

**St. Thomas More Athletic Association
(STMAA)**

Handbook of Policies and Procedures

The Athletes Prayer
Dear Lord,
You have blessed us
With many gifts and talents.
We thank you
Especially for the ability
To participate in sports today.
Help us to play in a Christ-like manner
Help us to play in a way that will foster teamwork.
Help us to play to the best of our abilities.
Win-or-lose,
We hope to have fun, make friends and
Celebrate life.
Amen

Section I Organization

The name of the body shall be the St. Thomas More Athletic Association, hereafter referred to as the STMAA. This is a non-profit organization sponsoring athletic programs for St. Thomas More School and the parish. The association is under the authority of the Pastor of St. Thomas More or their designee and the Principal of St. Thomas More School.

Section II – Mission, Philosophy and Goals

Mission

The mission of STMAA is to organize and promote the development of respectful, faith-filled athletics through participation in sports, where the emphasis is on good sportsmanship, fair play, teamwork and accomplishment within the framework of a Catholic Christian community.

Philosophy

The STMAA seeks to develop the God-given talents in every athlete or participant. Through the efforts of school personnel, parents, parish members, coaches, all participants come to realize their full potential.

Goals

The goals of STMAA are committed to organizing and directing all the athletic affairs of our student athletes. STMAA is committed to Christian values, to enhance an athlete's knowledge of the game and to promote an attitude of respect and sportsmanship. The Association superintends the athletic facilities, sports programs, tournaments, special athletic events, and the financial management that support these functions.

Section III STMAA Athletic Association Structure

The St. Thomas More Athletic Association is a standing committee of St. Thomas More Parish and School. STMAA is a parish-based program. The Diocese of Pittsburgh policy states the Pastor has ultimate control and supervisory responsibility over the STMAA. All school personnel, parents/guardians, parish members, coaches, association committee members, and other volunteers are accountable to the Pastor or his designee.

The STMAA members have the responsibility for the ongoing administration of the athletic programs.

Athletic Association Structure

Executive Committee:

President
Vice President
Secretary
Treasurer**
Members

**has check signing privileges (along with Principal and Pastor)

The Board will operate through the following sub-committees. Each sub-committee has defined responsibilities. It is the responsibility of each sub-committee chair, to be named by the President, to report back to the board the status of their ongoing responsibilities. Each member is required to participate on one or more of the sub-committees. Non-board members may be engaged to help with the planning and execution of events under the direction and supervision of the sub-committee chair.

| Events, Marketing and Fundraising Sub-Committee

- Fall Harvest Basketball Tournament (group within sub-committee)
- STM apparel, uniform design and online store
- Fund raising activities (work with financial committee chair)
- Promotion of STM sports
- Determine ways all sports can contribute to finances
- Tigers website management

Finance and Budget Sub-Committee (Chair - Treasurer)

- General money management
- Create financial plan to show allocation of AA funds for expenditure
- Review pricing and create/maintain inventory system for concession stand
- Create tracking and payment process for apparel sales.
- Responsible for communication with parish finance committee/representatives for items such as fund raising protocol, etc.

School Sports Management Sub-Committee

- Coordinate with Coaches and Business Managers for Basketball, Soccer, Cross-Country, Volleyball and Cheerleading
- Scheduling gym time and coordinating with Parish office
- Coordinate registration for all athletes each year

- Collect and file all Adult and Child registration/consent forms, signed code of conducts, physical release forms and hospital insurance information
- Coordinate with Business Managers uniform distribution and collection
- Plan end of year varsity sports banquet
- Assist coaches and business managers with 8th grade recognition, where needed
- Manage volunteer sign-ups for sporting events (admissions, concessions, scorekeeping, announcing, etc.)

Facilities/Maintenance/Equipment Sub-Committee

- Manage concessions responsibilities including inventory stocking and maintenance
- Works with parish facilities manager to ensure gymnasium and fields are properly maintained and safe for use.
- Works with coaches on equipment needs, including researching costs, availability, timing of delivery, etc. Works with Finance committee on availability of funds and presents to Board findings for approval.

Officer positions:

Athletic Director/President will be held for a 3 year term.

Vice President, Secretary and Treasurer are to be held for a 2 year term.

Officer positions are based on input from the principal and pastor with association member's nomination and majority of votes received. The term of office shall begin and end with the May meeting of the appropriate year.

The Treasurer function for STMAA is maintained as two separate functions; school funds administered in a separate account under dual control of the School Principal and School Sports Treasurer and the parish funds administered through the Parish General Account.

The STMAA is made up of volunteers who come forward and express the desire to serve in a capacity to promote the philosophy and goals as stated in this document. Anyone interested in serving on the STMAA should contact the Pastor, School Principal or any officer either in writing or e-mail, by April 1 each year for review and consideration. All member positions on the STMAA will be for a two-year term, renewable for an additional term.

STMAA is open to all parish members and specifically to parents/guardians of our parish school athletes. Parish members, parents and legal guardians of athletes are encouraged to participate in the association or volunteer for any of the many assignments governed by the association. As a volunteer organization, the Athletic Association is dependent on the entire St. Thomas More parish community for their time, talent, ideas and continued leadership to continue to improve the athletic program.

Duties of Officers

President/Athletic Director

1. Be responsible along with the Pastor or designee for the Association's adherence to the policies and regulations of the Diocese of Pittsburgh and the STMAA policies and procedures.
2. Preside at all meetings of the Association.
3. Gets input from STM parish and school staff, coaches and STMAA members on agenda items.
4. Finalize agenda for each Association meeting and provide Secretary and Principal with a copy at least three days before each scheduled meeting.
5. Prepare annual budget, working with Association members to establish.
6. Delegate such responsibilities as shall seem necessary to the effective functioning of the Association.
7. Works with volunteer sub committees with Vice President and applicable Association members with regard to assignments being filled and those volunteers perform their assigned tasks.
8. Works with Association members to set the calendar of events for the year.
9. Perform other duties consistent with this position as the Pastor or School Principal may direct.
10. Helps determine fundraising priorities with the Sub-Committee Chair, Vice President, the Pastor and School principal.
11. Liaison to Principal and Pastor for issues requiring escalation.

Vice President

1. Act as an aid to the President and perform the duties of the President in the absence or resignation of that officer.
2. Attends all scheduled meetings of the Association.
3. Works with volunteer sub committees and applicable STM Association members with regard to assignments being filled and those volunteers perform their assigned tasks.
4. Perform other duties consistent with this position as the Pastor or School Principal may direct.
5. Determines fundraising needs and priorities for the STMAA in consultation with the President.

Secretary

1. Keep an accurate record of all minutes and record of attendance at all Association meetings.
2. Provide Pastor, School Principal, and Association members with copy of meeting minutes.
3. Maintain and update the STMAA Handbook as needed.
4. Perform other duties consistent with this position as the Athletic Director may direct.

Chairs, Sports Management Sub-Committee

1. Chairs meetings with coaches, athletic registration, and coordinates league/practice schedules.
2. Manage registration of all school sports.
3. Manage gym schedule
4. Identify and oversee business managers for sports teams.
5. Collect and inform members about diocesan clearance requirements.
6. Assures all clearances as required by the diocese are current and in place and communicates this to Youth Minister, Director of Religious Education and Principal.
7. Handle distribution and collection of team uniforms for all sports. Helps to identify equipment needs for the sports program and informs the Facilities, Maintenance and Equipment Sub-Committee of those needs.
8. Provide business managers and coaches with information on annual Sports Team Parties

Chair, Facilities, Maintenance and Equipment Sub-Committee

1. Manage or delegate concessions responsibilities for athletics
2. Works with facilities personnel to ensure gymnasium and fields are properly maintained and safe for use.
3. Works with the Sports Committee to identify needs for equipment and works to secure those needs.

Chair, Finance Sub-Committee

1. Prepare an annual budget with input from all committees.
2. Prepare all payments, deposit all checks for the Association (checks are to be deposited within 48 hours).
3. Help determine, with Events, Marketing and Fund Raising Sub-Committee what fundraising needs to be done to meet budget goals.
4. Create inventory and tracking system for concessions and apparel sales.

Co-Chairs, Events, Marketing and Fund Raising Sub-Committee

1. Oversee and identify director(s) of the annual Fall Harvest Basketball Tournament.
2. Overall responsibility for identifying and planning events, fund raising or otherwise, that increase revenue to STMAA finances.
3. Manage stimgers.com
4. Manage athletic apparel, including the design and ordering of uniforms and STM apparel for all students and families.

Pastor's Delegate

1. The pastor has ultimate control and accountability over all Parish based programs, but cannot attend every committee meeting. The Pastor's delegate is to insure compliance with Diocesan policies and STMAA policies and procedures.
2. Attends scheduled meetings of the Athletic Association, as needed.
3. Advises the Pastor on the ongoing business and operation of the Association after each meeting.

Meetings

1. Association meetings will be held during the months of August through June.
2. The agenda will be distributed by the Secretary to all members 1 day prior to each meeting.
3. The STMAA is advisory in regard to policy. Policy cannot be implemented without the final consent of the Pastor or his designee.
4. Policy decisions will be a two-step process. After Association discussion, policy questions will be put to a vote and if approved by a majority vote, they will be presented to the Principal and Pastor for final approval. One more than one-half of the total members of the STMAA as listed in this document shall constitute a quorum that is needed for the transaction of business or voting on policy at all meetings of the Association.
5. Association members are expected to attend all Athletic Association meetings. Members are requested to notify the AD or Secretary if they are unable to attend an Association meeting. Business will not be conducted without a quorum present.
6. Association members who miss 3 consecutive meets without an excuse can be removed from their position on the committee by a majority vote of the remaining members. Final approval is required from Pastor or his designee.
7. Review and Approve annual budgets, and approve all sports related expenses.
8. Policy change(s) introduced at an Association meeting cannot be voted on until the next Association meeting after members and the Pastor or his designee have had an opportunity to fully review the change(s), analyze and determine the impact the change(s) will have on the athletic program.

Programs Offered

Parish School

Cross Country

Grades: 3rd– 8th, Girls and Boys

Season: Aug - Oct

Team Diversity: Beginners, JV and Varsity

Basketball

Grades: 1st – 8th, Girls and Boys

Season: October – March

Team Diversity: Little Dribblers, Developmental, JV (competitive and prep) and Varsity (competitive and prep)

Soccer

Grades: 1st - 8th, Girls and Boys on same team

Season: Fall, Sept - October; Spring, April - May/June

Team Diversity: Little Kickers, Developmental, JV and Varsity

Volleyball

Grades: 4th – 8th, Girls and Boys

Season: Girls Sept – Oct

Season: Boys March – May

Team Diversity: JV and Varsity

Cheerleading

Grades: 1st-3rd, 4th – 8th, Girls and Boys

Season: October – March

Team Diversity: Pep squad, JV and Varsity

Section IV**Parish School Student Athlete and Coach's Responsibilities
and Playing Guidelines****Team Formation – Parish School**

Participating in STM athletics is an elective activity. All students wishing to participate in the sports program will be accepted on a team. Where the number of registered players warrants, there will be a tryout to assess abilities for JV and Varsity players and like skill levels will be grouped together for team formation. No cuts will be made other than for disciplinary reasons, academic suspension or failure to adhere to the **Athlete Responsibilities**.

The number of teams for any particular grade level shall be determined on a year to year basis based upon the interest and participation level and formation will be as follows:

3rd Grade (developmental)

4th Grade (developmental)

Junior Varsity (6th and 5th graders) competitive and prep-team

Varsity (8th and 7th graders) competitive and prep- team

3rd and 4th Grade Developmental and Junior Varsity and Varsity Prep Teams

Developmental and prep teams will participate in leagues sponsored by the Diocese of Pittsburgh. The goals and philosophy of all developmental and prep teams are to instruct by teaching and developing fundamental and advanced skills and to provide an opportunity for as many participants as possible to represent St. Thomas More in athletics.

For all developmental and prep teams, each player is guaranteed equal playing time during regular season games, unless Athlete Responsibilities are not adhered to. However, in tournament play, variations in playing time can be determined by the coaches.

Varsity and Junior Varsity Competitive Teams

Varsity and Junior Varsity competitive teams will participate in leagues sponsored by the Diocese of Pittsburgh and vie for the diocesan playoffs. These teams shall be formed based on team needs and player tryouts.. At these levels, playing time is not guaranteed throughout the season. However, coaches will try their best to provide all players with playing time as game situations allow.

1. When the number of registered players warrants, a tryout process will be implemented to select players to participate on the competitive Varsity or Junior Varsity teams. Tryouts will be conducted by evaluators who are not associated with STM athletics. The evaluators will review and approve the drills to be used. Athletes will be identified by number only and their performance will be rated. Competitive and prep team sizes will be depend on the total number of athletes participating.
2. If a child would like to be considered for the Varsity or Junior Varsity competitive team, they are required to attend player tryouts, which will occur prior to the start of the season. Please note that every child is NOT required to attend player tryouts, but only if your child seeks to be considered for the Varsity or Junior Varsity competitive team.
3. Should a child decide not to participate in tryouts, they will be placed on the respective prep team.
4. Should the tryouts result in players from different grade levels receiving the same scores, 6th grade players for JV and 8th grade players for Varsity will be selected to round out the competitive teams.

Eligibility- Parish School

1. Team members must be students in grades 3 – 8 attending St. Thomas More Parish School (exception: Little Dribblers, Kickers and Pep Squad, 1st-2nd).
2. Students may participate in the Athletic Program only after his/her parent/guardian has completed and signed all proper documents as required by the Diocese of Pittsburgh and St. Thomas More Athletic Association.

3. All athletes must have a physical examination within the past year and turned in to the STM AA or Coach prior to participation in practice or games.
4. The required fees as established by STMAA each year must also be paid, prior to any player beginning practice. However, no child will be denied the opportunity to participate due to financial reasons. Any family that cannot meet all or some of the financial requirements is asked to contact the School Principal.
5. STM student athletes participating in a sport outside of the Diocese of Pittsburgh Sports League concurrent with their school team will be required to play for St. Thomas More team when a conflict of schedules exists. Athlete(s) not adhering to this rule will be subject to reduction in playing time, regardless of level of play or suspension upon review, if necessary, by the STMAA and the School Principal.
6. Student athletes must meet and abide by School eligibility requirements for extra-curricular activities.
7. Cheerleaders must have parents/guardians and coaches written permission to perform any gymnastic stunts.

Playing Time Guidelines- Parish School

The STM athletic program is intended to provide an opportunity for all participants to develop and share knowledge and skills appropriate to their level. It is understood that developing skills and increasing knowledge is best achieved during practice, but is also benefited in a game situation. So, to help coaches and parents realize a balance between both, we are encouraging the following playing time guidelines to allow for players to reach their potential without sacrificing another player's opportunity to reach theirs.

To be eligible for playing time, student athletes are required to fulfill and abide by the Athlete Responsibilities as listed in this handbook. Additionally, a student athlete may encounter diminished playing time due to academic deficiency. In those cases where a head coach elects not to provide minimum playing time for a student athlete due to the athlete not meeting the Athlete Responsibilities requirements, due to physical limitations, attendance at practice, rowdy behavior or indifference to coaching techniques, the athlete, parent/guardian and school administration should be informed by the coach of the reason for this action. Coaches are required to share their coaching philosophy with all the athletes and parents so issues can be addressed and corrected with the support of the athlete's parent.

It is the intention of the STMAA, and a requirement of the Diocese of Pittsburgh, that every athlete should play in every event (basketball, volleyball, soccer, cross country and cheerleading). Every possible effort should be made by the coaches to conform to this. Understandably, there will be situations that arise from time to time when this is not possible. This should be the exception and not the rule.

Coaches Eligibility- Parish School

1. Must be an active member of the Parish/School Parent.
2. Must fill out an application for review by the Sports Committee, who will interview, when necessary, more than one applicant for a position and make recommendation to the full committee.
3. Must have past experience or knowledge in a specific sport and ability to work with children/youths and adults.
4. Coaching certification as defined by the Diocese of Pittsburgh, i.e., Pa. Criminal Record Clearance, Pa. Child Abuse History Clearance, Protecting God's Children course, Code of Conduct, Diocesan Safe Environment Program
5. Adherence/willingness to adhere to STMAA Handbook of Policies and Procedures and Pittsburgh Diocese/League Rules.
6. Level of commitment to coach a specific grade or sport.
7. Catholic Christian attitude displayed during games and practices.

Coaches Responsibilities- Parish School

1. Conduct themselves in a Catholic Christian manner as defined by policy and procedures set by Parish and Diocese of Pittsburgh that will set a good example for their athletes.
2. Agree to follow the STMAA Handbook of Policies and Procedures, Policies and Regulations for Athletics for the Diocese of Pittsburgh.
3. Attend Section Scheduling meetings, as well as STMAA Coaches meetings, if applicable.
4. Complete player roster, have it turned in on time and signed by School Principal and submit to Diocesan Sports Coordinator prior to league play.
5. Provide STM Schedule Coordinator with Team's Section game schedule.
6. Provide athletes with an equal opportunity to participate in practices and develop their skills and to teach the fundamentals of their sport, good sportsmanship, and teamwork.
7. Hold a mandatory meeting with athlete's parents/guardians regarding: schedules for practice and games, conduct expectations, attendance expectations and coaching philosophy.
8. Report all injuries to School Principal and STMAA.
9. Assume responsibility for all equipment issued to the team.
10. Notify in advance, the athlete and athlete's parents/guardian of any disciplinary action taken (exception – academic ineligibility), if applicable.
11. Be present and assume responsibility for athletes before, during and after practices and games, until the athlete leaves with their parents/guardians. If necessary, assign an assistant coach this responsibility.
12. If unable to keep a practice, notify the all athletes and the next coach of the gym's availability.
13. Assign a business manager for each sports team (mandatory)

14. Abide by the gym use guidelines as outlined in Section IX below. Coaches will return their keys at the end of each season for gym access. If they do not comply within 30 days, they will be assessed a \$10 charge. Safeguarding the key cards is the responsibility of all coaches, a \$10 fee will be charged to replace any lost card during a season. Payment of these fees is the responsibility of the coach.

Athletes Responsibilities- Parish School

1. Conduct themselves in a Catholic Christian manner as defined by policy and procedures set by Parish and Diocese of Pittsburgh
2. Athletes are expected to attend all practices and games. Athletes are expected to inform the coach when it is necessary to miss a practice or game.
3. Athletes playing on another team in the same sport outside of St. Thomas More school must play for St. Thomas More when a schedule conflict arises. Players understand that playing time may be reduced, regardless of level of play, should multiple absences from practices and games occur due to these conflicts.
4. Athletes must meet and abide by School eligibility requirements for extra-curricular activities.
5. Athletes are expected to follow the principles of good sportsmanship at all times; displaying good conduct before, during and following games and practices, and showing respect to referees, coaches, teammates, opposing players and spectators.
6. Athletes should come to practices and games prepared to play.
7. Athletes are expected to show respect for St. Thomas More parish and school facilities and other game sites.
8. Athletes are responsible for taking care of the uniform and equipment provided for their use and returning it in good condition clean at the time designated by the Athletic Association. Athletes will not be permitted to participate in a sport and/or will not receive athletic awards unless uniforms/equipment is returned in good condition and at the designated time.

Cheerleaders Responsibilities – Parish School

In addition to the Athlete Responsibilities outlined above, cheerleaders must adhere to the following:

1. Cheers must be positive in nature and to promote school spirit, not put the other team down.
2. All cheerleading routines are to be performed on the wooden gym floor or mats.
3. No trampolines and/or mini-tramps are permitted to be used.
4. Cheerleader may perform cartwheels and round-offs.

Failure to adhere to the **Student Athletes Responsibilities** will result in appropriate consequences, which could include, but are not limited to:

1. Limited playing times at games.
2. Game(s) suspension.
3. Restitution for damage
4. Suspension from remainder of athletic year/season.

Parents/Guardians Responsibilities-Parish School

As parents/guardians, we recognize that the St. Thomas More Athletic Association program is only effective when parents/guardians support the Catholic Christian philosophy, procedures and guidelines set forth by the parish and the Athletics Association. For this reason, we commit ourselves to the following:

1. Parents/Guardians are expected to set the example of good sportsmanship and Catholic values for their athlete. At all times parents are expected to adhere to the principles of good sportsmanship and be respectful of all athletes, coaches, other parents, spectators and game officials.
2. Parents/Guardians are required to complete the appropriate registration form, consent form, emergency information and pay the registration fee prior to the first practice in order for the child (ren) to be eligible for sports participation.
3. Parents/Guardians are required to complete some form of volunteer service.
4. Parents/Guardians unable to perform a service assignment due to work schedule or personal reasons will be required to submit a check for \$100.00 in lieu of service duty.
5. Parents/Guardians should arrange for their athletes to have a physical every year or when new to the athletic program. A physical examination form must be turned in prior to the first practice.
6. Parents/Guardians are to provide transportation to all practice and games. Athletes need to arrive at the times designated by the coach and be picked up promptly afterwards.
7. Parents/Guardians are responsible financially for the loss or misuse of uniforms issued to the athletes. Uniforms are to be worn for games and scrimmages only and must be returned clean, at the end of the season. Loss or damage to a uniform will require reimbursement of the cost to replace that uniform
8. Parents/Guardians are asked to communicate to the coach any other activity that the athlete will participate in that may conflict with their attendance at games or practice. If the athlete is playing a sport concurrent with the school sport it is the parent's responsibility to resolve the conflict with the coach of the other activity. **It is not the responsibility of the STM coach to resolve this matter (see Eligibility # 4 & Athlete Responsibilities # 2).**

9. Should an issue, complaint or grievance need to be registered, **Parents/Guardians are required to follow the Grievance Procedure protocol as outlined in Section V of the STMAA Handbook of Policies and Procedures.**

Section – V Grievance Procedure for Parish School

To register a grievance, Parents/Guardians must follow the protocol outlined below.

1. **Meet with the coach.** Should a parent/guardian have an issue, complaint or grievance to register, it shall be raised with the coach first, but not until 24 hours after any game or when the incident occurs. If a Parent/Guardian approaches a coach after a game, the coach will inform the Parent/Guardian that, per the Code of Conduct, they will be available to discuss their concerns after 24 hours. Resolution of the matter should occur within one (1) week of being brought to the Coaches attention. The coach and parents and athletes shall work in a confidential manner when resolving these matters.
2. **Meet with the Athletic Director.** If the problem continues or a resolution could not be resolved with the Coach, it will be referred to the Athletic Director. The AD must document the concern and attempt for resolution within 7 days. The documentation is to be shared with the School Principal and the Board and kept on file in the school office.
3. **Meet with Athletic Director and the entire Board.** If deemed necessary by the Athletic Director, the matter will be referred to the Board.
4. **Meet with the School Principal, Athletic Director and possibly the entire Board.** If the issue continues to be problem and has not been resolved, the School Principal will attempt one final resolution. If a resolution cannot be achieved, the School Principal will refer the matter to the St. Thomas More Pastor.
5. Meet with the Pastor, School Principal, and Athletic Director
6. The Pastor has the discretion and authority to refer the matter to the diocese

Failure to following the above protocol could result in sanctions to include parent/guardian suspension from practices and games for a period of up to two weeks.

Under no circumstance is it acceptable for a parent or coach to contact the Diocese or Diocese Athletic Director without going through the above procedures. Failure to do so will result in penalties to be determined by the School Principal and St. Thomas More Pastor. St. Thomas More Board will advise the Athletic Director for the Diocese of Pittsburgh that he/she should not address any issues brought to him by anyone other than the Pastor, Principal or Athletic Director but to refer them back to St. Thomas More for resolution.

The Board understands that there may be some issues that cannot be brought to the coach first and must be brought immediately to the Athletic Directors attention. However, playing time is not one of those matters and it will be at the discretion of the Athletic Director to refer this matter back to the coach.

At no time will the coaches, Athletic Director or Board address/resolve issues through the use of email. Issues, complaints and grievances to be presented, will be done so in person or by phone. Email will only be used to set appointments and for other administrative purposes. The Athletic Director and Board will not address any issues, complaints or the like received through an anonymous letter or email. Such communication will be ignored.

Section VI Code of Conduct

The following are the STM Athletic Association rules for behavior for all school athletes, parents, youth, adults and visitors (spectator) participating or attending a game, practice session or event in the gym.

1. Offensive Actions

No player, coach, STM parent or visitor is to:

1. Verbally abuse an official for any real or imagined unjust decision or judgment, or verbally abuse a player (home or opposing team), coaches or another spectator.
2. Refuse to abide by official's decision.
3. Use of profane language or gestures.
4. Exhibit objectionable behavior, e.g. throwing equipment or any other foreign object or other forceful action.
5. Physically attack any player, coach, or spectator.

2. Penalty

- Violation of Rule # 1 – player and/or coach 1 – 2 game suspension, parent or spectator will be asked to leave the premises.
- Violation of Rule # 2 – player and/or coach 1 – 2 game suspension, parent or spectator will be asked to leave the premises.
- Violation of Rule # 3 – player and/or coach 2 – 5 game suspension, STM parent 2 – 5 games, spectator will be asked to leave the premises.
- Violation of Rule # 4 – player and/or coach 3 – 5 games suspension, STM parent 3 – 5 games, spectator immediately ejected from the premises.
- Violation of Rule # 5 – player and coach suspension for remainder of season, STM parent will be banned from attending remaining games,

spectator will be immediately ejected (willingly or by the Bethel Park Police) and the matter referred to his or her pastor/school principal.

When representing STM while at school or at an athletic event (on or near grounds of home and away venues), smoking, drinking alcoholic beverages and using illegal drugs are strictly forbidden and are grounds for immediate ejection from the game, suspension, termination and banned from further playing, coaching or spectator participation. The Pastor/School Principal and STM Parish Athletic Association will review all infractions and then make the determination as to the appropriate action to be taken.

Section – VII

Guidelines for Rescheduling Games and Setting up Non Section Games

The following guidelines have been established to assist the coaches when a situation arises that scheduled games need to rescheduled or a new game add to the schedule.

Reschedule Home Games

1. Call the head coach of opposing team and explain the need for change.
2. Varsity and JV should be rescheduled for the same date with back to back times.
3. Parish groups rescheduling games should negotiate with appropriate group.
4. Check calendar schedule to acquire open dates.
5. Negotiate replacement date with opposing coach.
6. Notify Schedule Coordinator with new date and time.
7. Notify referees of change.
8. Notify players, parents/guardians, and STMAA (STMAA will notify Cheerleader Coach, admissions/concessions).

Rescheduled Away Games

1. Notify schedule coordinator with new date and time.
2. Notify players, and parents.

Setting up Non Section Home Game

1. Check calendar schedule for open dates and times or obtain another team's date and time.
2. Call opposing coach.
3. Notify Schedule Coordinator.
4. Notify players, parents/guardians.
5. Schedule referee(s)

Section VIII

Volunteer Service Duties

Parish School

The STMAA is a volunteer organization that encourages and needs the support of its members, parents, and guardians of the children participating in the athletic program. Operating funds are generated through numerous sources in order to provide for the on-going operation of the athletic program. Hosting home games in our gym is the major source of revenue to support all of our sports programs. STMAA coordinates these activities by assigning volunteers with service duties. The cooperation of parents/guardians in volunteering is strongly encouraged and truly appreciated.

The following is a list of possible service duties required for hosting home games.

1. Concession/Admission coordinator (responsible for overseeing the staffing of concessions and admissions).
2. Concessions/Admission volunteers.
3. Clock Operators and Score book volunteers.
4. Security volunteers (JV & Varsity games only).
5. Gym Set-up and Clean-up volunteers.

Section XI

STM Education Center Gymnasium Facility Maintenance and Housekeeping

Guidelines for Use of the Gym

The STM Education Center gymnasium is available for the parish school, adults, families and parish ministries to use for formal and informal pick-up games of basketball and volleyball. It is essential that we show proper respect in our treatment of the facilities and equipment we use and leave them clean and in the same condition in which we find them.

In an effort to maximize the use of the St. Thomas More gym and to preserve the safety and welfare of the participants, the following guideline has been developed regarding use of the gym:

General

1. No children shall be in the gym unsupervised.
2. It is the responsibility of an adult to ensure that children remain supervised in the gym area and do not enter into other areas of the building.
3. Only gym shoes are permitted on the playing floor.
4. **No food or soft drinks are permitted in the gym.**

5. **Water is permitted but only in a seal/capped plastic container(no glass containers/bottles).**
6. No alcohol, illegal drugs or use of profanity is permitted in the gym.
7. Proper modest attire is required at all times.

Facility and Housekeeping Checklists

Gym

It is the responsibility of the coach/assistant coaches and adult parish members using the gym to insure the following guidelines are adhered to after each practice or game.

- Clean floor of equipment/garbage and moisture.
- Clean bleachers of any debris.
- Place all equipment in the equipment room.
- Check bathrooms and clear of debris
- Shut off lights upon leaving.
- Make sure all doors are closed and locked.
- Report any damage or concerns to STMAA, School Principal or Rectory.

Locker Rooms

- Clean all garbage and place in waste receptacle.
- Check that toilets are flushed and there is no water overflow.
- Clean out and close all lockers.
- Clean any spills or moisture on the floor.
- Shut all lights when departing.

Concession Area

- Place fresh food scraps in closed plastic bags and place in proper waste receptacle.
- Pack all unsold food and container items and place them in the storage units provided.
- Unplug all electrical appliances and store away.
- Clean all counter tops.
- Clean all tables and chairs used in the food court area
- Clean floor in the concession and food court areas of debris and moisture.
- Place all garbage in the proper waste receptacles.
- Lock all storage units.
- Shut all lights off when departing.
- If you are the last person leaving close all doors.

Eligibility

1. Individual(s) or group(s) must be a member of St. Thomas More parish.
2. Request for use of the gym must be made by contacting STMAA for approval.

3. STM sports teams, requesting gym time, must confirm their time with the scheduler by 3:00pm the day prior to the requested date. Failure to do so will open the time for another team or group to use. A gym schedule will be posted on stmtigers.org and stmcs.org websites.
4. Non-parish individual(s) or groups maybe considered for gym usage upon written request to STMAA and upon review and approval by the St. Thomas More Pastor, School Principal and STMAA.

Responsibilities

1. Individual(s) or group(s) is financially responsible for any damage to the gym or parish equipment.
2. Individuals shall have proper medical insurance coverage; parish is not responsible for personal injury (proper release and clearance forms must be complete and returned to the STMAA Secretary).
3. It is the responsibility of the individual(s) or group(s) using the gym to check the parish event calendar to ensure their date(s) and time(s) are correctly scheduled and don't conflict with any other activity.

Note: The STM gym during the school year between the hours of 8:30 AM and 3:15 PM is primarily for school instructional use.

All policies and procedures described in this document are subject to change at the discretion of the Pastor or School Principal.