

St. Margaret of Scotland Athletic Association 2016-2017 Parent Handbook

The St. Margaret of Scotland Athletic Association is a group of parents/guardians, parishioners and friends that coordinate athletic programs offered through the St. Margaret of Scotland Parish and School. The Athletic Association has prepared this handbook to share information about the Association's programs with student-athletes, parents/guardians and coaches.

The Athletic Association offers instructional and competitive opportunities for participation in the following sports for boys and girls grades PreK to 8:

Fall	Soccer and Volleyball
Winter	Basketball, Chess
Spring	T-ball, Baseball, Softball, Track, Golf, and Lacrosse

The Association provides athletic equipment for each sport, coordinates team uniform distribution, and hosts tournaments.

The St. Margaret of Scotland Athletic Association is comprised of a Board of Directors. The Association operates within the jurisdiction of the Catholic Youth Council (CYC) of the St. Louis, Missouri Archdiocese.

Mission

The mission of the Catholic Youth Council is to proclaim Jesus Christ in our words, actions, and by serving the needs of every child, regardless of ability, religious affiliation, or ethnic background. The St. Margaret of Scotland Athletic Association programs are designed to help build character, develop valued relationships, promote athletic and spiritual growth, and to promote team work and sportsmanship.

Policy and Procedures

Registration and Fees-

The SMOS Athletic Association collects registration fees deemed necessary to participate in our programs. Registration is not complete until all fees are paid or a scholarship is granted by the Lay Director/Board President. Early registration is defined as the first two weeks of open registration for a sport. Late registration fees are assessed during the last two weeks of the open registration period. Fees are reviewed annually and increased when deemed necessary by the Athletic Association Board.

Information about registration is included in the SMOS Athletic Association Handbook. Information about registration is publicized in the Church Bulletin and the School's Thursday Newsletter prior to the registration period for each sport.

Opportunities for registration typically occur over a four week period during the following times:

- Basketball/Chess during September
- T-ball, Baseball, Softball, Lacrosse, Golf and Track during January
- Soccer and Volleyball during May

Families may register on line for all sports at <http://ezrosters.com/stl-stmos>. Registration involves completing the online form and paying the associated fee. Most information must only be entered once for each family. Online payment is available through the registration website.

Unpaid Fees

The Sport Lay Director is responsible for ensuring all registrants have paid the relevant fee. Notification is made by phone/email to the parent/guardian with respect to the unpaid balance. Parents/Guardians are provided a reasonable deadline to pay. The Lay Director does reserve the right to remove a player from a roster if fees are left unpaid.

Refunds/Withdrawal

The Athletic Association understands that at times parents/guardians may need to withdraw from a sport after registration has ended and at any point during the season. In order to withdraw an athlete, a parent/guardian is required to notify the Coach in writing. Withdrawals may happen at any point throughout the season at the parent's request. Refunds associated with registration fees will only be approved between the time of registration and until the 1st game/competition has taken place. **For Track participants, registration refunds will be allowed during the first two weeks of practice.** Refunds will be sent via check from the SMOS AA Treasurer within 30 days of receiving the request/approval from the Coach/Lay Director and President.

Team Composition & Participation -

Team competition requires a minimum number of athletes on each team. Practical considerations require each team to have more than the minimum number of athletes to allow the team to practice and compete on a regular basis. The SMOS Athletic Association strives to maintain roster sizes for each grade-school sport within the following ranges in order to provide maximum individual attention and playing time per athlete while preventing forfeitures. When necessary, SMOS Athletic Association reserves the right to split larger teams into two teams-Team A and Team B. This allows all players to receive the maximum in playing time.

Children in grades 5th-8th will be required to obtain a CYC card prior to their 1st game. Track, Golf, and Chess are EXEMPT from this requirement. CYC cards can be ordered online or in person at a date and time designated by the CYC main office.

****The number of players per team is at the discretion of the Lay Director/Board and is approximate****

Soccer 12 to 14 players (8 position teams) 15 to 17 players (11 position teams)	Basketball 9 to 10 players	Volleyball 9 to 10 players	Baseball/S-ball 13 to 15 players
Lacrosse 15-25 players (10 and 12 position teams)	Chess Determined by Lay Director	Track Determined by Lay Director	
Golf Determined by Lay Director	T-Ball 10-12 players		

Minimum roster size may be decreased by up to two players in 2nd grade to 8th grade levels for established teams that have no history of forfeitures. Mixed age and mixed gender teams may be fielded, if necessary, in pre-Kindergarten to 2nd grade levels.

Procedure When Complete SMOS Team Cannot Be Fielded

It is the goal of the SMOS Athletic Association to provide as many athletes from the parish as possible an opportunity to play on SMOS sponsored teams. However, due to differences in class size and gender composition within given grades, it is not always possible to field a complete team of SMOS athletes. In such circumstances, the SMOS Athletic Association has several options to provide athletes affected by this situation an opportunity to participate in the particular sport. The SMOS Athletic Association can take part in a process that allows it to "pool" SMOS athletes with athletes from other parishes -- either by pooling SMOS athletes out to teams sponsored by other parishes or by pooling in athletes from other

parishes to complete a team sponsored by SMOS. In certain circumstances, the SMOS Athletic Association also has the option of combining two SMOS teams from contiguous grades into one SMOS team. Consistent with its overall mission, the SMOS Athletic Association will attempt to determine which of the above options is appropriate in a given situation by adhering to the following guidelines in order of preference:

1. When SMOS is able to field a "Complete SMOS Team" in a given sport in a given grade in a given gender, it will do so. A "Complete SMOS Team" for purposes of these guidelines includes teams comprised entirely of SMOS athletes and teams with athletes pooled in from other parishes, as long as the team is sponsored by SMOS. In such circumstances, SMOS athletes in that grade and of that gender shall play on the team in their grade ONLY. As a general rule, individual players will not be permitted to "play up" on older teams when there is a SMOS team in that sport in their grade. Exceptions: A player may be allowed to "play up" if the team in their grade has been closed to additional players. As well, a player may be allowed to "play up" if an older team, after attempting to add new players through recruitment and pooling, is unable to field a team with the minimum recommended roster size. All exceptions must meet the approval of the respective Sports Lay Director, coaches, player parents/guardians, and SMOS Athletic Association president and vice president.

2. The SMOS Athletic Association will always try to field a Complete SMOS Team in a given sport in a given grade. Its first priority when there are not enough SMOS athletes to field a Complete SMOS Team will be to pool in athletes from other parishes, rather than to pool out SMOS athletes to teams sponsored by other parishes. For this to be possible, however, there must be a SMOS coach for that team, and there must be sufficient SMOS athletes in that grade to comprise a plurality of the members of the team.

3. When SMOS is not able to field a Complete SMOS Team in a given sport in a given grade for a given gender, because it does not have enough SMOS athletes and/or does not have a SMOS coach for that team, the SMOS Athletic Association will give any interested SMOS athletes in that grade the option of being pooled out to another team or teams sponsored by another parish. SMOS athletes will be asked to indicate on their registration forms whether they are willing to be pooled out to another team sponsored by another parish if the need arises.

4. In the event that SMOS is not able to field a Complete SMOS Team in a given sport and a given gender in TWO CONTIGUOUS GRADES (e.g., 5th and 6th, 7th and 8th, etc.), and it is not possible to either pool in athletes from other parishes or pool out SMOS athletes to other parishes in both of the contiguous grades, the SMOS Athletic Association will evaluate the total number of SMOS athletes in the two affected grades to determine if one combined SMOS team can be formed consistent with the appropriate number of athletes for a team in the particular sport at issue. If the total number of SMOS athletes in the two affected grades, when combined, constitutes an appropriate number of athletes for a team in the particular sport, and if there is a SMOS coach available for such a combined team, the SMOS Athletic Association will field a "Combined SMOS Team" in that sport. The Combined SMOS Team will play in a league at the grade level of the older of the two combined grades, consistent with CYC rules.

Procedure When Two Complete SMOS Teams Can Be Fielded

In the event that the number of SMOS athletes in a given grade in a grade or gender is sufficient to comprise two complete SMOS Teams in a particular sport, the SMOS Athletic Association will adhere to the following guidelines for dividing SMOS athletes into two such teams:

1. Prior to 5th grade, team composition will be determined by the sports' respective Lay Director.

Siblings will automatically be placed on the same team for teams participating at the Instructional Level ONLY. Children of Head Coaches will automatically be placed on the team the parent coaches. At their discretion, Lay Directors may also place children of significant Assistant Coaches on the team the parent coaches

2. For teams competing at the 5th through 8th grade level in CYC, teams will be divided based on ability. Two coaches designated by the Lay Director and the Lay Director for the particular sport will determine the composition of teams based on an evaluation of current skill level as established by observing all players at practice(s). Team composition shall be reviewed at the start of each new season and siblings will not receive preferential treatment. Coaches will notify parents/guardians following signups of the need for team division. After two combined practices, coaches will notify parents/guardians of their children's team assignments.

St. Margaret of Scotland Ambassadors – Parents/guardians, Participants & Coaches

Parent Conduct – St. Margaret of Scotland Parish should always be represented in a positive way when our teams participate in sporting events. Parents/guardians are role models to our children. Parents/guardians are encouraged to attend games and cheer on their favorite teams. However, unacceptable behavior from any parent can result in a team being removed from the league.

Coaches are responsible for their players' and parents/guardians' conduct during games. They have the right to ask any adult or child to be quiet. Parents/guardians are responsible for the conduct of any invited guests or family members that they bring to games and practices.

Parents/guardians should allow coaches to coach during the game. It can be very confusing to players if the coach is telling them one thing and parents/guardians are yelling another. Parents/guardians are not to approach coaches before, during or after the game with a problem or concern unless the issue relates to a player's injury or health concern. If a player injury occurs during a game, parents/guardians are to remain in the spectator area unless called over by the respective coach.

24-hour rule

If there are a concern about a game or practice, parents/guardians are asked to wait 24 hours before contacting the coach so both parent and the coach have time to review and consider the situation.

Coaches are the only individuals that should approach officials during or after a SMOS sporting event. If parents/guardians have concerns in regards to the officiating, they are to directly discuss those with the Sport's Lay Director.

Participant Conduct

It is expected that all athletes will participate with maximum effort, listen, follow directions, and demonstrate proper sportsmanship toward others at all times. Athletes are encouraged to work outside of practice on the skills that have been taught. This will promote a positive attitude as players become more successful meeting their own athletic goals, as well as the teams. The Association has the right to remove an athlete from a team if inappropriate behavior is demonstrated during practice or game times.

Coaches: Volunteers Leading and Teaching

Coaches are a very important part of an athlete's experience. Coaches influence players' physical, mental and emotional development. In order to be effective, coaches are expected to be prepared for practices and games, be a positive role model, attend coaches' meetings and clinics as much as possible, focus on

skill development and build teamwork. It is important to understand that most young athletes drop out of sports because they no longer find the sport fun. Coaches should strive to make practices and games fun.

Coaches are required to complete the required training, Protecting God's Children workshop and Coaching to Make a Positive Difference, before working with athletes.

Communication with players and their parents/guardians is important. Coaches cannot always depend on child-athletes to clearly communicate. Parents/guardians need to be kept informed and involved. The utilization of a Team Parent to make phone calls is an excellent way to delegate some of the work required in communicating information.

Coaches have the right to ask athletes to sit out of practice, perform additional work or miss games for the following:

- Not listening and paying attention
- Unexcused practices
- Fighting, taunting, name calling
- Demonstrating poor sportsmanship/bullying.

Procedure for Practices

No athlete should be dropped off at any practice without the parent/guardian making eye contact with a coach. Parents/Guardians are responsible for communicating in writing with a coach any change in who is picking up an athlete from practice. Athletes will not be allowed to walk home from practices.

Handling Officials

The Association expects coaches to handle themselves professionally when dealing with officials. A coach's behavior reflects directly on the St Margaret of Scotland Parish and school. Concerns with officials should be brought directly to the Sport's Lay Director. Coaches are also expected to inform the Lay Director of any disruptive parents/guardians/guardians or players

Coach/Player Ejections:

If any Coach or player of SMOS AA is ejected from an event, the following steps will occur:

1. The ejected SMOS AA member is suspended until a SMOS AA hearing takes place.
2. The CYC card of the member will be collected as soon as possible by the Lay Director.
3. A SMOS AA hearing will take place with 3-5 members of the SMOS Athletic Association. The hearing board will consist of the President, the Lay Director, and anyone designated by the President.
4. Any disciplinary action taken by the SMOS AA will be in addition or concurrent to the discipline of the sanctioning body of the event where the ejection took place, i.e. tournament governing bodies, CYC district, etc.
5. The CYC card will be returned to the ejected member upon completion of the hearing and all disciplinary actions have been completed.
6. More ejections will result in progressive action, up to and including a season or lifetime ban from SMOS AA activities.

Coaches: Background Screening, Ethical Conduct and Training

Managers/Head Coaches and Assistant Coaches of SMOS teams are required to complete the requirements noted in this section. These requirements are a result of Archdiocese and CYC rules that are meant to increase the safety of children and adults involved with parish activities and to enhance the talent and skill of those that lead and coach teams.

Background Screening for Abuse/Neglect and Criminal History: All Managers/Head Coaches and Assistant Coaches listed on a PreK to 8 team roster must complete a background screening. Screenings are routinely completed every other year. Any coach/manager, who has lived outside of MO within the last 5 years, must also complete a national criminal history screening.

Commitment to Code of Ethical Conduct: All Managers/Head Coaches and Assistant Coaches listed on a PreK to 8 team roster must commit by signature to adhering to the Archdiocese of St. Louis Code of Ethical Conduct. A Code of Ethical Conduct will also be provided for signature and proof of completion.

“Protecting God’s Children’ Training: All Managers/Head Coaches and Assistant Coaches listed on a PreK to 8 team rosters must complete this training. The training is offered free-of-charge by the Archdiocese and is good for the lifetime of the coach.

‘Coaching to Make a Positive Difference’ Training: Head Coaches/Assistant Coaches must complete this training. It is a CYC requirement and is provided online and in a classroom setting. Costs will be reimbursed by the SMOS Athletic Association once certification is received and a copy is forwarded.

Under 18 coaches: Coaches, who are under the age of 18, must complete the Code of Ethical Conduct for youth volunteers only.

Prior to submitting a roster for league registration, the Lay Director will verify that all Managers/head Coaches and Assistant Coaches listed on the roster have met each requirement. Only individuals who have satisfied these requirements are allowed to act in a coaching capacity with an SMOS team.

The Athletic Association has established procedures to assist coaches with satisfying these requirements. Contact the Board President or a Lay Director of the Athletic Association for more information.

Equipment and Uniforms

All team equipment needed for practices and games will be provided by the SMOS Athletic Association. Athletes will provide their own individual equipment (e.g. soccer shin guards, volleyball knee pads, baseball gloves and appropriate shoes).

The Athletic Association chooses a uniform which is rented to the athlete. Uniforms will be distributed to athletes during uniform distribution dates. It is the responsibility of the athletes’ parents/guardians to attend one of these nights to obtain a uniform. A uniform deposit is required for each player and will be held by the Athletic Association until the end of the school year. Athletes are to wear the SMOS issued uniforms.

It is responsibility of the athletes’ parents/guardians to return the uniform by the required deadline.

Volunteerism: We Can't Do It Without You!

Athletic Activity fees cover approximately 60% of the operating cost of the Athletic Association programs. The Athletic Association will require a volunteer deposit from each athletic family. This is a one-time fully refundable deposit. All families will be required to volunteer during the year. Coaches are exempt from this requirement. **If you do not choose to volunteer, your check will be cashed at the end of the school year.** Volunteer opportunities for each athletic year can be found at <http://vols.pt/qdSYsS>. "No shows" or cancellations less than 48 hours will also be subject for deposit checks to be cashed at the end of the school year in May. Insufficient fund deposit checks will restrict families/players from obtaining a uniform for the following sport season. Cash will only be accepted to redeem these checks.

Board Members 2016-2017

SMOS Athletic Association Board of Director Officers

President	Chris Goudy	479-1813	smosaa.president@gmail.com
Vice President	Brian Overberg	636-346-6519	smosocycsoccer@gmail.com
Treasurer	David Roither	706-2600	smostreasurer@gmail.com
Secretary	Brad Roell	753-0918	bradroell@gmail.com
Volunteer Director	Mollie Mundy	254-220-8936	molliemundy@gmail.com

SMOS Athletic Association Sports Lay Directors

Soccer, CYC Girls	Brian Overberg	636-346-6519	smoscamps@gmail.com
Soccer, CYC Boys	Tom Andrews	322-0362	smoscycsoccer@gmail.com
Soccer, Judge Dowd	Rick Blaes	771-9373	rnbmblaes@yahoo.com
Slay Park Field Mgr.	Eric Bischoff	691-1758	smosfieldmgr@gmail.com
Volleyball/Chess	Jessica Hathaway	565-5503	jessica.hathaway@gmail.com
Co-LD Volleyball	Paul Hubbman		paul.hubbman@ewgateway.org
Basketball	Ryan Jensen	773-2881	smos.basketball.director@gmail.com
Baseball	Ben Clemens	616-7773	BClemensDC@gmail.com
T-Ball/Softball	Ben Clemens	616-7773	BClemensDC@gmail.com
Track	Steve Millett		tracksmos@gmail.com
Lacrosse Boys	Kristin Byrne		plbyrne@swbell.net
Lacrosse Girls	Chris Heisig		Chris_Heisig@steris.com
Golf	Jennifer Hubbartt	608-6648	hubbarttj@yahoo.com
Camp Director	Brian Overberg	636-346-6519	smoscamps@gmail.com

SMOS Athletic Association Gym/Tournament

Pat Bittick	313-6696	pbittick@att.net	Director
Joe Civettini		joe.civ@sbcglobal.net	Treasurer

SMOS Athletic Association Finance

Peggy Taylor		peggytaylor@gmail.com
--------------	--	--

SMOS School Board Liaison

Chris Heisig		chris_heisig@steris.com
--------------	--	--

Uniform/Apparel

Ryan Kennedy		smosuniforms@gmail.com
--------------	--	--

Members At Large

Don Burrus
John Moore
Collin Eliot

2016-2017 Registration Fees

Winter Sports (Chess/Basketball)

Early Registration Fee-\$65/per player

Late Registration Fee-\$90/per player

Uniform and Volunteer Deposit Amounts

For the 2016-2017, the Athletic Association will require a \$50 uniform deposit per player.

For 2016-2017, the Athletic Association will require \$200 volunteer deposit per athletic family.

Volunteer Hours Requirement

Hours required by each family are between 3-4 hours. All volunteer work will be located at the SMOS School Gym-3964 Castleman-unless otherwise noted.