- Foster school spirit,
- Promote the development of strong, healthy, and disciplined bodies and minds,
- Help students maintain good health through physical fitness,
- Provide an enjoyable recreational activity that can be sustained into adulthood,
- Encourage values of self-discipline, self-confidence, fair play, and cooperation, and
- Teach the proper attitude toward winning, losing and competing with dignity.

## INTERSCHOLASTIC ATHLETICS

Interscholastic athletics provide structured opportunities for student-athletes, emphasizing good sportsmanship through competitive activities that foster skill development, teamwork, team achievement, and personal growth. Interscholastic athletics programs are intended to complement and enhance the school's physical education program.

The Booster Organization plays a vital role in this endeavor, aligning with its commitment to educating the whole person. The impact of participation in interscholastic athletics is significant and far-reaching. The desired outcomes for student-athletes at St. Joseph School include:

- Instilling a sense of responsibility by demanding consistently high standards of behavior and making the student-athlete aware and respectful of the needs of others,
- Enhancing the commitment level by directing athletes to an acceptance of the goals of the team and an appreciation of the needs of teammates, coaches, opponents, and officials,
- Nurturing selflessness by requiring that actions on and off the playing field be consistent with the goals of the team as a whole and not be directed towards individual honors,
- Generating a willingness to sacrifice time and energy towards the fulfillment of shared goals, and
- Strengthening senses of personal discipline by demanding abstention from activities that limit athletic, academic, and personal potential.

## MEMBERSHIP

- Membership shall be limited to men and women of St. Joseph Parish and/or School who are at least 18 years old.
- Annual dues are set at \$1.00. Dues must be paid to the treasurer at the first attended meeting following July 1st.
- Good Standing Requirements
  - Must pay dues before the October general meeting to maintain good standing.
  - Required to attend at least 4 meetings per school year (from August to May; no meetings are held in June or July).
  - Failure to meet the above will result in a loss of good standing. Must then meet new member status requirements to be considered in Good Standing again.
- New Members
  - New members may be accepted as the last item on the agenda during a regular meeting.
  - New members are considered in Good Standing and gain voting eligibility upon arrival at their third meeting of the year.
- Continuing Good Standing
  - Members who attended at least 4 meetings in the previous year will carry over their good standing status from May to August.
- Only members in good standing shall be eligible to vote.
- Non-members may address the total membership at the general meeting provided they have contacted the President or Vice-President at least one week prior specifying the topic.

## CODE OF ETHICS

### COACHES

St. Joseph Parish and School recognize the critical importance of good sportsmanship and believe that its promotion and practice are essential. Coaches have a responsibility to ensure that participation on their teams fosters the development of strong character. This code applies to all coaches involved in interscholastic sports at St. Joseph Parish and School. Coaches are responsible for upholding the following coaching code of ethics:

1. Promote Catholic Values: Teach, enforce, advocate, and model the principles of the Catholic school and good sportsmanship.
2. Adhere to Guidelines: Follow the St. Joseph School Director and Coaching Guidelines diligently.
3. Align with Mission and Vision: Support the mission, vision, and values of the parish and school, acknowledging that while athletics contribute to these ideals, they should never take precedence over them.
4. Encourage Academic Excellence: Promote academic achievement and the overall educational process.
5. Show Respect: Respect all participants, officials, opponents, parents, spectators, and others involved in the activity.
6. Foster Fair Play: Advocate for fair play and uphold the spirit of the rules in all activities.
7. Model Appropriate Behavior: Consistently demonstrate appropriate conduct at all times.
8. Prevent Abuse: Refrain from any form of physical or verbal abuse towards players.
9. Learn and Teach the Rules: Familiarize yourself with the rules of the sport and educate players accordingly.
10. Develop Skills for All: Strive to teach the necessary skills of the sport to each player.
11. Ensure Equal Opportunities: Guarantee that all players have equal opportunities to learn and demonstrate their skills during practices and drills.
12. Follow Playing Time Guidelines: Adhere to the playing time and participation guidelines outlined for the sport and age level by the St. Joseph School Director and Coaching Guidelines.
13. Set Coaching Priorities:
  - a. Player safety
  - b. Sportsmanship
  - c. Teamwork
  - d. Skill Development
  - e. Participation and camaraderie
  - f. Team achievement and victories

For further information, please refer to the *St. Joseph School Director and Coaching Guidelines*.

## **STUDENTS**

The *St. Joseph School Parent\_Guardian\_Student Code of Conduct* defines the student actions and behaviors that align with the mission of our parish, school, and athletic program. These expected student behaviors include, but are not limited to:

1. Enjoying the Sport: Playing the game for the love of the sport.
2. Sportsmanship: Being gracious in victory and humble in defeat.
3. Respect for Opponents: Displaying good sportsmanship and respect towards all opponents.
4. Team Commitment: Working for the betterment of the team.
5. Respecting Officials: Accepting the decisions of officials with grace.
6. Self-Control: Always conducting oneself with respect and self-control, both during school and at games, practices, and trips to other schools and facilities. Encouragement: Recognizing, applauding, and encouraging the efforts of teammates and opponents alike.
7. Respect for Coaches: Always demonstrating respect towards coaches.
8. Respect for Spectators: Showing respect towards fans and supporters from other schools.

For additional student-athlete information, refer to *St. Joseph School Parent\_Guardian\_Student Code of Conduct*.

## **PARENTS**

The *St. Joseph School Parent\_Guardian\_Student Code of Conduct* outlines appropriate actions and behaviors for parents and guardians that support the mission of the parish, school, and athletic program. These behaviors include, but are not limited to:

1. Encouraging Participation: Refraining from forcing the child to participate in sports.
2. Youth Focus: Remembering that sports are for youth, not adults.
3. Understanding the Game: Learning the rules of the game and the policies of the league.
4. Modeling Sportsmanship: Being a positive role model for the child and encouraging sportsmanship by showing respect and courtesy towards all players, coaches, officials, and spectators at games and practices.
5. Refraining from Unsportsmanlike Conduct: Avoiding any form of unsportsmanlike conduct (e.g., booing, taunting) or harassment towards officials, coaches, players, or other parents.
6. Maintaining a Respectful Environment: Avoiding the use of profane language or gestures (including from guests).
7. Prioritizing Athlete Well-Being: Steering clear of any behaviors that could endanger the health and well-being of the athletes.
8. Conflict Resolution: Teaching the child to play by the rules and resolve conflicts without hostility or violence.
9. Modeling Respect: Insisting that the child treat other players, coaches, officials, and spectators with respect.
10. Promoting Fair Play: Teaching their child the value of hustle, playing fairly, and doing their best.
11. Avoiding Negative Reactions: Refraining from ridiculing or yelling at the child or other participants for mistakes or losses.
12. Focusing on Skills: Emphasizing skill development over winning and losing.
13. Prioritizing Athlete Well-Being: Putting the emotional and physical well-being of athletes ahead of personal desires for their own child.
14. Respecting Officials: Showing respect for officials and their authority during games, without publicly questioning their decisions.
15. Valuing Coaches: Respecting coaches for their time and dedication, and not publicly confronting, questioning, or criticizing them.
16. Promoting a Healthy Environment: Ensuring a sports environment free from drugs, tobacco, and alcohol, and refraining from their use at all sporting events.
17. Avoiding Over-Coaching: Not coaching their child or other players during games and practices, unless the parent is an official coach for the team.

For additional parent information refer to the *St. Joseph School Parent\_Guardian\_Student Code of Conduct*.

## **GOVERNANCE**

As school-sponsored athletic programs are an extension of the school and its curriculum, these programs are subject to the authority of the pastor, by virtue of his office, as well as the principal, and must adhere to any pertinent policies established by

the local school board. The pastor holds primary authority over the school's athletic program.

The Booster Organization is delegated the responsibility for supervising and managing the athletic program in consultation and collaboration with the pastor and/or principal, to whom they are accountable. These responsibilities include:

- Acting as a liaison between coaches, parents, students, and the school.
- Maintaining and updating the handbook and guidelines for interscholastic programs. Documents include: Athletic Handbook, Parent/Guardian/Student Code of Conduct, and the Boosters Director and Coaching Guidelines.
- Setting criteria for monitoring coaches.
- Communicating the mission of the program and ensuring it is clearly understood and consistently followed.
- Coordinating, scheduling, and supervising all other programs.
- Determining league participation.
- Deciding on team assignments when there are insufficient registered and eligible players per grade or age level.
- Organizing teams when the number of registered and eligible players is large, or their skills vary significantly.
- Coordinating the schedule of practices, games, and tournaments.
- Preparing and presenting a budget for pastor and/or principal approval and setting participation fees.
- Approving expenditures according to local fiscal guidelines.
- Submitting regular financial reports to the pastor and/or principal.
- Maintaining standards of safety.
- Developing a crowd control plan for home events as needed.
- Implementing appropriate disciplinary measures for infractions of the discipline code.
- Establishing a procedure for conflict resolution.
- Regularly reviewing and evaluating rules, regulations, and eligibility standards.
- Performing other duties to fulfill program objectives.
- Providing continuing education opportunities for coaches and volunteers in coaching techniques and child development related to children's physical, psychological, and emotional well-being.
- Regularly monitoring and supervising coaches at practices and games.
- Overseeing practices, interscholastic games, and tournaments.
- Assisting coaches working with students with special needs.
- Monitoring and supervising volunteers.
- Handling conduct reports and informing the pastor and/or principal of these reports.
- Receiving and disseminating communications and information regarding athletic business.
- Updating and purchasing equipment and uniforms with membership approval.
- Performing other duties and assignments as specified by the pastor and/or principal.

## **OFFICERS**

The elected officers of the Booster Organization shall consist of President, Vice-President, Secretary and Treasurer. Officers are elected to 1-year terms, with the option to succeed themselves for 1 additional year.

A. The President shall:

- Preside at all meetings
- Be ex-officio member of all committees
- See that Directors conduct themselves in such a manner as to reflect positively on St. Joseph Parish, School, and Booster Organization
- Have the power to appoint all standing and special committees
- Act as coordinator of various committees

B. The Vice-President shall:

- Assume all duties and powers of the president in the absence of that officer
- Perform other duties as the president may request
- Be chairperson of the membership committee
- Open and close the registration process for each sport
- Shall act as publicity chairperson for all events
- Shall communicate with the school Virtus coordinator to help facilitate and ensure all Directors and coaches are in compliance with the Diocese of Covington Safe Environment Program.
- Shall be responsible for distribution of Booster handbook, policies and registrations, and for providing guidelines to Directors.

C. The Secretary shall:

- Keep a full and accurate reading of all the proceedings
- Take a roll call of officers at every meeting
- Perform other duties as the president may request
- Keep an up-to-date and accurate roster of good standing members
- Give reports of general meetings for parish communications

D. The Treasurer shall:

- Help collect dues and keep a record of all receipts and expenditures
- Submit monthly financial/treasurer reports to the pastor
- Pay all bills incurred by the club upon approval of the members
- Distribute all checks approved by the club once signed by the pastor.
- Perform other duties as the president may request
- Chair the finance committee

The Executive Board consists of the four Officers of the Booster Organization. It assists the President in overseeing the Directors and Officers. If any Officer or Director, including the President, is suspected of negligence, a written submission for termination can be made to the Executive Board. The Officers and Directors will then meet and vote on the termination. A two-thirds majority is required to confirm negligence or inappropriate conduct. Any Good Standing member and those affected by the alleged actions have the chance to present their side before the vote.

## **ELECTIONS**

- Nominations for Officers and Directors shall be made from the floor at the April and May meetings. Voting shall be conducted by secret ballot, unless only one candidate is nominated, in which case the election shall be by acclamation. Only members in good standing are eligible to be candidates and to vote.
- The election of Officers and Directors shall take place at the regularly scheduled meeting in May each year. The newly elected Officers and Directors shall assume their positions at the first meeting after July 1.
- Upon notification of a vacated Officer or Director position, the President shall call for nominations at the following two meetings, with an election held at the end of the second meeting.

Any Officer or Director who is absent from three consecutive general meetings and/or misses more than four meetings per school year may be deemed to have vacated their office.

## **AMENDMENTS**

This Handbook can be amended at any general meeting by a quorum vote. Proposed amendments must be reviewed in detail at the prior general meeting and presented in writing to the executive committee for approval.

## **FINANCE**

Athletic fees will be established to maximize student participation. Provisions will be made for children from low-income families to ensure their involvement. When raising additional funds, the Boosters will adhere to local parish and school guidelines to meet program needs. An itemized summary of expenses will be available when fees are collected for participation in a specific sport.

A realistic budget to operate the athletic program will be developed, by sport, and submitted to the pastor and/or principal upon request and monitored by the Treasurer. An accounting system, compliant with diocesan and parish guidelines, will be implemented. Regular financial statements will be provided to the pastor, who holds final approval authority over all expenditures if deemed necessary.

## **MEETINGS**

- The general meeting will be held on the second Thursday of each month at a facility within the St. Joseph campus.
- The President may call special meetings as necessary.
- A quorum for conducting business consists of eight members in good standing present at a monthly meeting. The Secretary is responsible for determining the status of attending members. All members present at a general meeting must sign an attendance register.

## **DIRECTOR POSITIONS**

Once nominated and voted in by the members in good standing of the Boosters, or self-nominated and approved by the Officers and members in good standing by acclamation, the Directors are responsible for mediating between the organization and the individual teams. They oversee the coaches, team formation, budget, equipment, and other areas specific to their sport as detailed in the *St. Joseph Boosters Director and Coaching Guidelines*. Director positions have a 2-year term.

## **ROLES AND RESPONSIBILITIES: COACHES, PARENTS, STUDENT ATHLETES**

All students, parents, fans and coaches are expected to act in an appropriate and respectful manner during all St. Joseph sporting events and activities. Consequences of disrespectful behavior may include probation, suspension or termination from games. The St. Joseph Booster President, with input from the Officers and Director, has the authority to place a student, parent, fan or coach in probation or suspension for up to 2 games. Further disciplinary action must come from the St. Joseph pastor.

## **CATHOLIC SCHOOL COACHES**

St. Joseph Parish and School believe that sportsmanship is important, and its promotion and practice are essential. Coaches have a duty to assure that participation on the teams they coach propone the development of good character. Refer to the *St. Joseph School Director and Coaching Guidelines* for detailed responsibilities.

In instances where a coach is unable to fulfill their duties in accordance with the spirit and guidelines of the booster organization, the grievance process should be initiated. Coaches who have been found negligent or deficient in executing their responsibilities should not be retained. Typically, coaches removed from their position should not participate in any other aspects of the athletic program for a minimum of two years. Reinstatement will be determined by the Booster Organization through the coach selection process as outlined in the *St. Joseph Boosters Director and Coaching Guidelines*.

## **PARENTS, GUARDIANS & SPECTATORS**

Parental support is valued and encouraged. Parents, guardians, and spectators are expected to conduct themselves appropriately and act as role models for all participants. Parents and guardians will be required to sign the *St. Joseph School Parent\_Guardian\_Student Code of Conduct*, agreeing to adhere to guidelines that define suitable actions in support of the athletic program's mission.



## **STUDENT-ATHLETES**

### **ELIGIBILITY REQUIREMENTS**

To be eligible to participate in a St. Joseph Booster-sponsored sport, students must meet the following minimum requirements. Additional requirements may apply, as some league rules supersede Booster guidelines:

1. Students must be fully enrolled at St. Joseph School before the formation of teams, unless they are transferring to the school. Exceptions are made for participation in the CCYSL (see bullet 5 and 6 for details) and Micro sports.
2. Students must demonstrate academic progress as assessed by their classroom teacher(s).
3. Students must exhibit positive social behavior, as determined by their classroom teacher(s).
4. Students are required to attend school on the day of any game or practice.
5. Students who are members of the St. Joseph Parish and attend St. Joseph Parish School Religion (PSR) may participate in sports provided: his/her school does not offer the specific sport or does not have enough players to form a team. Note: If the school has a team but the student is cut or deemed ineligible for other reasons, they are not eligible to join the St. Joseph team.
6. Home-schooled students, who are St. Joseph Parishioners, will be considered on a case-by-case basis by the executive committee, followed by the general membership if necessary.
7. Students from outside the St. Joseph community must adhere to the same standards of behavior expected of St. Joseph students when participating on teams.
8. If there is a shortage of participants from St. Joseph Parish at a certain age level, children from outside the parish may be considered for eligibility. This is subject to majority approval from the membership. Once a player is accepted into the program, they may continue to participate without further votes and will remain eligible for that sport until graduation.

### **PERSONAL PROPERTY SEARCHES**

An athlete may be asked to submit to a search of gym bag, uniform or other athletic gear when coach or another school official suspects that the student possesses drugs, weapons, or anything that might be detrimental to the health and safety of the student or of the team.

### **PROBATION, SUSPENSION OR EXPULSION FROM THE ATHLETIC PROGRAM**

Consequences of disrespectful behavior may include a reduction in playing time, suspension, or expulsion from the team. Student-athletes may be placed on probation, suspended, or terminated from practicing with the team and/or participating in interscholastic competition for the following behaviors:

- Using inappropriate language as determined by the coach, officials, or school administration
- Engaging in physical or emotional abuse of teammates, opposing players, coaches, spectators, or officials
- Causing damage to school facilities and equipment
- Violating any "Code of Ethics"

Disciplinary actions include:

- **PROBATION:** continued participation in the sport along with reasonable improvement requirements
- **SUSPENSION:** no participation in the sport for a specified period
- **TERMINATION:** no participation in the sport for, at minimum, the remainder of the season. Termination lasting longer requires approval by the Pastor.

The Parent/Guardian of the athlete will be notified and given the opportunity to provide input if there is the possibility of suspension or termination from the program. Any athlete at risk of suspension or termination will be provided the opportunity to have a hearing with the Parent/Guardian, the Pastor, Principal, Head Coach and a Booster Officer. The final decision rests with the Pastor.

## **SUNDAYS, HOLY DAYS OF OBLIGATION and HOLY WEEK**

On Sundays no school team or school-sponsored extracurricular activity i.e. practices, performances or games should take place on campus until 1:00 p.m. Any exception must be obtained from the pastor who must be assured specifically how provision is made for attendance at Mass.

On Holy Days, no school team or school-sponsored extracurricular activity i.e. practices, performances or games should

take place on campus until after the last morning Mass or during the evening Mass.

If Mary, Mother of God (Jan.1), Assumption (Aug.15) and All Saints (Nov. 1) are on a Saturday or Monday there is no Mass obligation.

For Holy Week, school team or school-sponsored extracurricular activities on campus must conclude by 4:00 p.m. on Holy Thursday and not resume until Easter Monday.

## FACTORS FOR PROGRAM PARTICIPATION

Each sport has specific participation requirements based on grade level, skill, and competition. Students enrolled in the program who meet eligibility criteria should be allowed to play according to the playing time guidelines. The scheduling of practices and games, including their frequency and timing, should consider the student athlete's age, physical development, academic responsibilities, and opportunity for family life.

For more information, refer to the *St. Joseph Booster Organization Director and Coaching Guidelines*.

## NEW PROGRAM INTRODUCTION

These steps must be followed for any new program to be considered for St. Joseph Booster sponsorship.

- Submit a request to the Booster President to present at a general meeting, include full program details.
- Present the program details, requirements, expected participation, budget plans, and any other information at a meeting assigned by the President. A 5-year plan for the Director position must be established at this time.
- Good standing members vote on acceptance or denial for new program trial at the meeting following the new program presentation.
- If accepted for Booster trial, the program must run independently for 2 years, funded by parents and coaches (without Booster funding)
- After 2 years, the program can be voted to be incorporated into the Boosters after the following:
  - Booster Board reviews the ability of the Booster to incorporate the New Program from a personnel, cost, and facilities.
  - The Program Director presents updated program details such as budget, etc.
  - Membership vote approval
  - Booster By-laws are updated to reflect new Program.
- There is no expiration of probationary status, However, the program can be terminated at the discretion of a Boosters vote if the program lacks personnel (Director), funding, or facilities.

## CROWD CONTROL AT HOME EVENTS

To ensure safety at home athletic contests, the sport's Director and/or event Chairpersons/Captains are responsible to:

- Assess the expected crowd size and temperament.
- Check for past incidents between the two teams.
- Identify current league standings; higher rankings may imply a more emotional contest and larger crowd.
- Instruct referees to cancel the game if fans are uncontrollable, resulting in a forfeit.
- Prohibit suspended students from attending any school activities during their suspension.
- Evaluate external factors that might necessitate increased security.
- Assign capable adult personnel to manage specific operational tasks at events.

## FEDERAL LAW AND THE ATHLETIC PROGRAM

Federal law prohibits sex discrimination in private schools' education programs or activities, with one exception: if a private school can demonstrate that compliance with the statute and its regulations would conflict with its religious tenets. The St. Joseph Booster Organization adheres to the teachings of the Roman Catholic Church and supports equal treatment of the sexes. Therefore, St. Joseph School aims to provide equal athletic opportunities for both sexes through its athletic programs.

United States courts have considered the meaning of "equal athletic opportunity" and evaluate school compliance with federal law based on these factors:

1. Whether the selection of sports and levels of competition effectively accommodate the interests and abilities of

Updated March 2025

USAA Classification: Internal

members of both sexes. Compliance is determined through one of three tests:

- Whether male and female participation levels are proportionate to enrollment percentages of each sex.
  - If one sex is underrepresented, whether the school shows a history and ongoing improvement in expanding programs responsive to the interests and abilities of the underrepresented sex.
  - If one sex is underrepresented and the school cannot show improvement, whether the current program fully and effectively accommodates the interests and abilities of the underrepresented sex.
2. The provision of equipment and supplies.
  3. The scheduling of games and practice times.
  4. The travel and per diem allowances.
  5. The opportunity to receive coaching and academic tutoring.
  6. The assignment and compensation of coaches and/or tutors.
  7. The provision of locker rooms, practice, and competitive facilities.
  8. The provision of medical and training facilities and services.
  9. The provision of housing and dining facilities and services, and publicity.

Accordingly, St. Joseph School provides co-educational athletic programs when possible or offers comparable programs according to the factors and tests outlined above. St. Joseph School, Cold Spring, KY does not discriminate based on race, color, sex, national or ethnic origin in its admission or hiring policies, educational programs, loan or scholarship programs, athletics, or any other school-administered program.