

# St. Albert the Great

## Athletic Ministry

### 2025-2026

### Handbook



St. Albert the Great is a Roman Catholic community open to all believers and dedicated to the saving mission of knowing, loving, and serving our Lord Jesus Christ. We strive to follow the will of God by answering the Gospel call to both holiness and action through the sacramental life of the Church and in selfless, compassionate service to those in need.



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### Overview

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

#### Purpose

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

#### Mission

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

#### Values

Growth  
Respect  
Excellence  
Accountability  
Teamwork

#### SAAM Scope

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

#### Supporting Documents

Document Name	Location
Code of Conduct   Student Athlete, Parent, & Coach	<a href="#">Code of Conduct</a>
School Handbook	<a href="#">Student/Parent Handbook</a>
SAAM Contact List	<a href="#">SAAM Contact List 2025-2026</a>
CSAA Full July 2025 – June 2026 Sports Calendar	<a href="#">CSAA Full Monthly Calendar 2025-26</a>
CSAA Handbook	<a href="#">CSAA Handbook</a>
CSAA Sports Supplemental Handbooks	<a href="#">Sports – CSAA Louisville</a>
Heat Index Guide	<a href="#">Heat Index Guide</a>
Heat Stroke Response	<a href="#">Response to Heat Stroke</a>



Document Name	Location
Heat Index Recording Form	<a href="#">Heat Index Measurement and Record Form</a>
Heat Illness Guidelines	<a href="#">Heat Illness Response</a>
Concussion Guide	<a href="#">Concussion Guideline</a>
Concussion Policy and Protocol	<a href="#">Concussion Policy and Protocol</a>
Franchise and Admission Fees	<a href="#">CSAA Franchise Fees</a>
In the instance a unique link above is not active, all CSAA important documents can be found <a href="#">here</a>	

## SAAM Member Roles & Responsibilities | Executive

All positions within SAAM are filled by volunteer participants; this includes executive and committee positions, coaches, managers, and administrators.

SAAM administration is comprised of committee chairs and managers. Listed below are the positions and a brief description. A list of all current members and their contact information can be found on the SAAM website and accompanying this handbook.

Chair, Vice Chair, and Past Chair positions are a three-year term, each serving one year in each chair position. All other positions are a two-year term.

### Chair

Leads the Athletic Ministry providing guidance and vision; facilitates monthly meetings; communicates with the Pastor and Parish Pastoral Council; formulates policy and goals with Executive Committee; ensures overall program adherence to CSAA and SAAM guidelines. The Chair will serve one year as Chair and will then move into serve one year as Past Chair.

### Vice Chair

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

### Past Chair

The Past Chair will serve in one year as support to the Chair and Vice Chair. This position will be responsible for orienting the Chair and Vice Chair into their roles, explaining the history of SAAM and the mission of the ministry. The person in the Past Chair position will be eligible to serve again on SAAM after one year of absence has past.

### Athletic Directors

(2) 3rd-8th grade and (1) JK-2 – Leads their particular group providing guidance and vision, making sure the programs are run according to CSAA and SAAM guidelines; works closely with sports coordinators facilitating the selection of sport teams and coaches; works to resolve problems that arise in the course of sports programs. Elected to three year



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term; two-term limit max, staggered 1 year with other ADs. ADs that cover CSAA sports must have served as a sport coordinator or SAAM committee member. JK-2 AD, any parishioner is eligible.

### Secretary

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

### Finance Chair(s)

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

## SAAM Member Roles & Responsibilities | Coordinator, Committee, and Manager Positions

These positions can be assigned by the executive committee or filled by election. Positions duties are amended, and new positions are added, as needs of SAAM and the athletic programs change.

### Sport Coordinators

Responsible for facilitating their sport, including coach selection, and chairing a coach selection committee if needed, team selection; uniform distribution, day to day issues and overall sport direction; Reports directly to appropriate AD. Approved by SAAM no term limit. Ideally a former coach. Any parishioner eligible.

### Gym / Field Managers

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

### Facility Scheduling

Responsible for scheduling of practice facilities for sports; includes facilities not associated with St. Albert. Approved by SAAM; no term limit, any parishioner eligible. (Gym/Field)

### Communications

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



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### Uniforms Coordinator(s)

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

### Awards

Responsible for distributing sport participation awards to coaches (awards are St Albert "A" and pins). Facilitates the nomination and voting process for both the Griffo Award and the Chitwood Award. Approved by SAAM; no term limit. Any parishioner eligible.

### Compliance

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

### Concessions Ordering

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

### Volunteer/Worker Scheduling

Responsible for maintaining online concession / gate sign-up; maintain sub worker list. Approved by SAAM; no term limit. Any parishioner eligible.

### Service Coordinator

Responsible for coordinating service activities, themes, and spiritual messages for each sports season. Coordinates with school and parish to reinforce our theme for the season. Coordinate sports mass participation. Approved by SAAM; no term limit. Any parishioner eligible.

### Spirit Wear

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

### Finance Committee

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

### Grievance Coordinator

Responsible for administering established procedures in event of a complaint or grievance against any SAAM member, coach, student or parent. Gathers information through interviews, presents information to the SAAM and records the outcome. Approved by SAAM; two-term limit max. Any parishioner eligible.





### GameDay Coordinator(s)

Sets up sign-ups in GameDay. Responsible for monitoring sign-ups during open periods, then sending any reports needed once registration is closed. Responsible for issuing refunds if needed. Responsible for helping coordinators and coaches with access to rosters. Approved by SAAM; no term limit; any parishioner eligible.

### Team Selection Committees

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

### SAAM Members | Sports Fee Coverage\*

The following SAAM members are eligible for sports fees to be covered at bylaw determined rates. If a member holds two or more positions, the highest value role coverage applies.

- Executive Members
- GameDay Coordinator
- Sports Coordinators
- Event Coordinators
- Other Positions
  - Gym Space Coordinator, Green Space Coordinator, Procurement, Sponsorships, Grievances, Spirit Wear, Uniforms, Compliance, Communications, Awards, Volunteer Coordinator, Picture Coordinator, Teacher Liaison

\*This is subject to annual review and approval by the Pastor and Parish Council and may be discontinued at any time at Pastor discretion. For full details, the pastor approved bylaw is available upon request.

## Voting

When needed: A vote will be taken on matters related to SAAM policy and financial decisions. These will take place in regularly scheduled SAAM meetings with all current position holders present at the meeting casting their vote. A simple majority is all that is required to pass this vote and traditional voting procedures will be followed.

Certain items may require a full vote of the entire SAAM volunteer group (such as by-law updates), these may be done via email. A simple majority of responses is all that is required to pass this vote. However, for by-law changes, there must be at least fifteen members to achieve quorum. These votes will be facilitated by the Chair and may be sent electronically to the SAAM members email list for a vote. The Chair will tally all votes returned and notify all members of the results.

Occasionally matters arise (such as grievance response, coach discipline, etc.) that will be handled by the executive board. Votes on these will follow the same rules as a general vote mentioned above, as well as a



text, but restricted to the executive board. A quorum of a majority vote is needed.

## Meetings

SAAM meets monthly. An agenda will be distributed one week prior. The meetings are open to anyone who wishes to attend. Meeting minutes will be kept and posted on the website after they have been approved.

## Participation in SAAM

SAAM consists of many officers, committees, coordinators, coaches and managers, all of which are filled by volunteers.

There are also many other jobs to be filled by volunteers. Expectations are to:

- Support fundraising initiatives of SAAM, namely the fish fries, by working at least one shift at a fish fry.
- Volunteer time and talent by being a coach, assistant, field manager, gym manager, sport coordinator or in any other capacity.

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

## Sports Philosophy

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

### Junior Kindergarten, Kindergarten, 1<sup>st</sup> & 2<sup>nd</sup> Grade

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

### 3<sup>rd</sup> & 4<sup>th</sup> Grade

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

### 5<sup>th</sup> & 6<sup>th</sup> Grade

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

### 7<sup>th</sup> & 8<sup>th</sup> Grade

The primary objectives at this level are to prepare the athletes for playing at the next level while encouraging and engaging the athletes that will never play beyond these years. This would certainly include continuing to stress the fundamentals of the sport. The athletes that have shown great ability and potential should be



cultivated to help them achieve continued success in the sport. Additionally, there will be students that play no more after grade school and it is the job of the coach to make sure that they are challenged and find gratification in playing for that coach.

## Sports Offerings

### Fall Sports

#### Boys Tackle Football

Grades 3/4, 5/6 and 7/8. Grades will be combined unless there are enough players for separate grade teams.

#### Girls Volleyball

Grades 3/4, 5/6 and 7/8. Tryouts are held for each grade combination to determine team selections based on skill-level.

#### Coed Cross Country

Grades 3 through 8. All members are included as one St. Albert team and participate in cross country meets according to grade level.

#### Girls Flag Football

Grades 5/6 and 7/8. Grades are combined and divided into equal teams based on the number of players and volunteer coaches, or teams may be divided based on grade level.

### Non-CSAA

#### Coed Flag Football

Grades 1<sup>st</sup> and 2<sup>nd</sup> coed. Grades are combined and divided into equal teams based on number of players and volunteer coaches.

#### Girls Flag Football (pending Fall 2025)

Grades 3rd and 4th

#### Coed Soccer

Junior Kindergarten and Kindergarten are coed and divided based on number of players and volunteer coaches. 1<sup>st</sup> and 2<sup>nd</sup> grade teams are coed and divided by grade based on number of players and volunteer coaches.

#### Girls Volleyball

Grades 1<sup>st</sup> and 2<sup>nd</sup>. Grades will be combined.

#### Girls Cheerleading

1<sup>st</sup>-8<sup>th</sup> grade. Cheerleaders cheer for fall and winter sports, usually football and basketball. Signups are held in April each year due to time requirements for uniform orders. Cheerleaders may elect to participate in the Fall or Spring seasons, or both.

### Winter Sports

#### Basketball

Grades 3/4, 5/6 and 7/8. Girl's and boy's leagues. Tryouts are held for each grade combination to determine team selections.

#### Swimming

Grades 1<sup>st</sup> through 8<sup>th</sup>. All members are included as one St. Albert team and participate in the CSAA meet at their grade level.



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### Cheerleading

1<sup>st</sup>-8<sup>th</sup> grade. Cheerleaders cheer for fall and winter sports, usually football and basketball. Signups are held in April each year due to time requirements for uniform orders. Cheerleaders may elect to participate in the Fall or Spring seasons, or both.

### Archery

Grades 4<sup>th</sup> – 8<sup>th</sup>. Teams are formed with four (4) boys and four (4) girls then either boys or girls for the remainder of the team. Archer must attend the school they shoot for as described in the NASP By-laws. Coaches must take a one-time BAI course.

### Boys Volleyball

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

## Non-CSAA

### Basketball

Junior Kindergarten/Kindergarten teams are coed. Grades 1-2 Grade are girls' and boys' leagues. Teams are intended to be balanced and will contain players from both grades; the total number of teams is based on number of players and volunteer coaches.

## Spring Sports

### Girls Softball

Grades 3/4, 5/6 and 7/8. Tryouts are held for each grade combination to determine team selections, or teams may be divided based on grade level.

### Soccer

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

### Track

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

### Tennis

Grades 3 through 8. All members are included as one St. Albert team and participate in matches according to grade level.

## Non-CSAA Sports

### Soccer

Junior Kindergarten/Kindergarten are coed and divided based on number of players and volunteer coaches. 1<sup>st</sup> and 2<sup>nd</sup> grade teams are coed and divided by grade based on number of players and volunteer coaches.

### Tennis

A 1<sup>st</sup> through 2<sup>nd</sup> grade tennis clinic will be offered, when available.

### Boys Volleyball (pending Spring 2026)

Grades 1<sup>st</sup> and 2<sup>nd</sup>

## Summer Sports

### Girls Field Hockey

Grades 3/4, 5/6 and 7/8. Tryouts may be held for each grade combination to determine team selections, or teams may be divided based on grade level.

### Coed Golf

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



### Player Eligibility

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

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

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

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

#### General Age Eligibility

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

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

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

#### Participants Attending a Parish School Other than St. Albert

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

#### Students who leave St. Albert

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

#### Sports Not Offered at a Parish

Players who wish to play a sport that is not offered by their parish may be eligible at the next closest parish



offering that sport, subject to the approval of the CSAA office and that parish, for the current school year.

### Academic Requirements

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

Please refer to the school handbook.

## Sign-Up Period

A designated sign up period is provided for each sport within a season: Fall / Winter / Spring / Summer. The sign-up period is to be utilized for sports registrations. Registration includes completing the required information regarding the athlete and parents and payment of the registration fee. If the registration fee is not received, then sign-up has not been completed and the athlete will not be allowed to try out or be placed on a team.

SAAM will offer two weeks of early bird pricing, then the regular fee will be assessed. No late signups will be allowed.

## Cancellation/Refund Policy

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

## Withdrawal from a Team

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

Link to withdrawal form:

[https://drive.google.com/open?id=1ldT3cTQG\\_hek7MzDuB5qJN3M\\_zl8hJQyjRI58WtBEo](https://drive.google.com/open?id=1ldT3cTQG_hek7MzDuB5qJN3M_zl8hJQyjRI58WtBEo)

### Withdrawal Alternatives

With coach agreement, a student athlete may transition to a different role on the team and support and participate from that perspective, i.e. Sports Team Manager. The transition to this role, with head coach agreement, does not constitute quitting.



### *Quitting a Team*

When an athlete quits a team, it leaves the team short on players and affects the morale of the team. It is not fair to the remaining team members and coaches. In an effort to dissuade quitting, any student athlete who quits a team from the time team rosters are posted for try out sports, or before the 2<sup>nd</sup> practice for non-tryout sports (for tackle football, with coach agreement, this may occur after the 2<sup>nd</sup> practice) to the end of the season will receive a suspension of eligibility and will not be allowed to participate in any sport within the next two (2) seasons and will not be eligible to participate in the same sport the following year. The suspension of eligibility can be appealed by the athlete's parent(s)/guardian(s) with the SAAM Executive Committee. The parent(s)/guardian(s) must contact the SAAM Grievance Committee at and request the appeal. The SAAM Committee will vote to uphold the suspension or restore eligibility.

This policy does not apply to Junior Kindergarten, Kindergarten, 1<sup>st</sup> grade or 2<sup>nd</sup> grade sports.

### **Try Outs and Evaluations**

Tryouts may be necessary for any CSAA, or non-CSAA, sport based on the number of participants for the grade combination. Based upon the number of registrants, the sport, and/or other factors identified by the sport coordinator; and/or athletic director or SAAM chair, teams may be divided based upon grade level. In the instance that teams are made based upon administrative premises only, i.e. by grade level, try outs and/or skills evaluations are not required.

In the event there are not enough athletes signed up for a sport to constitute a team, or there are not enough adult volunteers to coach and facilitate a team, St. Albert will not host a team and fees paid will be refunded.

CSAA policy states that if a school has more than one team at a specific grade level for a specific sport, the team placed in the #1 division, must be the stronger team. Not all grade levels in a sport will require a try-out every year. The need for tryouts will be based on the number of players signed up for a sport and reasonable roster sizes expected for that sport.

Team Divisions are determined by CSAA and are listed as #1, #2, #3, #4 and Multi Division (listed by colors). Multi Division teams will be balanced to be as equal as possible with consideration given to keep players in grade groups. As noted above, if teams are made based solely on grade groups, try outs/evaluations are not required. The decision to form teams based on grade groups is at the discretion of the sports coordinator in partnership with the Athletic Director(s) and/or SAAM Chair, with consideration of input from head and assistant coaches.

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

- The player must be registered for the sport and all fees paid in full.
  - The inability to pay the sports registration fee should never keep a student athlete from participating in sports. If a family needs assistance with sports fees, the parent or guardian should contact the SAAM chair.
- The player must meet all eligibility requirements as stated in the Player Eligibility Section.
- Failure to meet these requirements will result in the player NOT being placed on a team.





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

- Independent evaluators will be utilized to ensure consistent evaluation of skills. All efforts will be made to identify volunteer independent evaluators. In the instance volunteers cannot be identified, the Athletic Director(s) and/or SAAM chair, in partnership with the Sport Coordinator, will determine the best course of action for try outs/evaluations.
- Anticipated head coaches may be present for evaluations and participate as evaluation facilitators. They may provide feedback, if requested, to the independent evaluators during the evaluation process.
- Sports Coordinators will be responsible for identifying and placing independent evaluators for the try out.
- If necessary, coach volunteers can be used as supplemental evaluators, with every effort made to have coach evaluators evaluate players in grade levels different from the grade they will be coaching.
- Skills specific to the sport will be evaluated and graded, along with attitude, and effort.
- In the event that the student athlete cannot attend any try out date, they will be placed on a C, or the lowest level, team.
- If a player is unable to attend try out due to illness or injury they must attend the makeup tryout- where the evaluation process will be upheld.
- In the instance of an injury at time of try outs, and the injury is anticipated to be resolved before the season begins, the student athlete will be evaluated on relevant skills based upon the medical clearance of the student athlete at the time of the make-up try out.

In order to minimize the student athlete's anxiety and distractions, evaluation sessions will be CLOSED. Only players, Team Selection Committee Members, Athletic Directors, and Sports Coordinators will be allowed in the gym or on the field. Head coaches may be present during evaluations when acting as an evaluation facilitator.

## Team Selection Process

Once tryouts have concluded, the Independent Evaluators and/or Team Selection Committee will meet and review the skills assessment, and begin to determine teams.

Teams will be selected based on the information from the tryout process. Sport coordinators, Athletic Director(s), and/or the SAAM chair, may request outside time activity (OTA) and level of commitment from student athletes, and/or head coaches, when necessary. This can include, but is not limited to, when registration volume is borderline and the number of teams is being decided.

If any member of the Team Selection Committee, including executive board members, is the parent of a student athlete being evaluated and/or rostered, they will be required to recuse themselves during the placement of their child. In the event of a disagreement among Team Selection Committee members regarding specific placement of student athletes, a vote will be taken to determine placement and the Athletic Director, or SAAM Chair, will break any ties and make a final decision.

Athletes are re-evaluated each year for team placement based on current skill level. Previous team placement does not guarantee placement for the preceding year.





### Archery

Due to roster limitations, that is driven by gym space and safety, and the demand to participate in archery, if a returning archer missed more than half of the prior season's tournaments, they will be placed on a waitlist and offered a spot on the team, if spots are available, after registration closes.

## Coach Selection

Parents, or volunteers, interested in coaching responsibilities should be identified during the registration period. After teams are selected, coaches will be assigned to teams. In the event that multiple volunteers are interested in coaching the same team, the Coach Selection Committee, consisting of SAAM executive members and the sports coordinator, when appropriate, will review the candidates and select the most appropriate and qualified coach for the team.

In the event that a coach has not been identified for a team, the Committee and/or Athletic Director will recruit volunteers to assist in fulfilling the coaching role.

Important factors in the Head Coach selection include the following:

- Feedback from previous coaching experiences
- Ability to develop players' skills, character, and spirituality
- Supports and demonstrates the mission of St. Albert the Great Sports Ministry
- Knowledge of the sport fundamentals and rules
- Ability to effectively and respectfully communicate with children and parents, especially in difficult situations
- Time availability and dependability

Must be in compliance with CSAA and SAAM regulations and an active member of the Archdiocese.

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

### Role of the Coach

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

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

Ideal coaching candidates exemplify the following characteristics:

- A. Be good Christian role models who exhibit and teach strong Christian values.



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

### Coaching Compliance

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

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

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

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

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

In addition, ALL coaches must:

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



### Forfeits & Cancellations

It is the head coach's responsibility to notify the appropriate sport coordinator as soon as possible of any known forfeits or cancellations.

In alignment with the CSAA handbook:

- If a team forfeits/cancels two games or more during the regular season, for any reason, that team will be **INELIGIBLE** for the postseason tournament.  
Forfeits (same day no shows) - For all sports, the forfeit time will be 10 minutes after the scheduled starting time.
- Cancellations: Any team which decides it will not be able to play in any CSAA scheduled athletic contest is required to inform the CSAA office and the league/gym/field manager of its intention not to play **a minimum of 3 business days** (before noon on Fridays) in advance of the scheduled game.
  - 1st cancellation: If the 1<sup>st</sup> cancellation meets the three-business day requirement, no fine will be assessed. If the 1<sup>st</sup> cancellation doesn't meet the three-business day requirement, a \$200.00 fine will be assessed.
  - Any subsequent cancellations (regardless of notification time)- will result in that parish being fined \$200.00. Additionally, as noted above, the offending team will now be ineligible for postseason play.
- Half of the mandatory forfeit fee will be sent to the field/gym where the forfeit occurred to cover the loss of revenue from forfeiture (gate, concessions, etc.) and the other half will go to the CSAA office.
  - The forfeit fee will be billed directly to the offending parish/school by the CSAA office.

### Coach Evaluations

It should be emphasized that all coaches are volunteers and spend an enormous amount of their time helping the student athletes improve. An evaluation form is available on the SAAM webpage that can be used to help identify areas a team coach can improve upon and to recognize those areas that were exemplary. The goal of this program is to continually raise the skill level of all our coaches and help each coach improve. Evaluations can be submitted to the Sports Coordinator and the secretary may use survey monkey or google form to obtain parent feedback about coaches.

## Spiritual Development Practices

### Spiritual Development Objectives

Objective 1: Develop our **RELATIONSHIP** with Jesus Christ

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

- Team prayer
- Mass attendance

Objective 2: Develop as **DISCIPLES** of Jesus Christ

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

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



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- Partner with the school on character education

### Objective 3: Provide SERVICE to others

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

- Enhance the experience and impact of service projects

### St Albert Athlete Prayer

Father,

Thank You.

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

If we achieve victory, it is in Your honor.

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

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

Amen

### Prayer Guidance

Guidance for Teams:

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

Guidance for St Albert as a hosting venue:

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

### Team Goals

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

#### 1. **Spiritual Development (“Pray Together”)**

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



### 2. Character Development (“Grow as Christians”)

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

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

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

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

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

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

## Player Participation Policy

SAAM player participation guidelines for playing time:

#### JK – 2nd and 3<sup>rd</sup>/ 4<sup>th</sup> grade teams

A good faith effort will be made to ensure all participants have equal playing time.

There is no tournament play for either of these leagues. Per CSAA, 3<sup>rd</sup> and 4<sup>th</sup> grade leagues are considered developmental.

#### All 5<sup>th</sup>/6<sup>th</sup> grade teams, and non-A 7<sup>th</sup>/8<sup>th</sup> grade teams

In league play, a good faith effort will be made to have each participant get equal playing time. In tournament play, a good faith effort will be made to have all participants get significant playing time (significant means at least ¼ of the total tournament), full participation will be encouraged.

#### 7<sup>th</sup>/8<sup>th</sup> grade A teams

In both, league and tournament play, a good faith effort will be made for significant playing time (significant means at least ¼ of the contest). In tournament play, there will be no guarantee of playing time, but full participation will be encouraged.



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### Tackle and Flag Football Considerations (Excludes CSAA Girls Flag Football)

1<sup>st</sup> and 2<sup>nd</sup> grade teams and 3<sup>rd</sup> / 4<sup>th</sup> grade teams

A good faith effort will be made to ensure all participants have equal playing time.

5<sup>th</sup> and 6<sup>th</sup> grade teams

In league play, a good faith effort will be made to have each participant get significant playing time (significant means at least ¼ of total games played). During the playoffs, there will be no guarantee that all participants will get significant playing time, but full participation will be encouraged.

7<sup>th</sup> and 8<sup>th</sup> grade teams

In both, league play and during playoffs, there will be no guarantee that all participants will get equal or significant playing time, but full participation will be encouraged.

### Clarification of Good Faith Effort

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

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

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

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

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

### Playing Time and Student Athlete Safety

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



### Playing Time and Student Athlete Discipline

Players that continuously miss practices and/or games without notification from the player or parent, or are not fulfilling other SAAM expectations of a player, may be subject to play less than others on a team, including the possibly of not playing a game.

### Student Athletes and Cell Phones

Student athletes should refrain from non-emergent cell phone use during practice time, including water and rest breaks. If a coach identifies cell phone use is impacting practice and/or game time, the coach may consider following the reduction in playing time process outlined below.

The decision to reduce playing time for a player **cannot** be implemented until the head coach has completed each step below:

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

### Athletic Director/Sports Coordinator Responsibilities related to Playing Time

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

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

### Substitute Players

In the event that a sports team does not have enough athletes to field a team during regular season or tournament play, athletes from lower levels or grades can be rostered in effort to ensure the team will not forfeit play. For example, a 6<sup>th</sup> grade player may be asked to play on a 7<sup>th</sup>/8<sup>th</sup> grade team; or a 2<sup>nd</sup> grade student athlete may be asked to play for a 3<sup>rd</sup>/4<sup>th</sup> team, or guided and required by CSAA for CSAA sports. This policy is limited to student athletes who are able to play at the level requested. Junior Kindergarten, Kindergarten, and 1<sup>st</sup> grade student athletes are not included in this policy. Playing time of a substitute player





will not exceed the playing time of any original team member.

### Uniform Policy

This policy will be used for all reusable St. Albert Uniforms

Coaches will be given uniforms for their teams based on sizes taken at tryouts and these will be tracked by number through SAAM Uniform Coordinator(s). If a size change is required, the coach will coordinate this with the Uniform Coordinator(s) only.

After the season ends, there will be at least two days that parents/guardians will be able to drop off the student athlete's uniform to be checked back into stock. These dates will be determined once it is near the end of the season.

Student athletes are required to return the uniform. Uniforms, in their entirety, not returned will be subject to a replacement fee of \$100. This will be charged through the family's FACTS account. This fee will not be prorated or adjusted for partial uniform returns. If a uniform is returned after the replacement fee has been processed, an \$80 GameDay promo code will be issued for use on a future sports registration.

Uniforms should be returned in the condition they are received. Uniforms should be washed and free of stains prior to return.

By accepting a uniform, the student athlete and family, is agreeing to the Uniform Policy effective October 23, 2024. Accepting includes, but is not limited to, any and all applicable replacement fees.

### Sports Discipline Policy

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

Sanctions and/or policies are subject to the approval of the pastor. The pastor has final authority over all situations and appeals.

#### Grievance Procedure

If during the course of a season a problem arises between parents/student athletes and coaches; common sense, manners, and politeness should help resolve the issue between the parties. SAAM will not normally get involved until the parties involved have requested help in resolving the matter by contacting the SAAM Grievance representative. If the problem does not get resolved at that juncture, the following steps should be followed:

1. Personally meet/talk with the Grievance representative and express your concerns
2. If problem cannot be resolved, the Grievance rep along with the parties will meet with the Sport Coordinator





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

## Weather Conditions

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

In the event of the cancellation of school or the cancellation of games by CSAA, St. Albert's parish facilities, including its gym/St. Albert Center, are closed in accordance with parish policy. In lieu of league games that have been canceled, coaches are not allowed to schedule practices at the parish. The reason games are canceled and/or parishes are closed is to eliminate any expectation that parishioners/parents have to get out on unsafe roads and travel thus imperiling their safety or the safety of their children. Furthermore, if CSAA athletic activities are canceled due to weather related concerns, all K-2 athletic activities are also canceled.

## Fiscal Policy

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

- SAAM will abide by standard accounting principles as utilized by the parish.
- SAAM will develop and adhere to an annual budget
- Each sport will manage its resources to operate without excess expenditures
- Executive Group will look forward to anticipate future costs
- The SAAM will not "pad" fees to operate at an unreasonable surplus
- Banquets/individual team awards are not funded by SAAM
- A stipend of \$35 for Championship sweatshirts per player/coach will be supported by SAAM for teams that win a CSAA Championship
  - Coach/es will organize the creation and ordering of the items and submit an invoice for payment
  - If the cost exceeds \$35, parents will cover the price difference
- The SAAM Steering Committee will provide oversight and strategic direction of large projects funded by SAAM
  - The Steering Committee lead will provide monthly updates to SAAM at the monthly meeting of project status



## Revision History

Revision Date	Summary of Changes
June 2025	Handbook formatting updated; supporting documents added; updated voting for by-law changes (quorum added); playing time guidelines clarified; student athlete and cell phone expectations added; tryout/evaluation process clarified; archery team selection addendum; SAAM sports fee coverage bylaw reference added