

St. Margaret of Scotland Athletic Association

2018-2019 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 and 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 teamwork and sportsmanship.

Policies 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 adjusted when deemed necessary by the Athletic Association Board.

Information about registration is included in this document. Additionally, 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 for the next school year

Families may register online for all sports at <http://ezrosters.com/stl-smos>. 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.

Children in grades 2-8 will be required to obtain a CYC card prior to their first 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 SMOS AA will inform athletic families when registrations are available.

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 time period within which 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 an athlete may need to withdraw from a sport after registration has ended or during the season. In order to withdraw an athlete, a parent/guardian is required to notify the Coach of the change in writing. Withdrawals may happen at any point throughout the season at the parent/guardian's request. Refunds associated with registration fees will only be approved between the time of registration and until the first 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 and 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, the SMOS Athletic Association reserves the right to split larger teams into two teams - Team A and Team B. This allows all players maximum playing time.

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

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

Minimum roster size may be decreased by up to two players in 2nd-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 a Complete SMOS Team Cannot be Fielded

The SMOS Athletic Association’s goal is to provide an opportunity to play on SMOS sponsored teams to as many athletes from the parish as possible. 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 the sport of his/her choice. 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 an SMOS team in that sport in their grade.

Exceptions: an athlete may be allowed to “play up” if the team in his/her grade has been closed to additional players. As well, an athlete 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 sport’s Lay Director, athlete’s parents/guardians, coaches, 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 an 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 an 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 an 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 of a given 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 sport’s 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 levels in CYC, teams will be divided based on ability. Two coaches designated by 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 in 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

Parent/Guardian 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 the conduct of their players and SMOS parents/guardians during games. Coaches 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 health or injury. If a player injury occurs during a game, parents/guardians are to remain in the spectator area unless called over by the coach.

24-hour Rule: If there are concerns about a game or practice, parents/guardians are asked to wait 24 hours before contacting the coach so that both the parent/guardian and the coach have time to review and consider the situation.

Coaches are the only individuals that should approach officials during or after an 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 towards 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 move towards meeting their own athletic goals, as well as the team's goals. The Association has the right to remove an athlete from a team if inappropriate behavior is demonstrated during practice or game times.

Coach Conduct

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 mandatory training before working with athletes: a *Protecting God's Children* workshop and the *Coaching to Make a Positive Difference* training. See "Coach Requirements," below, for more information.

Non-Discrimination Requirement

SMOS Athletic Association prides itself on the diversity of our athletes and families within our sports programs. Per our mission statement, the Athletic Association members and families are called to serve others with unconditional generosity and work towards a more just society. As a Catholic organization and a Parish ministry, we have zero tolerance for any discriminatory remarks or behavior from our families or from schools that we compete against. Situations of this nature should immediately be brought to the Coach's attention. Coaches are required to report these incidents to the Lay Director of the sport, Vice President, and President of the Athletic Association. The President will immediately notify our Parish Priest and the South Central CYC District. The South Central CYC District and our Priest will provide instruction on any further actions.

Communication with Athletes and Parents/Guardians

Communication between coaches and athletes and parents/guardians is important. Coaches cannot always depend on child-athletes to clearly communicate to parents/guardians. 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 or paying attention
- Unexcused absences
- 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.

Interacting with Officials

The SMOS Athletic Association expects coaches to conduct 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 or players.

Coach/Player Ejections

If any SMOS coach or athlete is ejected from an event, the following steps will occur:

1. The ejected SMOS AA member is suspended until an SMOS AA hearing takes place.
2. The CYC card of the member will be collected as soon as possible by the Lay Director.
3. An 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.
6. More ejections will result in progressive action, up to and including a season or lifetime ban from SMOS AA activities.

Coach Requirements

Managers/Head Coaches and Assistant Coaches of SMOS teams must complete the requirements noted in this section. These requirements are mandated by Archdiocese and CYC rules and increase the safety of children and adults involved with parish activities. They also 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 through 8th grade team roster must complete a background screening. Screenings are routinely completed every other year for those with consecutive years of service. Any coach/manager who has lived outside of MO within the last 5 years must also complete a national criminal history screening.
- *Commitment to the Code of Ethical Conduct:* all Managers/Head Coaches and Assistant Coaches listed on a PreK through 8th grade team roster must commit, by signature, to adhere to the Archdiocese of St. Louis Code of Ethical Conduct. A copy of the Code of Ethical Conduct will also be provided for signature and proof of completion.
Coaches who are under the age of 18 must complete the Code of Ethical Conduct for Youth Volunteers only.

- *Protecting God's Children*: all Managers/Head Coaches and Assistant Coaches listed on a PreK through 8th grade team roster must complete this training. The training is offered free-of-charge by the Archdiocese and is valid for the lifetime of the coach.
- *Coaching to Make a Positive Difference*: all Managers/Head Coaches and Assistant Coaches listed on a PreK through 8th grade team roster must complete this training. It is a CYC requirement and is provided both online and in a classroom setting. Costs of the training will be reimbursed to coaches by the SMOS Athletic Association once certification is received and a copy of the certification is forwarded to the Athletic Association.

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 personal equipment (e.g. soccer shin guards, volleyball need 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 the responsibility of the athletes' parents/guardians to return the uniform by the required deadline.**

This year's deposit amount can be found on the last page of this handbook.

Volunteerism

We can't do this without you! Athletic activity fees cover approximately 60% of the operating cost of the Athletic Association programs. The Athletic Association requires a volunteer deposit from each athletic family. This is a one-time, fully refundable deposit. All families are required to volunteer a prescribed number of hours 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 in advance will also be subject for deposit checks to be cashed at the end of the school year. Insufficient funds for

deposit checks will restrict families/athletes from obtaining a uniform for the following sport season. Cash only will be accepted to redeem these checks.

This year's deposit amount and volunteer hour requirement can be found on the last page of this handbook.

Board Members 2018-2019

SMOS Athletic Association Board of Directors Officers

President	Brian Overberg	smosaa.president@gmail.com
Vice President	Mollie Mundy	molliemundy@gmail.com
Treasurer	David Roither	smostreasurer@gmail.com
Secretary	Brad Roell	bradroell@gmail.com

SMOS Athletic Association Sports Lay Directors

Basketball		
Camp Director	Brian Overberg	smoscamps@gmail.com
Chess	Jason Oatis	jason.oatis@hok.com
Golf	Jennifer Hubbartt	hubbarttj@gmail.com
Lacrosse, Boys	Kristin Byrne	plbyrne@swbell.net
Lacrosse, Girls	Chris Heisig	heisigcc@gmail.com
Soccer, CYC Boys	Tom Andrews	smoscycsoccer@gmail.com
Soccer, CYC Girls	Brian Overberg	smoscycsoccer@gmail.com
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Track	Ruth Pera	ruth.pera@gmail.com
Volleyball	Carrie Redd	smosaa.volleyball@gmail.com
Volleyball	Dave Greiner	Dave.Greiner@EMSDoors.com

SMOS Athletic Association Committees

Coach Certification	Ruth Pera	ruth.pera@gmail.com
Communications Director	Carrie Crompton	carriecrompton88@aol.com
Field Director		
Finance Committee	Peggy Taylor	peggytaylor@gmail.com
Finance Committee	David Roither	smostreasurer@gmail.com
Finance Committee	Brian Overberg	boverber@yahoo.com
Gym Director	Pat Bittick	pbittick@att.net
Gym	Joe Civettini	joe.civ@sbcglobal.net
Movie Night Director	Allyson Harper	allysonharper@swbell.net
Slay Field Director	Eric Bischoff	smosfieldmgr@gmail.com
Uniform/Apparel Director	Ann Hunter	hunter6640@att.net
Volunteer Director	Eric Bischoff	smos.volunteer@gmail.com

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	Brad Booker	bradbookerhomes@gmail.com
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TGP Contact (Director)	Elizabeth Hickox	lhickox@towergrovepark.org
TGP Contact (Field Rental)	Tricia Braun	tbraun@towergrovepark.org

2018-2019 Registration Fees

	Early Registration Fee	Late Registration Fee
Fall Sports	\$70/player	\$95/player
Winter Sports	\$70/player	\$95/player
Spring Sports	Varies by sport	Varies by sport

Uniform and Volunteer Deposit Amounts

For 2018-19, the Athletic Association will require a \$100 uniform deposit per player per sport.

For 2018-19, the Athletic Association will require a \$200 volunteer deposit per athletic family.

Volunteer Hours Requirement

For 2018-19, the Athletic Association will require between 3-4 hours volunteer time per family (one volunteer shift per family). All volunteer work will be located at the SMOS School Gym at 3964 Castleman, 63110, unless otherwise noted.