



IMMACULATE HEART OF MARY ATHLETIC BOOSTER MINISTRY

Standard Operating Procedures (revision date: 09/28/2022)

Mission

The primary focus of the Immaculate Heart of Mary (“IHM”) Athletic Booster Ministry is to support the organized boy and girl sports activities for elementary school-aged children of the IHM parish (the “Parish”). We further the mission of the Catholic Church by providing sports experiences for youth that are firmly rooted in the Catholic faith tradition, based on the goals of Catholic youth ministry, and aligned with the evangelizing mission of the Catholic Church.

Statement of beliefs

- We are Crusaders called through discipleship to be Christ-like in our actions, words, and thoughts.
- We are Crusaders called to be accountable and responsible for individual growth: socially, academically & spiritually.
- We are Crusaders called to be respectful in our service to God; striving to live and share the Good News.
- We are Crusaders called to be engaged by actively learning and growing in the community of Christ.

General Operating Procedures

Section 1 – General Provisions

1. Program offerings

Fall	Winter	Spring
Football	Boys Basketball	Boys Volleyball
Golf	Girls Basketball	Track
Girls Volleyball	Cheerleading	
Cheerleading		
Cross Country		

2. League participation

- a. All sports and teams may only participate in leagues that have been approved by the Commission which oversees the Catholic Youth Athletic Charter for the Archdiocese of Cincinnati (the "Commission").
 - i. Teams will participate in "Catholic Leagues" which have been approved by the Commission, with exception for certain sports which have a different league or event type situation for their competitions.
 - ii. Participation in "Non-Catholic Leagues" must be approved by the Commission.
 - iii. All requirements of the Charter on Catholic Youth Athletics are still applicable regardless of the participation in a Catholic or Non-Catholic league or event.
- b. As of the revision date of this policy, the following sports are using an exception to the above policy to participate in competitions:
 - i. Cross Country – competes in open invitation meets
 - ii. Competition Cheer – competes in open invitation competitions
 - iii. Golf – competes in the Cincinnati Middle School League

Section 2 – Participation Eligibility

1. Eligibility for participation on an Athletic Booster Ministry team shall be determined by the following:
 - a. Parish registration: The participant's parent or legal guardian is registered with the Immaculate Heart of Mary parish. If the parents of a participant are registered at an additional parish, the child is permitted to play in only one parish per academic year (July through June); or
 - b. Catholic elementary school: The participant attends Immaculate Heart of Mary school. If the parents of a participant are registered at an additional parish, the child is permitted to play in only one parish per academic year (July through June); or
 - c. Unaffiliated participants: Children (Catholic or non-Catholic) who are not registered with a Catholic parish or attending a Catholic school may participate in Booster Athletics only by special application and permission by the Pastor, the Booster Board and the applicable league.

2. Participants are expected to play for the same parish for an entire school year, unless the family residence moves to a different locale and parish, in which case a change is permitted.
3. Religious education requirements:
 - a. Catholic participants: Catholic participants will be enrolled in and regularly attend the parish or school religious education in the current school year (which may be scheduled during the summer or the school year). Three or more unexcused absences from religious education sessions will normally result in suspension from the team. Legitimate excused absences such as illness will be assessed on a case-by-case basis by the Booster Board.
 - b. Non-Catholic participants in Catholic schools: In the case of non-Catholic children enrolled in school, they are eligible to play provided they attend the school's religious education classes in the current school year. Three or more unexcused absences from religious education sessions will normally result in suspension from the team. Legitimate excused absences such as illness will be assessed on a case-by-case basis by the Booster Board.
 - c. Non-Catholic participants in Catholic parishes: In the case of non-Catholic children whose parents have enrolled in RCIA or are otherwise in the process of becoming Catholic, they are eligible to play provided they are enrolled in and regularly attend the parish's religious education in the current school year. Three or more unexcused absences from religious education sessions will normally result in suspension from the team. Legitimate excused absences such as illness will be assessed on a case-by-case basis by the Booster Board.
 - d. Unaffiliated participants as defined in Section 2.1.c. are not required to attend religious education.
4. The Athletic Booster Ministry has the right to establish additional criteria for eligibility, with the approval of the Pastor, and may deny team membership to any otherwise qualified individual based on those criteria, provided the criteria are aligned with the mission, goals, principles, policies and guidelines of the Parish and the Archdiocese of Cincinnati.

Section 3 – Participation Requirements

1. As a general principle, a child participating on an Athletic Booster Ministry team is expected to fully participate in both practices and games.
2. A child may not be a member of a "Level 1" team (meaning the top designated team in the grade that is placed in a competitive level) if he/she has other conflicting extracurricular obligations (non-school activities) outside of IHM.
3. Coaches may limit playing time for a child that does not attend scheduled practices or games without an excused absence, situations where the wellbeing of the child is compromised, or as a disciplinary action for behaviors contrary to IHM's Code of Conduct or the rules governing the

Athletic Booster Ministry (which for purposes of these Standard Operating Procedures includes inappropriate or disruptive behaviors during a practice or game). Excused absences include illness or quarantine, injury, a major family event or vacation, a mandatory event organized by the Parish or IHM School (including religious education and sacramental preparation programs), or other items of a similar nature. Excused absences do not include other recreational activities or unaffiliated sporting activities.

4. Coaches are expected to support the faith formation of their players, and in no case are children to be penalized (for example, being required to sit out all or part of a game) by coaches or athletic leaders for missing a practice or game due to participation in religious education and sacramental preparation programs. If conflicts occur, programs of religious education and sacramental preparation take precedence.
5. Any limits on playing time imposed by a coach should be discussed with the child's parent and/or guardian to fully explain the situation. Coaches should also discuss such playing time limits with the student athlete. All limits on playing time imposed by a coach on a player are subject to review and revision by the applicable Sports Commissioner.
6. For the Level 1 team or the top designated team in the grade in any competitive level as designated by the applicable league, significant unexcused absences can result in forfeiture of eligibility for play in the current or following season. While not a "bright line", the spirit of "significant" used in this context is attendance at (a) 80% of practices, (b) 90% of League regular season games and (c) 100% of League post-season games. Failure to comply will result in a one game suspension and repeat offenses will result in the players removal from the team and forfeiture of eligibility to play in the following season, all subject to review and revision by the applicable Sports Commissioner, Athletic Directors and/or the Booster Board.
7. A student athlete may only participate in one Athletic Booster Ministry team per applicable season except for the following:
 - a. A student athlete may co-participate in both Girls Volleyball and Cross Country or Girls Cheerleading
 - b. A student athlete may co-participate in both Boys Volleyball and Track
 - c. A student athlete may co-participate in both Golf and Football or Girls Volleyball

Section 4 – Scheduling and facilities

1. No scheduling of athletics activities (including games, practices, tournaments, and other meetings) at parishes, schools or at any other facility on Sundays and Holy Days of Obligation before 1:00pm (e.g., 1:00pm kickoff, tipoff, starting whistle, etc.).
2. No scheduling of athletics activities on-site at Catholic parishes that adversely affect the parish's worship (for instance due to noise or parking problems) during Saturday and Sunday afternoon and evening liturgies or other Parish-wide organized event.

3. No scheduling of athletics activities (including games, practices, tournaments, and other meetings) on Holy Thursday, Good Friday, Holy Saturday or Easter Sunday or on Christmas day.
4. Athletic activities (including games, practices, tournaments, and other meetings) are not to be scheduled when the children involved normally would be attending religious education and sacramental preparation programs. During school days, athletic activities should not begin before 4pm. If conflicts occur, programs of religious education and sacramental preparation take precedence. Coaches are expected to support the faith formation of their players, and in no case are children to be penalized (for example, being required to sit out all or part of a game) by coaches or athletic leaders for missing a practice or game due to participation in such programs.
5. The Booster Board shall approve the use of any non-IHM facility for use by a team affiliated with the Athletic Booster Ministry.
6. Only IHM-sponsored events can be organized and held at IHM facilities. Non-IHM activities, events, practices and/or workouts cannot occur on any IHM property or within any IHM-rented gym space.

Section 5 – Code of Conduct and Grievance Process; Safety and Well-being of Children

1. The Athletic Booster Ministry strives to provide a Catholic faith-based ministry focusing on the Christian formation of our youth. All Board members, coaches, parents, players, volunteers, and other persons involved with IHM athletics are expected to conduct themselves as an example of Christian behavior. The health, safety and human/spiritual development of our children remains our highest priority.
2. All parents, athletes, and coaches must sign or have acknowledged their commitment to adhere to the Immaculate Heart of Mary Athletic Booster Ministry Code of Conduct (“Code of Conduct”) and Grievance Procedures. No participation is permitted on any team sponsored by the Athletic Booster Ministry until the applicable Code of Conduct and Grievance Procedures are signed or acknowledged, in a manner determined by the Booster Board. Please refer to the Code of Conduct on the Athletic Booster Ministry website.
3. Parents, players, coaches, commissioners, athletic directors, and Booster Board members are expected to read and abide by the Code of Conduct. If an issue does arise, all Booster Members and those affiliated with the Athletic Booster Ministry must follow the Booster Grievance Procedures. Please refer to the Grievance policy on the Athletic Booster Ministry website.
4. Any health and safety protocols established by the Booster Board must be adhered to by all parents, participants, volunteers, coaches, and guests. Those person(s) found to be in non-compliance with any health and safety protocols will forfeit eligibility to participate and may be asked to leave any IHM facility until such time as compliance with the health and safety protocols can be determined.

5. Discrimination based on ethnicity, nationality, gender or race is contrary to Catholic moral teaching and is unacceptable in Catholic Youth Athletics. This applies to scheduling (e.g., preferential treatment to boys' over girls' sports); team formation (e.g., selections based on race, ethnicity or nationality); and playing time (e.g., decisions based on race, ethnicity or nationality).
6. Safety and well-being of children:
 - a. Archdiocese of Cincinnati Decree on Child Protection: The provisions of the Archdiocese of Cincinnati Decree on Child Protection must always be followed.
 - b. All volunteers who have contact with children must be certified through the SafeParish™ program before they have contact with children. Responsible supervisors who hire personnel furnished by a third-party contractor who have contact with children, or who utilize auxiliary services personnel, are to inform such personnel of the existence of the Decree, inform them of the requirements of the Decree which pertain to them and give such personnel the option of certification through the SafeParish™ program.
 - c. Background checks: All volunteers must have background checks in accordance with the current policies of the Archdiocese of Cincinnati.
 - d. Recruiting Volunteers: Those persons who recruit volunteers to work regularly with children in the Athletic Booster Ministry must exercise caution in selecting volunteers. No volunteer has the right to insist on a particular volunteer position. If there is any cause for concern in a particular case, the matter should be brought to the attention of the IHM Booster Board for further review.
 - e. Permission, Health Information and Release of Liability Forms: A child may participate in an organized program sponsored by the Athletic Booster Ministry only with the written consent of the child's parent or guardian on a standard Permission, Release and Medical Power of Attorney form. Such written consent is expected to provide for emergency care of the child, as warranted by the program or activity.
 - f. Minimum of Two Adults and Gender Ratio: For any activity sponsored by the Athletic Booster Ministry, at least two adults, both of whom are in active compliance with the SafeParish™ program requirements, and who are not related to each other, must be present for any activity, including but not limited to practices, games, and team meetings. When possible, the number and gender of the adults are to be in proportion to the age, number and gender of the participants, and the duration and difficulty of the activity. Prudence is required in applying this policy to different age groups, length of activity and the risk level of the activity. A ratio of 1:10 is recommended. Whenever there is a mixed group of boys and girls it is required that one adult of each gender is present. The proportion of male / female chaperones should be similar to the proportion of the children. Single sex athletics must have at least one adult of the same gender as the players (e.g., in case of injury or illness requiring attention in a rest room). "Adult" excludes 18 and 19-year-olds not yet graduated from high school and others who have graduated from high school.

- g. No child may be disciplined corporally or corrected with abusive language.
- h. Reporting: Ohio law requires all persons acting in an official or professional capacity to immediately report any actual or suspected act of child abuse to the public children's services agency or to a municipal or county peace officer in the county where the child resides or where the abuse or neglect is occurring. Failure to do so is a misdemeanor and can result in prosecution. The Archdiocese of Cincinnati requires all persons to immediately report any actual or suspected acts of child abuse to Civil Authorities. In either case, a person reporting in good faith in making such a report is immune from both civil and criminal liability.
- i. Concussions: The Athletic Booster Ministry will comply with Ohio law with regards to concussions. Before practice or play begins for each sport or season, the parent or guardian of each participating child should review and sign the head injury information sheet required by Ohio Revised Code. Before beginning to coach or officiate, coaches and officials in Catholic Youth Athletics should receive training on concussions and the requirements of Ohio law. If a player exhibits signs, symptoms, or behaviors consistent with having sustained a concussion or head injury while participating in practice or competition, the player shall be removed from the practice or competition by either of the following: (i) the individual who is serving as the student's coach during that practice or competition; or (ii) an individual who is serving as a referee or official during that practice or competition. Parents are expected to be notified of the injury as soon as possible. If a player is removed from practice or competition as per above, under Ohio law the coach or referee who removed the player must not allow the player, on the same day the player is removed, to return to that practice or competition or to participate in any other practice or competition for which the coach or referee is responsible. Thereafter, under Ohio law the coach or referee shall not allow the player to return to that practice or competition or to participate in any other practice or competition for which the coach or referee is responsible until both of the following conditions are satisfied: (i) the student's condition is assessed by a physician or other authorized licensed health care provider; and (ii) the player receives written clearance that it is safe to return to practice or competition from a physician or other authorized licensed health care provider.
- j. Lindsay's Law: The Athletic Booster Ministry will comply with Ohio Law related to Sudden Cardiac Arrest (SCA) awareness. The overall intent with "Lindsay's Law" is to increase awareness and safety for our youth athletes against SCA. During the registration process for each sport season, parents, and athletes will be required to watch the SCA awareness video and acknowledge their review of the SCA awareness video.
- k. Inclement Weather, Lightning, Thunder and Thunderstorms / Heat: When thunder is heard or a lightning bolt is seen at a practice or competition, teams will suspend play and take shelter immediately. Once play has been suspended, play or practice will not resume until approximately 30 minutes has passed since the last thunder was heard or lightning flash witnessed. To prevent heat illness (i.e. heat cramps, heat exhaustion, or heat stroke), when

there are high temperatures, leagues, athletics organizations, coaches and teams should exercise prudence (such as by monitoring athletes closely, limiting practice duration, allowing lighter clothing, providing frequent fluid breaks for rehydration, and/or providing for shade).

Section 6 - Coaches

1. Coaches role

- a. Develop young athletes and help form young Christians.
- b. Coaches of teams under Catholic auspices in the Archdiocese of Cincinnati should abide by and uphold the Organizational Documents of the Athletic Booster Ministry and the mission, goals, principles, policies and procedures of the Charter on Catholic Youth Athletics, including the Archdiocese of Cincinnati Decree on Child Protection and the Code of Conduct.
- c. Represent the team with a high level of sportsmanship, integrity and respect towards team, parents and opponents at all times (sidelines and practices included).
- d. Support and assist in the spiritual, emotional, social and physical development of all players by providing opportunities for athletic skills training, character development, and spiritual growth.
- e. Ensure an environment conducive to growth in faith, character, and virtues, working with the Booster Spiritual Liaison as necessary.
- f. Reinforce with children and their families the importance of faith and religious practices including Sunday Mass, Holy Days of Obligation and regular, ongoing religious education.
- g. Ensure that prayer happens at each practice and game.

2. Coach requirements

- a. A head coach must be at least 21 years of age and in compliance with the Decree on Child Protection.
- b. As assistant coach must be at least 19 years of age, a high school graduate, and in compliance with the Decree on Child Protection.
- c. Coaches should be active, practicing Catholics in good standing with the Church and their Parish.

- d. It is the general goal that coaches should not coach more than one Level 1 team in the same season. Exceptions are permitted in unique circumstances, following the Coach selection process as enumerated herein.
- e. The Athletic Booster Ministry is to have at least one meeting per year for all coaches in which they receive a presentation of the mission, principles and goals of Catholic Youth Athletics ministry and Code of Conduct, along with any updates on safety, Charter developments, best Practices, changes in parish or non-parish school policies or practices, and other matters.

3. Coach selection process

- a. The applicable Sports Commissioner(s) will choose the coaches best suited for the applicable team and the interests of all players. If a non-Parent is available to coach a team and is determined by the Sports Commissioner(s) to be at a coaching level equal to or greater than a Parent coach, the non-Parent coach should be chosen. If a Parent coach is determined at a higher level of coaching, then the Parent coach should be chosen.
- b. "Parent" in the context of "Parent coach" is defined as any father, mother, guardian or adult family member.
- c. All coach selection decisions made by the applicable Sports Commissioner(s) will be reviewed and approved by the Booster Board in an executive session. If a coach selection candidate is not approved, the Sports Commissioners shall repeat the Coach Selection process as set forth within these Standard Operating Procedures.
- d. The Sports Commissioner(s) will announce all planned coaches for that season once they are approved by the Booster Board. No communication of coach selection shall be made to the public prior to approval by the Booster Board.
- e. The Sports Commissioner must excuse him/herself from the coach selection process for the team involving his/her son/daughter. If there is not another Sports Commissioner available for the applicable sport, the Booster Board shall designate an Athletic Director that has no conflict of interest to assume coach selection responsibilities for that particular team.

4. Coach selection criteria

- a. The criteria to be used by the Sports Commissioner(s) in the selection of coaches include the following:
 - i. Virtues: Lives the values and virtues of the Catholic faith.
 - ii. Capabilities: Knowledgeable about coaching children in a particular sport.
 - iii. Rapport: Exhibits a positive rapport with both children and adults.

- iv. Maturity: Exhibits appropriate maturity (e.g., level-headed, able to control temper, take responsibility for mistakes, accept criticism).
 - v. Commitment: Able to commit the time necessary for preparation, practices and games.
- b. The Sports Commissioner(s) can consider past coaching history and coach evaluation feedback in the coach selection process.
 - c. The weighting of individual criteria is at the discretion of the applicable Sports Commissioner(s).
5. Annual evaluations
- a. Athletic Booster Ministry will secure anonymous, written evaluations of the programs and coaches from parents whose children are participating in the athletics program at least on an annual basis, or more frequently during or after sports seasons. These evaluations are always intended to remain confidential, and the raw results/comments shall be reviewed by the Co-Presidents (or designee(s)), Athletic Director and applicable Sports Commissioner(s) prior to distribution to the Booster Board. The Co-Presidents shall provide a general data summary of the results and copy/paste all comments into a new document after stripping out all specific evaluator identities for the Booster Members. The specific evaluator identities shall never be shared beyond the Co-Presidents unless explicitly permitted by the evaluator during any follow up communication.

Section 7 – Registration

1. There will only be one registration period per season per sport.
2. An effort should be made to publish registration in advance with as broad a parish distribution as reasonably possible (examples include Booster website posting, the parish bulletin, school communications, PRP communications, etc.). Notices should include, where possible, dates and amount of registration fee.
3. A child must sign up in order to be guaranteed placement on a team. Late signups will be considered for placement on a case-by-case basis as long as the number of players per team remains within acceptable limits as judged by the appropriate Sports Commissioner(s).
4. The public website registration link will close after the registration deadline, and all late registration requests must be sent to the Sports Commissioner(s) to determine if a child can be added to a team. In some cases, adding players after the deadline can help make team rosters work better, while late registrations will always be rejected if adding a player will require creating an entirely new team to do so.

5. Once evaluations and/or tryouts start for a particular sport, registrations for that sport are considered closed unless otherwise determined by a majority vote of the Booster Board.
6. Registration and other fees:
 - a. The Booster Board will establish Booster membership fees. Booster membership grants the family free entrance to all games held at IHM and helps cover costs associated with IHM sports.
 - b. The Booster Board will establish registration fees based on sport.
 - c. A different fee for registration after the registration deadline has passed may be established. For example, \$85 registration fee on or before the deadline, \$125 after the deadline.
 - d. Once paid, registration fees are refundable until the earlier of following (at which point the registration fees are nonrefundable): (i) the day of the first evaluation session for the applicable sport, (ii) the day before the first practice/game, (iii) the date uniforms are ordered, or (iv) the applicable league deadline.
 - e. The Booster Board may assess a fee to any family that did not return a sport uniform owned by the Athletic Booster Ministry.
 - f. It is the goal that the Athletic Booster Ministry be open to all eligible families irrespective of ability to pay Booster member or registration fees. All requests for financial assistance or fee waivers will be handled by the Parish office and such assistance shall remain anonymous to all members of the Athletic Booster Ministry, including the Booster Board. The Board Treasurer may be involved in order to effectuate the decision of the Parish office.

Section 8 – Financial and Other Procedures

1. All equipment, uniforms and spirit wear will be requisitioned through the Booster Board. The board must approve additional team apparel purchased by parents. On an annual basis for all sports, any parishioner interested in providing Spirit wear for IHM Boosters will have the opportunity to present product for review and consideration. Presentation must be made to Booster Board. The Booster Board will decide if items presented will be a part of official IHM Booster spirit wear. Items would be required to have the proper IHM logo.
2. All special events (football camp, golf outing, Crusader Madness, etc.) requires the event coordinator to create and furnish a financial report income/expense/profit/loss statement no later than 3 weeks following the conclusion of the event. The Treasure will provide a sample report format template.

3. A reimbursement form needs to be filled out by anyone seeking reimbursement for an expense from personal funds. This form applies to Board members as well as any team parents who are just volunteering in some capacity. The requestor shall send the completed form and copies of the receipts/invoices to Treasurer and/or Co-Presidents via email, and they will forward it onto the Parish Office Business Manager as "approved to pay". No physical signatures are necessary on the form if sent via email.
4. The following money counting/dropping procedure shall be followed when closing the football concession stand or gym concession stand each day. At the end of the game day, Booster Board member of Sports Commissioner(s) shall gather all the cash boxes and ask one of the closing team parents to count the cash boxes money with them. Each cash box should retain some seed money for the next game day, even if closing on a Sunday. Generally, 50 singles, 10 five-dollar bills, and 10 ten-dollar bills should remain as seed money in each cash box. If short of any denomination, leave a corresponding amount of \$20's for the next day's opener to go get change. Place all extra money and any receipts in a tamper proof cash deposit bag. Write the total amount you placed in the bag, date, and sport on the outside of the bag. Please print/sign your name and ask the closing team parent who is helping you do the same. Text the total amount you put in the bag to Treasurer and/or Co-Presidents, so a record is maintained. Seal the bag and drop it in the safe located just inside the closet within the gym concession stand. Turn the lever handle and ensure it drops down into the safe. Ensure the safe is indeed locked. The Parish Office treasurer liaison will pull the money from the safe and deposit into the bank. A circumstance may arise where a Booster Member must purchase a concession item on game day. The receipt from the purchase needs to be placed in the cash box from which the money was refunded. The receipt must be itemized and signed by board member. Please make sure this does not deplete the money needed for change for the day.

Section 9 – Sports Awards and Other Special Recognition

1. For all 8th grade teams, the Booster Board will provide a stipend per player for a post season celebration. All receipts shall be provided and attached to a Booster Board reimbursement form submitted to the Booster Board Treasurer for reimbursement. It is the responsibility of the 8th grade coaches and parents to organize, coordinate, schedule, and reserve any space/equipment for any special 8th grade activities through the parish office.
2. The Booster Board sponsors, organizes, and funds the following 8th grade recognition items: individual color poster for each athlete per sport hung in the gym and/or at the football field, 8th grade plaque, and a modest amount of flowers/balloon decorations for the 8th graders' parent/athlete recognition at their final home game. At the start of each academic year, the Booster Board or designee will organize and coordinate the final home game parent/athlete recognition events, as well as assist in the poster hanging logistics. Any other forms of recognition, such as special videos, photo collages, etc. are the responsibility of the 8th grade parents to organize, coordinate, schedule, and fund. In addition, the 8th grade parents will need to reserve any space/equipment for any other special activities through the parish office.

3. The Booster Board sponsors, coordinates, and funds the special team recognition championship plaques displayed on the wall outside the gym. The following criteria shall be met in order to have a new plaque added to the hallway:
 - a. 6-8th grade (boys) and 5-8th grade (girls)- Award any team that wins an end of season tournament that is at the same level or above what they were assigned to during the regular season.
 - b. 3-5th grade (boys) and 3-4th grade (girls) - Award for winning the top-level tournament for their grade (i.e., Gold Bracket for GCCYS).

A plaque will be purchased for each team that wins a championship as defined above. The individual players and official head/assistant coaches should be listed on the plaque with the pertinent details of their championship accomplishment.

Section 10 – Scholarship Awards

1. Cogan Memorial Scholarship Award – The award is given to a 7th grade IHM boy and girl for 50% off their 8th grade IHM tuition. If two or more students of the same gender receive the same overall rating as discussed herein, those individuals will split the prize allocated for that gender.
2. Fr. Schroeder Memorial Scholarship Award – The award is given to an 8th grade boy and girl in the amount of \$1,000 toward their Catholic high school tuition they attend either in the Archdiocese of Cincinnati or the Diocese of Covington. If two or more students of the same gender receive the same overall rating as discussed herein, those individuals will split the prize allocated for that gender.
3. Eligibility:
 - a. Cogan Memorial Scholarship Award: Any 7th grade child playing a sport for and attending IHM. This award is given to an IHM day school 7th grade boy and girl, who best exemplify the qualities of a Christian student athlete at IHM. Qualities such as scholarship, leadership, attitude, ability, stewardship and sportsmanship are considered in determining the award recipient.
 - b. Fr. Schroeder Memorial Scholarship Award: Any 8th grade child playing a sport for and attending IHM. This award is given to an IHM day school 8th grade boy and girl, who best exemplify the qualities of a Christian student athlete at IHM. Qualities such as scholarship, leadership, attitude, ability, stewardship and sportsmanship are considered in determining the award recipient.
 - c. Determination of eligible athletes for the current year shall consist of all student's athletes that participated in an IHM sport during that academic year of the year of the award.

4. Evaluators for The Award – The Cogan and Fr. Schroeder Award will consist of coaches and teachers who will evaluate the candidates in the fields of scholarship, leadership, attitude, ability, stewardship and sportsmanship and decide on the award recipients as one who would best exemplify the qualities of a Christian student athlete at IHM. The evaluators would include the following:
 - a. Head Coach only for team the athlete was a member will vote on only those athletes that were members of their team.
 - b. Current 7th and 8th Grade faculty members will evaluate only those students who are members of their class.
 - c. If a student athlete has a parent as a teacher or coach, another coach or staff member is asked to rate him or her.
5. Winner of each award will be determined by tallying the score from all evaluators and then dividing the total by the number of evaluators to determine an average score for each student athlete. The average score will carry out to the fourth decimal point in order to determine separation. The winner will be each boy and girl student athlete from the 7th and 8th grades that have the highest average score. If two or more students of the same gender receive the same overall rating, those individuals will split the prize allocated for that gender for the respective scholarship.
6. Notification of Winners will be coordinated by a designated Booster Board member. Both awards will be announced concurrently and given to the winning student during the school's normal end of year awards day.

Section 11 – Transportation

1. The same laws, policies and guidelines that govern other Archdiocesan programs, schools and ministries are in effect for athletics programs offered by the Athletic Booster Ministry, as follows:
 - a. Laws:
 - i. In an automobile, all passengers must wear seat belts, with no more than one passenger per seat belt.
 - ii. Schools must transport by bus (by mandate of the Ohio Department of Education and the Ohio Revised Code).
 - b. Policies:
 - i. If it becomes necessary for any priest, deacon, auxiliary services personnel, personnel furnished by a third-party contractor, employee or volunteer to provide transportation for children, the following guidelines must be strictly observed:

1. Priests, deacons, auxiliary services personnel, personnel furnished by a third-party contractor, employees or volunteers must never transport one child alone. There are expected to be at least two adults in every vehicle that transports children. In exceptional situations, it may be permitted for one adult to transport children in a vehicle, provided a caravan of vehicles goes directly from point A to point B, with no stops in between;
 2. When traveling in a caravan there must be a minimum of one adult in every vehicle. If a vehicle is traveling alone, there must be at least two adults in the vehicle;
 3. Children must be directly transported to their destination or make only previously planned stops (e.g., stopping for food or gas on a long trip). If an emergency stop must be made, all reasonable efforts must be made to ensure that two adults are present (e.g., calling another car in the caravan to pull over as well);
 4. Children must never be transported without written permission from the child's parent or guardian;
 5. Clerics, auxiliary services personnel, personnel furnished by a third-party contractor, employees or any volunteers must avoid unnecessary physical contact with children while in the vehicle.
- ii. The use of large (i.e., 15-passenger) vans is prohibited, as per the General Secretary of the United States Conference of Catholic Bishops.
- c. Archdiocesan Recommendations and Clarifications
- i. For liability reasons, the Archdiocese of Cincinnati prefers that buses rented from a third party who supplies the driver are used for transportation.
 - ii. When Church leaders are providing transportation for an event, a teen may drive him or herself (and siblings) only with written permission of the parent or guardian. They may not transport other passengers.
 - iii. The driver's insurance is the primary insurance coverage, not the Archdiocese of Cincinnati.
 - iv. If an event begins and ends at the site of an activity, the Church leader does not need to organize the transportation.
 - v. Church leaders never organize transportation for parish or school events using drivers under the age of 21.

Section 12 – Revisions and Interpretations

1. The IHM Athletic Booster Ministry is a ministry of the Parish and operates in accordance with all Parish and Archdiocese of Cincinnati rules and regulations, which includes the Archdiocesan Charter on Youth Athletics. All decisions, rules and regulations of the Parish and the Archdiocese of Cincinnati govern, even if in conflict with these Standard Operating Procedures.
2. The Booster Board may review and revise the Operational Procedures whenever it is deemed necessary, by a majority vote of the Board members.
3. For any conflict between the General Operating Procedures and the Sport-specific Operating Procedures, the General Operating Procedures will govern.

Sport-specific Operating Procedures

Basketball

1. The basketball program operates within the Greater Cincinnati Catholic Youth Sports ("GCCYS") League.
2. For grades 3, 4 and 5 (boys only), Coach Selection will be complete prior to the evaluation session. For grades 5 (girls only), 6, 7 and 8, non-Parent Coach Selection will be determined prior to the first scheduled evaluation session. For grades 5 (girls only), 6, 7 and 8, Parent Coach Selection will be determined once the Team Selection process is complete. Coach Selection as used within the Basketball Operating Procedures is the process as set forth in the General Operating Procedures.
3. Team selection
 - a. Prior to the scheduled evaluation sessions, the Basketball Commissioner(s) will determine the planned number of teams for each grade level based on the total number of registered players.
 - b. The number of players per team will be determined by the Basketball Commissioner(s) based on the number of players registered at each grade level.
 - c. Combined grade teams are designated by the highest grade. For example, if a 5th and 6th grade team are combined to form one team, they will be governed by the procedures for 6th grade teams.
 - d. Boys grades 3, 4 and 5 and Girls grades 3 and 4 are "Instructional Teams" and are to be evenly balanced with regards to skill level. Grades 5 (girls only), 6, 7 and 8 are "Competitive Teams" and can be organized by skill level. GCCYS has different levels of competition for Competitive Teams. Level 1 is the highest level of competition, followed by Level 2, etc. Recreational level of play is Level 5 and below. The levels of competition are subject to change, as designated by the GCCYS.
 - e. For purposes of Girls Basketball, and notwithstanding the above, the Basketball Commissioner(s) retain the ability to create:
 - i. a combined 5th/6th grade division and will be referred to as the "reserve" division. Levels of play offered will be level 1, level 2, level 3, and level 5 (recreational). The Basketball Commissioner(s) maintain the discretion to build the combined grade teams.
 - ii. a combined 7th/8th grade division and will be referred to as the "varsity" division. Levels of play offered will be level 1, level 2, level 3, and level 5 (recreational). The Basketball Commissioner(s) maintain the discretion to build the combined grade teams.

- f. Any parent/guardian not wishing their child to participate on a Level 1 team must notify the Basketball Commissioner(s) prior to the first evaluation session. Once placed on a team, a child will not be moved to another team unless permitted by the Basketball Commissioner(s).
- g. Instructional Teams (Boys grades 3, 4 and 5; Girls grades 3 and 4)
 - i. An evaluation session will be held for each individual grade that is organized by the Basketball Commissioner(s). Coaches and assistance coaches are required to observe the evaluation session to assist in the team selection process. Players will be evaluated based on current basketball skill levels and knowledge of the game. Parents/guardians and other observers are not permitted to attend or observe the evaluation session.
 - ii. The team selection process will be overseen by the Basketball Commissioner(s) and conducted using an open player snake draft (defined below) or equivalent process as determined by the Basketball Commissioner(s). A Basketball Commissioner cannot oversee the team selection process for the grade involving his/her son/daughter or family relation. Another Basketball Commissioner or Booster Board member shall take the lead in coordinating and supervising the team selection process for that grade.

For the avoidance of doubt, a snake draft is defined as follows: Once the draft order is established, the draft then proceeds in a continuous zigzag fashion (last pick of first round gets first pick of second round, first pick of first round gets last pick of second round/first pick of third round, and so forth). The progression of the snake draft shall continue all the way through each round until every player is selected.
 - iii. Each team roster starts with the head coach's child (or family/friend connection) and the assistance coach's child (or family/friend connection). When two or more teams are formed, the intent with the open player snake draft or equivalent process is for all teams to end up with an approximate balanced level of talent. If a snake draft is utilized, the Basketball Commissioner(s) shall decide the order of the draft to ensure a balanced level of talent per team.
 - iv. If parents would like to have same-grade level siblings on the same team, every effort should be made to have siblings of the same grade assigned to the same team to simplify logistics for the family. The final decision will be made by the Basketball Commissioners taking into consideration the skill level of each sibling.
 - v. Player(s) who did not attend any evaluation session shall be kept on a separate list until the normal snake draft or equivalent process concludes. Anyone who does not attend the evaluation will be placed on a team by the Basketball Commissioner(s).

- vi. During the snake draft or equivalent process, each team will acquire as close to an equal number of players at each level of skill as possible (understanding that the number of players at each level may not be divisible by the number of teams). The number of players per team differential should not be more than one.
 - vii. The Basketball Commissioners retain leeway to adjust the draft or equivalent process procedures for a grade if there is a significant talent disparity among the children of the head/assistant coaches. The overall intent and goal are to create all balanced teams at each grade level, consistent with the GCCYS League rules and the Archdiocesan Charter for grades 3-5 (boys) and grades 3-4 (girls).
 - viii. Rosters are not final until approved by the Basketball Commissioner(s).
- h. Competitive Teams (Boys grades 6, 7 and 8; Girls grades 5, 6, 7, and 8)
- i. An evaluation session will be held for each individual grade that is organized and overseen by the Basketball Commissioner(s). A person cannot be involved in the team selection process for any grade involving his or her a child or any family relation.
 - ii. Parents/guardians and other observers are not permitted to attend or observe the evaluation sessions. A Basketball Commissioner has the discretion to waive an evaluation session if a sufficient number of interested players fail to register.
 - iii. In the event of a non-Parent coach is coaching a Level 1 team or other level team designated as the most competitive team in a grade, the non-Parent coach will choose the Level 1 team with oversight and approval of the Basketball Commissioner(s).
 - iv. Each player will be ranked at evaluations to determine proper team placement. All efforts are made to form the Level 1 team before proceeding to the following levels of play.
 - v. The Level 2 – 5 teams shall also be formed/assigned by the selection process determined by the Basketball Commissioner(s). These teams can be assigned as balanced or the teams can be assigned based on player rankings so that one team can be slotted in a more competitive league compared to the other team(s).
 - vi. To be eligible for placement on any team other than the lowest level team in a grade, all players must attend at least one evaluation sessions and commit to IHM Basketball by the end of try-outs. Exceptions may be considered by Basketball Commissioner(s) provided they are notified in advance of the tryouts with an excused absence. Excused absences include illness or quarantine, injury, a major family event or vacation, a mandatory event organized by the Parish or IHM School (including religious education and sacramental preparation programs), or other

reasons of a similar nature. Excused absences do not include other recreational activities or unaffiliated sporting activities.

- vii. If a player cannot participate in evaluations due to an excused absence, the Basketball Commissioner(s) shall receive input from his/her head coaches from previous years and shall place him/her on a team level based on that feedback and general knowledge of player skill. The Basketball Commissioner(s) will strive to avoid all conflicts of interest noted in this section.
- viii. If a player quits a team after being placed on a team, they forfeit eligibility to play IHM Basketball the following year.
- ix. Rosters are not final until approved by the Basketball Commissioner(s).
- i. Once approved, rosters should be emailed to the parent(s) by one of the Basketball Commissioner(s) or designated Booster Board member.

4. Playing time

- a. Playing time rules shall follow League rules, which are published at gccys.org.
- b. At all grade levels, coaches may limit playing time as a disciplinary measure subject to the provisions contained with the General Operating Procedures. Examples where disciplinary measures may be necessary, and players may have playing time limited, include but are not limited to the following:
 - i. Athlete fails to participate in organized practices.
 - ii. Athlete fails to attend scheduled games/matches.
 - iii. Disciplinary action due to athlete failing to comply with IHM's Code of Conduct or Booster rules and these Standard Operating Procedures.
 - iv. Parent/Guardian requests related to limiting playing time
 - v. Situations in which the wellbeing of the player is being compromised
- c. Coaches should hold a parent meeting prior to the start of the season to clearly explain his/her goals and expectations for the players, team and the season.

Football

1. The Football Program participates in the Greater Catholic Youth League (“GCYL”) Football league.
2. The Football Program will follow the Bandit Rules and Guidelines for players in Kindergarten, 1st Grade and 2nd Grade. The Bandit Rules and Guidelines can be found at:

http://www.gcyl.org/_files/GCYL%20Bandit%20Rules%20and%20Guidelines_2.pdf

3. The Football Program will follow GCYL League rules for players in 3rd thru 8th grades. The GCYL League rules can be found at:

http://www.gcyl.org/_files/about-us/forms/2018%20GCYL%20League%20Rules%20of%20Play%20FINAL.pdf

4. If there is more than one team per the applicable level of play (i.e., Bandit, Pony, Reserve and Varsity), the Football Commissioner(s) will review the team selection process with the Booster Board and obtain Booster Board approval.

Golf

1. Grades 3, 4 and 5 are part of the Instructional Golf Program and Grades 6, 7 and 8 are part of the Competitive Golf Program.
2. Instructional Golf Program
 - a. The program is designed to introduce IHM students to the game of golf and to have fun playing and practicing with their fellow classmates. The student athlete will learn the basic rules of golf, golf etiquette, leadership and teamwork, and golf swing with clinic instruction and on-course play.
 - b. The program will include clinics taught by PGA designated golf professionals, intrasquad practice matches and scrambles. The student athletes will begin with golf clinics at the beginning of the season and will work their way onto the par 3 course at Little Miami Golf Center or other designated course by the Golf Commissioner(s).
 - c. The season begins in early August and ends Mid-October. Some clinics will take place in the summer before the school year begins. Practices will take place on Saturdays and occasional weeknights, based on availability at Little Miami Golf Center or other designated course by the Golf Commissioner(s).
3. Competitive Golf Program
 - a. The program is designed to be all inclusive so that any child that desires to play golf can participate. The various levels of the program are structured so that beginner golfers and competitive players can compete and be challenged at the appropriate level. The student athletes will learn the basic rules of golf, golf etiquette, leadership and teamwork, and golf swing with clinic instruction and on-course play.
 - b. The program will include clinics taught by PGA designated golf professionals, intrasquad practice matches and scrambles, match play with other Cincinnati Middle School League golf teams – conference and non-conference, two golf tournaments (Little Miami Middle School Open and CMS Golf League Championship). Assignments and eligibility for events determined by head coach with the goal of equal participation.
 - c. The Competitive Golf Program participates in the Greater Cincinnati Middle School League and follows the League rules for competition along with any local course rules.
 - d. The season begins in early August and ends mid-October. Practice and match play weekdays starting 4PM-6PM (1 ½ hours) and tournaments held on Saturdays, all of which are subject to change at the discretion of the Golf Commissioner(s).

- e. The home course is designated as the Little Miami Golf Center (LMGC), 3811 Newtown Road, Newtown, OH 45244 (513-561-5650). The home course designation can change at the discretion of the Golf Commissioner(s).
- f. Players will compete with other middle school top players in conference play and the Little Miami Middle School Open Championship/League Championship. This team will be limited to a maximum of 12. This team is suited for players who desire to play golf in high school and are committed to the program. This group will primarily play on regulation courses. Players will be assigned to those events at the sole discretion of the head coach.
- g. Beginner players or those less interested in high level competition wanting to learn to play the game of golf, learn golf rules and etiquette and play in intrasquad and non-league match play. Players will generally be limited to the Par 3 course. Players will be assigned to events at the sole discretion of the head coach with the goal of equal participation.
- h. If the number of players who request performing on the competitive team exceeds 12, a player evaluation will be conducted. The competitive team selection will consist of evaluators with extensive golf education, playing or coaching experience such as the co-golf commissioner, golf professionals at Little Miami Golf Center or an independent golf coach. Evaluation can include prior year team competition results, observation at August clinics and practice rounds, players knowledge of rules and etiquette, etc.
- i. The cost per child to participate in Competitive Golf will be set as set forth in the General Operating Principles. The participation fee will include league fee, greens fee for practice and matches, clinics, range ball tokens (for practice prior matches), tournaments and golf shirt and hat.

Volleyball

1. The volleyball program operates within the GCCYS League.
2. For grades 3, 4 and 5, the Volleyball Commissioner(s) will make efforts to complete the Coach Selection prior to the evaluation session(s). For grades 6, 7 and 8, the Volleyball Commissioner(s) will make efforts to determine non-Parent Coach Selection prior to the first scheduled evaluation session(s). For grades 6, 7 and 8, Parent Coach Selection will be determined once the Team Selection process is complete. Coach Selection as used within the Volleyball Operating Procedures is the process as set forth in the General Operating Procedures.
3. Team selection
 - a. Prior to the scheduled evaluation session(s), the Volleyball Commissioner(s) will determine the planned number of teams for each grade level based on the total number of registered players.
 - b. The number of players per team will be determined by the Volleyball Commissioner(s) based on the number of players registered at each grade level. The number of players should not exceed nine (9) per team to help with playing time requirements.
 - c. Combined grade teams are designated by the highest grade. For example, if a 5th and 6th grade team are combined to form one team, they will be governed by the procedures for 6th grade teams.
 - d. Grades 3, 4 and 5 are "Instructional Teams" and are to be evenly balanced with regards to skill level. Grades 6, 7 and 8 are "Competitive Teams" and can be organized by skill level. Within Grades 6, 7 and 8, GCCYS has different levels of competition. Level 1 is the highest level of competition, followed by Level 2, etc. Recreational level of play is Level 4 or higher. The levels of competition are subject to change, as designated by the GCCYS.
 - e. Any parent/guardian not wishing their child to participate on a Level 1 team must notify the Volleyball Commissioner(s) prior to the first evaluation session.
 - f. All team selection decisions made pursuant to the Volleyball team selection process as outlined below for the Instructional and Competitive Teams will be reviewed and approved by the Athletic Director(s) and at least one other member of the Booster Board (the "Volleyball Team Approval Committee"). A member of Volleyball Team Approval Committee must excuse him/herself from the approval process for the grade involving his/her son/daughter. The Volleyball Team Approval Committee should be a minimum of three (3) people. If conflicts exist as described herein, another Booster Board member will join the Volleyball Team Approval Committee to replace the conflicted member for that grade. Volleyball Commissioner(s) and Selection Committee members are expected to point out any major conflicts to the Volleyball Team Approval Committee that may have occurred

during the evaluation and team selection process and how it was resolved or recommended to be resolved.

- g. Once placed on a team, a child will not be moved to another team unless permitted by the Volleyball Commissioner(s), in coordination with Volleyball Team Approval Committee, after considering all relevant facts and circumstances.
- h. Instructional Teams (grades 3, 4 and 5)
 - i. An evaluation session will be held for each individual grade that is organized by the Volleyball Commissioner(s). Coaches and assistance coaches are invited to observe the evaluation session to assist in the team selection process. Players will be evaluated based on current volleyball skill levels and knowledge of the game. Parents/guardians and other observers are not permitted to attend or observe the evaluation session.
 - ii. At least two Volleyball Commissioners and/or Booster Board Member shall be present to coordinate and supervise the team selection process, which will occur after the evaluation session. The team selection process will be conducted using an open player snake draft or equivalent process as determined by the Volleyball Commissioner(s). A Volleyball Commissioner cannot oversee the team selection process for the grade involving his/her son/daughter or family relation. Another Volleyball Commissioner or Booster Board member shall take the lead in coordinating and supervising the team selection process for that grade.
 - iii. Each team roster starts with the head coach's child (or family/friend connection) and the assistance coach's child (or family/friend connection). When two or more teams are formed, the intent with the open player snake draft or equivalent process is for all teams to end up with an approximate balanced level of talent. If a snake draft is utilized, the Volleyball Commissioner(s) shall decide the order of the draft to ensure a balanced level of talent per team.
 - iv. If parents would like to have same-grade level siblings on the same team, every effort should be made to have siblings of the same grade assigned to the same team to simplify logistics for the family. The final decision will be made by the Volleyball Commissioners, taking into consideration the skill level of each sibling.
 - v. Player(s) who did not attend any evaluation session shall be kept on a separate list and will be placed on a team by the Volleyball Commissioner(s).
 - vi. During the snake draft or equivalent process, each team will acquire as close to an equal number of players as possible at each level of skill (understanding that the number of players at each level may not be divisible by the number of teams). No team will have more than one additional player at any level than another team.

- vii. The Volleyball Commissioners retain leeway to adjust the draft or equivalent process procedures for a grade if there is a significant talent disparity among the children of the head/assistant coaches. The overall intent and goal are to create all balanced teams at each grade level, consistent with the GCCYS League rules and the Archdiocesan Charter for grades 3-5.
 - viii. For the avoidance of doubt, a snake draft is defined as followed: Once the draft order is established, the draft then proceeds in a continuous zigzag fashion (last pick of first round gets first pick of second round, first pick of first round gets last pick of second round/first pick of third round, and so forth). The progression of the snake draft shall continue all the way through each round until every player is selected.
 - ix. Rosters are not final until approved by the Volleyball Team Approval Committee.
- i. Competitive Teams (grades 6, 7 and 8)
- i. An evaluation session will be held for each individual grade that is organized by the Volleyball Commissioner(s). There must be at least two [2] tryouts for each of grades 6, 7 and 8.
 - ii. For the purpose of the Volleyball Operating Procedures, the term "Selection Committee" includes at least 3 individuals from any of the following: Athletic Director(s), Volleyball Commissioners and independent evaluator(s), each approved by the Volleyball Commissioners. There must be at least one independent evaluator on the Selection Committee, with a desire to have independent evaluators making up the majority of the Selection Committee. A person cannot be a member of the Selection Committee for the grade involving his or her child or family relation.
 - iii. Only members of the Selection Committee and non-Parent coaches are permitted to attend the evaluation sessions. Players will be evaluated based on current volleyball skill levels and knowledge of the game. Parents/guardians and other observers are not permitted to attend or observe the evaluation sessions.
 - iv. In the event of a non-Parent coach is coaching a Level 1 team or other level team designated as the most competitive team in a grade, and such coach has committed to coach the upcoming season, such non-Parent coach will be deemed a member of the Selection Committee for the grade they are coaching.
 - v. The Selection Committee will determine the invitation of players to the Level 1 team or other level team designated as the most competitive team in a grade.
 - vi. Each player will be ranked at evaluations to determine proper team placement. All efforts are made to form the Level 1 team before proceeding to the following levels of play.

- vii. The Level 2 – 4 teams shall also be formed/assigned by the Selection Committee. These teams can be assigned as balanced or the teams can be assigned based on the Selection Committee's player rankings so that one team can be slotted in a more competitive league compared to the other team(s).
 - viii. Every effort should be made to keep the number of players per team differential to no more than one, but the Selection Committee may do so in the interest of placing players at the appropriate levels of play or if deemed in the best interest of the volleyball program.
 - ix. To be eligible for placement on any team other than the lowest level team in a grade, all players must attend at least one evaluation sessions and commit to IHM Volleyball by the end of try-outs. Exceptions may be considered by Volleyball Commissioner(s) provided they are notified in advance of the tryouts with an excused absence. Excused absences include illness or quarantine, injury, a major family event or vacation, a mandatory event organized by the Parish or IHM School (including religious education and sacramental preparation programs), or other items of a similar nature. Excused absences do not include other recreational activities or unaffiliated sporting activities.
 - x. If a player cannot participate in evaluations due to an excused absence, the Volleyball Commissioner(s) shall receive input from his/her head coaches from previous years and shall place him/her on a team level based on that feedback, or hold a "make-up" evaluation for that player(s) if possible. The Selection Committee shall all agree on this placement, and all conflicts of interest noted in this section shall be avoided.
 - xi. If a player quits a team after being placed on a team to play for another organization, they forfeit eligibility to play IHM Volleyball the following year.
 - xii. Rosters are not final until approved by the Volleyball Team Approval Committee.
- j. Once approved by the Volleyball Team Approval Committee, rosters should be emailed to the parent(s) by one of the Volleyball Commissioner(s) or designated Booster Board member.

4. Playing time

- a. Whatever the league, the level, or the team, all children have a right to full team membership with roughly equivalent privileges and responsibilities, without nepotism or favoritism, including playing time in accord with the following:

Grade	Designation	IHM requirements above & beyond GCCYS League rules	Tournament Play requirements
Grades 3, 4 & 5	Instructional	Roughly equal playing time	GCCYS League rules, roughly equal playing time
Grades 6, 7 & 8	Recreational (as designated Recreational by GCCYS)	1 full set, Roughly equal playing time	GCCYS League rules, 1 full set, roughly equal playing time
Grades 6, 7 & 8	Competitive Levels (as designated Competitive by GCCYS)	1 set equivalent*	GCCYS League rules only

* 1 set equivalent means, either:

- The coach has a player in for an entire full set with that player not being substituted out during that full set;
- Or, a coach uses substitutions by where a player is typically designated a back row or front row player, and is substituted every other 3 rotations, consecutively throughout the entirety of 2 sets. Thus the player is in for about "half of the time" during 2 full sets.
- For the "Level 1" team (meaning the top designated team in the grade that is placed in any competitive level as designated by GCCYS), within grades 6, 7 and 8, if a team has nine (9) or more players, the Volleyball Commissioner(s), Athletic Director(s) and Booster President(s) can modify (reduce) IHM playing time requirements to match the GCCYS playing time requirements for the level the team is in.

- b. At all grade levels, coaches may limit playing time as a disciplinary measure subject to the provisions contained with the General Operating Procedures. Examples where disciplinary measures may be necessary, and players may have playing time limited, include but are not limited to the following:
 - i. Athlete fails to participate in organized practices.
 - ii. Athlete fails to attend scheduled games/matches.
 - iii. Disciplinary action due to athlete failing to comply with IHM's Code of Conduct or Booster rules and these Standard Operating Procedures.
 - iv. Parent/Guardian requests related to limiting playing time
 - v. Situations in which the wellbeing of the player is being compromised
- c. Coaches should hold a parent meeting prior to the start of the season to clearly explain his/her goals and expectations for the players, team and the season.