

ARCHDIOCESE OF MIAMI
OFFICE OF CATHOLIC SCHOOLS
**HANDBOOK FOR
ELEMENTARY SCHOOL ATHLETICS**

ESTABLISHED FALL, 2024



Fall, 2024

Dear Athletics Administrator,

I am pleased to provide you with the inaugural Handbook for Elementary School Athletics for the Archdiocese of Miami. This Handbook outlines key policies and procedures related to athletic programs in our Catholic elementary schools. A special emphasis is placed upon the role of education and religious formation of our student-athletes. We are immensely proud of our athletic programs, which exist to form each student as an athlete and as a Christian. Such formation is at the heart of our ministry of Catholic education.

My hope is that this handbook provides clarity and support for you as you lead your local athletic program. This handbook is meant to work in concert with other Archdiocesan policies, most notably the Policy Manual for School Administrators (or “PMSA”). Know that the policies in this handbook are meant to augment, and not contradict, other policies of the Archdiocese. Footnotes are used to reference policies in the PMSA, even if the policy has been taken verbatim from this manual. The PMSA is available on the Archdiocesan e-Library and can be accessed by each school’s principal.

The formatting of this document is similar to other policy documents from the Office of Catholic Schools (OCS). We have tried to include underlined “live links” when possible to ease cross-referencing. In addition, outside links and documents are generally underlined throughout the policy manual. **Bold text** is used for highlighted topics or themes. *Italicized text* is used to emphasize particularly pertinent sections of policy.

Finally, the policies make several references to “parents”. Please note that the label of “parents” is synonymous with any legally-defined guardian of a child.

Know that I am grateful for your support of our essential elementary school athletic programs. Please do not hesitate to reach out to your school principal or the OCS if you need any support. May God continue to bless our student-athletes, their coaches and athletic administrators, and all who support the essential ministry of Catholic education!

Yours in Christ,

A handwritten signature in black ink, appearing to read "Jim Rigg". The signature is fluid and cursive, with a large initial "J" and "R".

Jim Rigg, Ph.D.
Secretary of Education
Superintendent of Catholic Schools
Archdiocese of Miami

A Prayer for Student-Athletes

Lord, help me to be for these student-athletes

a model of **faith and love**.

Through my words and actions,

may I show them what it means to be a **Christian**

and how to live that faith through a participation in **sports**.

May they know **love** through my caring for them personally

and taking the time to help them grow in **skill and virtue**.

Help me to be truly **humble**,

that I might **not be tempted** by the pressure to win for the sake of winning,

but always strive to **do what is best** for those you have entrusted to my care.

Grant me the **graces** I need

to help each of these student-athletes

reach their **absolute best** in sport and in life,

and give me the **strength** to remain steadfast in this commitment
through the days and weeks to come.

We ask this in the name of your son, **Jesus Christ**.

St. Sebastian, patron saint of Athletes, *Pray for us*.

Amen.

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100.00 THE CATHOLIC ATHLETIC LEAGUE

101.00 Mission and Purpose

101.01 Mission of Catholic Education

The Catholic schools of the Archdiocese reflect and promote the mission of the universal Catholic Church to evangelize all peoples (Mt 28:19-20). Catholic schools provide high-quality academic programs in communities of care and compassion. The faith lives of each student are nurtured as they grow in knowledge, service, and love of Jesus Christ.¹

101.02 Purpose of Athletic Programs

The purpose of youth athletic programs in Catholic schools is to foster physical, mental, and spiritual development of children. As such, the emphasis must be placed on the growth of these areas rather than competition. The principal and school staff must vigorously monitor athletic programs to ensure that they are reflective of the school's Catholic Identity.²

102.00 Governance of Catholic Athletic League (CAL)

102.01 Mission of the Catholic Athletic League

The mission of the Catholic Athletic League (CAL) is to provide athletic programs that emphasize the religious formation, physical development, and good sportsmanship of student-athletes in the Catholic schools of the Archdiocese of Miami. The CAL exercises such control as necessary to ensure the safe, healthy, and moral development of student-athletes in an environment that enables each student-athlete to realize their full potential.

See [Appendix N](#) and [Appendix O](#) for more information about the CAL.

102.02 Governance of the CAL

The Archdiocese of Miami sponsors and operates the Catholic Athletic League (CAL). Catholic elementary and secondary schools in Miami-Dade and Broward Counties must affiliate with the CAL unless otherwise decided by the Superintendent. The CAL shall

¹ PMSA 105.01

² PMSA 705.01

identify all sports that may be offered at Catholic schools, define specific athletic schedules, and charge appropriate fees from schools and/or student-athletes.³

The CAL is governed by a defined set of bylaws approved by the Superintendent. The CAL bylaws shall specify prerequisites for and requirements for initial and continuing participation in sports programs of the Archdiocese for all student-athletes, coaches, athletic directors and volunteers (in addition to this document). General expectations and responsibilities of parents shall also be detailed in these documents, and should be reflected in local Student/Parent Handbooks.

Regular oversight of the CAL and CAL Moderator may be delegated by the Superintendent to an appropriate member of the OCS staff.

102.03 CAL Moderator

The Superintendent shall appoint a Moderator who shall carry out the regular management of the CAL. This includes such activities as meeting with and training Athletic Directors, supervising CAL Directors (see [102.05](#)), coordination and monitoring of athletic schedules, responding to specific incidents and problems escalated above CAL Directors, and serving as primary liaison with the OCS, other Archdiocesan offices, and any applicable state entities. The Moderator shall report to the Superintendent (or delegate).⁴

102.04 Oversight Board

The Superintendent shall appoint an Oversight Board to provide particular advice to the Moderator on the policies and operations of elementary athletic programs. Members of the Oversight Board must be approved by the Superintendent and should generally include elementary school principals and Athletic Directors.

102.05 CAL Directors

The Superintendent shall appoint a CAL Director for Miami-Dade and a CAL Director for Broward County. Supervised by the Moderator (see [102.03](#)), the CAL Directors shall provide for the smooth regular operations of Catholic elementary athletic activities in their respective county. Duties include (but are not limited to): the hiring and supervision of sport Commissioners, resolving complaints and violation allegations, submitting and monitoring league budgets, and organizing recognition events.

³ PMSA 705.03

⁴ PMSA 705.03

102.06 CAL Commissioners

Individual sports participating in the CAL shall have a commissioner appointed by the CAL Director of the appropriate county. Supervised by the CAL Directors (see [102.05](#)), Commissioners shall ensure for the smooth operations of athletic activities in their respective sport. Duties include (but are not limited to): Establishing season schedules, reviewing athletic sites for safety and playability, assignment of officials for competitions, investigating complaints or violation allegations, and reporting competition results to their CAL Director.

102.07 CAL Budget

The CAL shall be supported by an annual budget. This budget shall be developed by the CAL Directors and discussed with the Oversight Board (see [102.04](#)) on an annual basis. The Moderator will recommend the budget to the Superintendent (or delegate) who will grant final approval. This budget shall be discussed All financial activities of the CAL must be run through the financial systems of the Archdiocese.

102.07 CAL Meetings

CAL meetings shall generally be held 3-4 times per year based upon a schedule developed by the Moderator. Athletic Directors must attend these meetings, although the principal or another midlevel administrator may attend on behalf of the Athletic Director if necessary. Schools that do not attend CAL meetings are subject to fines or other penalties.

Schools may be asked to vote for recommendations on CAL policies and procedures. Should such a vote be needed, schools shall have one vote through the Athletic Director or other representative at the meeting. If the recommendation relates to a specific sport, only schools that currently participate (or participated in the most recent season, if in the offseason) may vote. At least 2/3 of eligible schools must be present in order for a vote for recommendation to occur.

It is the purview of the Moderator to finalize any decision (based off of votes for recommendations). For significant policy or procedure changes, the Moderator will escalate the decision to the Superintendent (or delegate).

200.00 ATHLETICS PERSONNEL

201.00 Athletics Personnel

201.01 Principal

The principal serves as the executive director of the school program, providing leadership and oversight of such areas as mission implementation, academic programming, student affairs, activities, safety, and operations.⁵ The principal bears ultimate responsibility for the athletic program of the school. For schools that employ Presidents, this responsibility is shared between the President and the principal. The principal (or delegate) provides supervision for the Athletic Director (see [201.02](#)).

201.02 Athletic Directors

Each school must appoint a school employee to serve as the school's Athletic Director. The Athletic Director provides for the day-to-day supervision of the School Athletic Program, including oversight of coaches, communication with the league, organization of sports facilities, communications with student-athletes/parents, etc. The Athletic Director may have additional duties at the school (such as teaching) at the discretion of the principal.⁶

Athletic Directors shall meet regularly with the Moderator and/or CAL Directors (typically at least 3 times per year) for the purposes of league business, policy reminders, and professional development. Concerns about individual athletic programs, teams, or competitions should be directed to the appropriate CAL Director (see [102.05](#))

For an Athletics Director Job Description, see [Appendix A](#).

201.03 Assistant Athletic Director

Schools may employ an Assistant Athletic Director at the discretion of the principal. The duties of the Assistant Athletic Director should be determined by the principal with input from the Athletic Director. The Assistant Athletic Director is supervised by the Athletic Director.

⁵ PMSA 806.01

⁶ PMSA 705.06

201.04 Coaches

The school's Athletic Director is responsible for identifying and supervising coaches for all teams. The Athletic Director may designate certain teams to utilize multiple coaches. In such cases, the Athletic Director shall designate a Head Coach, with other coaches designated as Assistant Coaches.

Coaches should generally be unpaid volunteers, although they may be paid at the discretion of the principal. Coaches may also be employed by the school in other roles (such as teachers).

Coaches must be approved by the Athletic Director. They must meet all requirements set forth in the Coach Job Description (see [Appendix B](#)), including compliance with the Child Protection Policies of the Archdiocese (see [203.00](#)).

Appropriate and professional communication from coaches to student-athletes and parents is required, including all digital communication. See section [304.00](#) for more information.

The Athletic Director must provide an orientation to all coaches assuring that they are aware of the school's religious mission and the purpose of Catholic athletic programs (see [101.00](#)). This orientation should also include training on all pertinent school, league, and Archdiocesan policies. *All coaches should receive a copy of this Handbook and sign an [Affirmation Form](#) (see [Appendix L](#)).*

All coaches must participate in the Play Like a Champion program (see [404.01](#)). Head Coaches must be CPR/AED certified.

202.00 Volunteers for Athletic Activities

202.01 Non-Coach Volunteers - Adults

Administrators may utilize adult volunteers in a variety of roles to support the school's athletics program. Such roles may include (but are not limited to): Greeters, ushers, gate support, concessions, spirit shop, assisting in the operations of the game (e.g. scorekeepers), etc.

Volunteers shall work under the supervision of a designated staff member (often the Athletics Director). Under general circumstances, volunteers should not work with children unless they are in the presence of a school employee. The duties of the volunteer must be clearly defined and explained ahead of time. School officials may use their discretion in

200.00 ATHLETICS PERSONNEL

assigning volunteers based upon the complexity of the duties and the capabilities of the volunteer.

Volunteers who are handling money or preparing/serving hot food *must* be directly supervised by a staff member at all times. Such volunteers should be carefully trained prepared prior to their service.

Volunteers shall not serve as officials for athletic activities. Only paid, designated officials may be used (see [403.08](#)).

Volunteers must adhere to the Child Protection policies of the Archdiocese (see [203.00](#)). The principal (or designee) may ask any volunteer to discontinue their service based upon any factor that is not discriminatory in nature.

202.02 Volunteers - Children

Schools may utilize volunteers who are children (including student-athletes at the high school) for designated support during athletic activities. However, *children may not serve as coaches*, but may assist coaches in such activities as fetching water bottles, carrying and setting up equipment, and other similar tasks. In doing so, the following requirements must be met:

- Volunteers must be at least 14 years of age and be in at least 9th grade unless otherwise specified for a specific role (see [403.09](#)).
- Volunteers must be immediately supervised by a direct relative (parent, grandparent, older sibling) or a paid member of the staff. Child-volunteers *may not* be left unsupervised for any reason.
- Schools must be extremely prudent in assigning duties to child-volunteers. Child volunteers *may not* be involved in collecting/handling money, cooking hot food, directing traffic, parking cars, or providing security services. Schools must ensure the safety of child-volunteers at all times.
- Volunteers must fulfill the Child Protection policies of the Archdiocese (see [203.05](#)).

203.00 Child Protection

203.01 Mandated Reporting

All persons *must*, by law, report cases of suspected child abuse or neglect to the Department of Children and Families (DCF). It is the responsibility of DCF personnel to investigate allegations of abuse or neglect, and school employees shall fully cooperate with such investigations (see [203.02](#)).

School employees must immediately notify their principal when cases of child abuse or neglect are suspected. The principal should notify the Safe Environment Director of the Archdiocese. *Volunteers* shall notify the staff member designated to supervise them, who should then inform the principal.

If an allegation of child abuse or neglect is made against a school employee or volunteer, the principal shall contact the Superintendent to formulate a plan. In most cases, allegations of child abuse or neglect will result in the immediate suspension of the employee or volunteer until the investigation is complete.⁷

203.02 Cooperation with Legal Authorities

Principals and other school employees shall cooperate with any local, state, or federal investigators or law enforcement officers that contact the school to investigate child abuse/neglect allegations or any other student-related criminal activity. Investigators and law enforcement officers must present proper identification prior to obtaining any information from the school and identify themselves to the school principal or designate upon contact with the school.

If an investigator or law enforcement official asks to interview a student, the principal should ask if he/she and/or another authorized school official (e.g. counselor, assistant principal, etc.) may be present for the interview. If permission is not granted, the interview may still proceed.

School officials should ask the investigator or law enforcement official whether the parents of any child involved in an investigation should be contacted by the school. Such contact should only be made if approved/recommended by the investigator or law enforcement official.⁸

203.03 Child Protection Requirements for School Employees

Employees of all Catholic schools (such as Athletic Directors or any paid coaches) are required to follow the Archdiocesan policy [Creating and Maintaining a Safe Environment for Children and Vulnerable Adults](#) (commonly called the **Archdiocesan Child Protection Policies**). This policy requires the following of all school personnel:

New hires must complete the following:

⁷ PMSA 313.01

⁸ PMSA 313.02

- An FBI/FDLE fingerprint check through a designated fingerprinting site (must be completed *before* the first day of work)
- Initial training through the Virtus program (must be completed within 45 days of hire)
- Signing of the Employee Pledge to Promote Safe Environment (typically signed as part of the employee's initial orientation)

The opportunity to be employed at a Catholic school is contingent upon the school's receipt of verification of the requirements above. *Duties may not begin until this verification is received by the school.* Additionally, athletic personnel may not begin duties until they have completed the Play Like A Champion Today program (see policy [403.01](#)).

All employees are required to participate in monthly **Virtus Bulletins** on an ongoing basis. Failure to comply with any/all requirements may result in disciplinary action against the employee, up to and including termination of employment.⁹

As a means of preventing sexual abuse within a classroom or office, the doors of all classrooms and offices should have windows and these should not be covered with objects. School employees should generally avoid meeting with student-athletes one-on-one. If such a meeting is necessary, it should occur in a freely-accessible area (such as a school hallway or athletic field) or in a room with an open door and clear line-of-sight to a hallway or other such open area.

Because there is always potential of misinterpretation of physical contact with children, employees should be cautious in such contact with their student-athletes. Even when a hug is initiated by the child, the employee should generally transfer the child to his or her side for a side hug.¹⁰

Employees may only communicate with student-athletes consistent with the Digital Communication Policy of the Archdiocese of Miami (see [304.03](#)).

See [ADOM :: Protecting God's Children \(miamiarch.org\)](#) for more information.

203.04 Child Protection Requirements for Adult Volunteers

Individuals seeking to volunteer with children in a Catholic school (including volunteer coaches) must follow the Archdiocesan policy Creating and Maintaining a Safe Environment

⁹ PMSA 313.04

¹⁰ PMSA 903.03

[for Children and Vulnerable Adults](#) (commonly called the **Archdiocesan Child Protection Policies**). Volunteers must fulfill specific child protection requirements if they are:

1. Volunteering at a school in which children are present; and
2. Have access or regular contact with children

New volunteers who meet the criteria above must complete the following:

- Receive approval for service by the principal (or designee)
- An FBI/FDLE fingerprint check through a designated fingerprinting site (must be completed *before* the first day of volunteering)
- Initial training through the Virtus program (must be completed within 45 days of agreeing to volunteer)
- Signing of the [Volunteer Pledge to Promote Safe Environment](#) (typically signed as part of the employee's initial orientation)
- Participation in monthly Virtus bulletins

The opportunity to volunteer with children at a Catholic school is contingent upon the school's receipt of verification of the requirements above. *Volunteering may not begin until this verification is received by the school.*

When approving volunteers, school officials should consider whether they possess the appropriate skills involved in working with children. Administrators have discretion to remove a volunteer from service at Catholic schools (see [202.01](#))

Under general circumstances, volunteers should not work with children unless they are in the presence of a school employee. Infrequent exceptions to this policy may be made at the discretion of the principal for certain volunteer roles (e.g. coach-volunteers). Principals are expected to exercise discretion in making such determinations. Volunteers must not be given access to confidential student information, such health records, grades, parental contact information, etc. ¹¹

See [ADOM :: Protecting God's Children \(miamiarch.org\)](#) for more information.

203.05 Child Protection Requirements for Volunteers Under the Age of 18

Volunteers under the age of 18 may not have unsupervised access to children. They must be immediately supervised by an employee or adult volunteer who is a direct relative, and who fulfills the requirements set forth in policy [203.04](#). In addition, all initial volunteers must

¹¹ PMSA 313.05

participate in an FBI/FDLE check and sign a Volunteer Pledge to Promote Safe Environment.

Child-volunteers must meet the requirements set forth in policy [202.02](#). When approving volunteers, school officials should consider whether they possess the appropriate skills involved in working with children. Administrators have discretion to remove a volunteer from service at Catholic schools.¹²

203.06 Third Party Employees

Third Party Employees refer to individuals employed by an outside company or agency who are approved for specific work with the school. Such employees may include (but are not limited to) roles such as security services, catering, etc.

Third Party Employees are required to follow the Archdiocesan policy [Creating and Maintaining a Safe Environment for Children and Vulnerable Adults](#). Specific child protection requirements apply if the individual:

1. Is working at a school in which children are present; and
2. Has access or regular contact with children

Individuals who meet the criteria above must fulfill the following requirements:

- Be employed by a company or other agency approved for work by the principal and/or Archdiocese.
- An FBI/FDLE fingerprint check as a vendor through a designated fingerprinting site (must be completed by the first day of work in the school) OR evidence of such a background check through the vendors company, submitted to the school Child Protection Coordinator in written form.
- Initial training through the Virtus program (must be completed within 45 days of agreeing to volunteer)
- Signing of the Volunteer Pledge to Promote Safe Environment (typically signed as part of the employee's initial orientation)
- Participation in monthly Virtus bulletins
- Have been vetted through the state Disqualification List (if an educator)

¹² PMSA 313.07

204.00 Media Contact

204.01 Policy

Athletic personnel (including volunteer coaches) should never speak to the media or agree to an interview without permission from the principal. Principals must contact Superintendent and Archdiocesan Director of Communications immediately if there is an occurrence which might be covered by the media. In such cases, the Superintendent or Moderator can advise the school as to appropriate responses and be prepared to answer inquiries which might arise.

300.00 STUDENT-ATHLETES

301.00 Requirements

301.01 Definition of Student-Athlete

A student-athlete is defined as any student who participates, in any capacity, in the Catholic elementary school athletic program. Such participation includes (but is not limited to) participation in competitions, practices, conditioning, etc., as well as those who serve on teams in non-athletic roles (e.g. athletics “managers”).

301.02 Requirements for Participation

In order to participate in school athletics, student-athletes (with their parents) must meet ALL of the following criteria:

1. Meet the academic and attendance eligibility requirements defined by the school.
2. Submit a signed insurance waiver.
3. Have a current physical form on file at the school with certification from a licensed doctor indicating that the student-athlete is safe to participate in athletics.
4. Complete and submit a Consent to Play Form (see [Appendix K](#)) that includes *each* sport in which the student-athlete is participating. This form can be updated throughout the year as needed.
5. Purchase of Archdiocesan Student Accident Insurance or verification of private insurance (see [301.04](#)).
6. At least one parent must be trained in Play Like a Champion Today (see [403.01](#)) prior to being accepted onto any team.
7. Try out and be accepted onto an athletic team.

301.03 Eligibility - General

Student-athletes must meet the eligibility criteria defined by the CAL. Local schools may set additional eligibility criteria provided that it exceeds, and does not contradict, those of the CAL and is applied impartially to all student-athletes. Eligibility policies must be documented in the local Student/Parent Handbook. Eligibility policies should reflect that a student’s classroom studies and conduct are of higher priority than participation in athletics, and that poor grades, conduct, or attendance can impact eligibility.

School officials should proactively notify student-athletes and their parents when the student-athlete is in danger of becoming ineligible. Student-athletes who become ineligible must be immediately suspended from all athletic activities, meaning that they *may not* participate in

competitions, practices, or any other activity associated with athletics at the school. Student-athletes may be removed from suspension once eligibility criteria have been met and verified.

Questions and concerns about eligibility must be first addressed to the coach, Athletic Director, and/or other relevant school official.¹³

Participation of an ineligible player in any athletic competition will result in the automatic, mandatory forfeiture of all games in which the player participated while ineligible. Eligible students must be included on the CAL Eligibility Form (see [302.01](#))

301.04 Eligibility - Divisions

Athletic activities may be broken down into Divisions based upon the sport, number of participating student-athletes, and with the approval of the CAL Moderator. In structuring Divisions, the following guidelines should generally be followed:

- **Primary:** Grades 4 and under. Student-athletes may not participate in Primary Division activities if they are not 8 years of age by September 1 and beyond grade 4 or have reached the age of 11 prior to September 1st of the current school year.
- **Junior Varsity (JV):** Grades 6 and under. Student-athletes may not participate in JV Division activities if they are beyond grade 6 or have reached the age of 13 prior to September 1st of the current school year.
- **Varsity:** Grades 8 and under. Student-athletes may not participate in JV Division activities if they are beyond grade 8 or have reached the age of 15 prior to September 1st of the current school year.

301.05 Participation in Athletic Activities of the Opposite Sex

Student-athletes may participate in sports of the opposite sex only if ALL of the following requirements have been met:

1. The sport is not offered for members of the student-athlete's sex. Note that baseball and softball are considered the same sport for the purposes of this policy.
2. The inclusion of the student-athlete on the opposite-sex team is approved by the principal and disclosed to the Commissioner and CAL Director.
3. The participation of the student-athlete is deemed to be safe and appropriate for all students involved in the activity.
4. Teams consisting of 7 or fewer student-athletes on the field/court at the same time shall permit no more than one student of the opposite sex (assuming the conditions

¹³ PMSA 705.09

300.00 STUDENT-ATHLETES

above are met). Teams of 8 or above student-athletes on the field/court at the same time shall allow 2 students of the opposite sex.

In situations of mixed-sex teams, the team shall compete with other teams that reflect the majority of the team's membership. For example, if the majority of students are male, the team will compete against male teams from other schools. If a team has equal membership, competing teams shall be determined by the Moderator.

301.04 Student Accident Insurance

The Archdiocese purchases insurance which generally covers student-athletes in Archdiocesan-owned schools during the times that student-athletes are involved in school-sponsored activities (including athletics) or are travelling to/from a school-sponsored activity. School officials *must* contact the CAL Director for significant injuries and other incidents during athletic activities (see [405.03](#)).

All student-athletes taking part in the school's athletic program must participate in the ADOM approved insurance program for that sport. Purchase of ADOM approved insurance (or proof of private insurance) is required prior to participation in the fall football program, spring football program, and all other interscholastic sports programs. All ADOM-approved insurance is non-refundable.

302.00 Team Rosters

302.01 Submission of Team Rosters

Coaches shall use the official [CAL Eligibility Form](#) to document the team's official roster. Only students listed on this form shall be permitted to participate in athletic activities (competitions, practices, etc.). Team rosters must be typed, include all required information, and bear at least two original signatures (stamps are not accepted). These rosters must be submitted to the sport's Commissioner prior to the deadline specified in the CAL Athletic calendar. Teams that fail to submit the Roster by this deadline are subject to penalties determined by the CAL Director. These penalties shall include (but may not be limited to): fines, disqualification from competitions, disqualification from the entire season, forfeiture of any competitions played before the submission of the Roster, etc.

Schools that support two teams in one season must submit two separate rosters.

302.02 Revisions of Team Rosters

Coaches may add names and information to their Rosters by revising and resubmitting the Roster to the Commissioner, complete with all required signatures. Conditional eligibility will be in effect the same day as the submission, subject to the review/approval of the Commissioner. A maximum of two changes will be permitted per season.

303.00 Conduct

303.01 Athletics Code of Conduct

All student-athletes and their parent/guardian who participate in athletics shall sign the Athletics Code of Conduct (see [Appendix D](#)). This form should be signed and submitted annually for participating students. The school must formulate and publish a specific set of consequences that may result if the Code of Conduct is not followed (see [303.02](#)). The Athletic Director and coaches must be vigilant in monitoring practices and games to assure that the Code of Conduct is followed.¹⁴

303.02 Disciplinary Consequences for Student-Athletes

Disciplinary consequences can be defined as experiences provided by school officials to increase the probability that student-athletes will act morally and responsibly in order to ensure a safe environment, and accomplish their physical, spiritual, academic and social goals and develop holistically, having been created in the image and likeness of God.

Coaches and other athletic personnel shall define and communicate behavior expectations and disciplinary consequences. *Effective discipline in a school is **educational in nature** and generally:*

- supports the implementation of the vision, mission and goals of the school
- is grounded in school's Behavior Plan and other policies of the school, and policies of the CAL
- ensures a safe environment
- increases the probability that student-athletes will act morally and responsibly
- increases the probability that student-athletes will develop productive decision-making skills
- maximizes productive use of time
- highlights positive behavior expectations (vs. focusing solely on negative behavior)

¹⁴ PMSA 705.10

- increases the probability that effective learning will occur
- is implemented individually vs. as a group¹⁵

Discipline in the school athletic program must complement (and not contradict) the school's overall Behavior Plan. Significant cases of misbehavior should be reported to the Athletic Director. In such cases, the Athletic Director shall inform the local principal and Commissioner (who may then inform the Director and/or Moderator depending upon the severity of the issue) and conduct an investigation. In the most significant cases, the Superintendent (or delegate) shall be contacted and the Oversight Board may be utilized to advise on any consequences.

Specific consequences for student-athletes shall be proportionate to the misbehavior, and may include (but not limited to): suspension from competitions, removal from the team, team forfeiture of competitions, fines, and student administrative withdrawal from the school. Students who are ejected from a game are subject to specific consequences, as outlined in [303.03](#).

No student shall be disciplined corporally or corrected with abusive, profane, or demeaning language.¹⁶

303.03 Ejection from Competition

Student-athletes, coaches, and spectators may be ejected by officials from competitions for unsportsmanlike or poor behavior. In such cases, the official must complete an Ejection Form (see [Appendix I](#)) and submit it to the local Athletic Director, who will then send it to the CAL Director copied to the Moderator.

Specific consequences for ejections shall be determined by the CAL Moderator, However, the following consequences will generally be used in such cases:

- For *Student-Athletes*: The student-athletes will be ineligible to participate in the next two divisional competitions.
- For *coaches*, the coach shall be fined \$25 for the first offense of the school year and suspension for at least one game. Additional ejections will result in an increase of \$25 per offense. Egregious or repeat offenses may result in immediate removal as coach, as determined by the Moderator.

¹⁵ PMSA 305.02

¹⁶ PMSA 305.03

- For *spectators*, the individual will not be permitted to attend other CAL events until they attend a PLACT training and are approved by the principal of the school in which their child/relative attends.

Multiple ejections may result in more severe consequences, determined by the CAL Director in consultation with the Commissioner and Moderator. These may include (but not be limited to): suspension from games, removal from the team, administrative withdrawal (student-athletes and parents/family members), inability to continue volunteering (volunteers), inability to attend future competitions (spectators), etc.

303.04 Grievance Process

Any member school may request an investigation of the affairs, procedures, and cooperation of another member school, its coaches, administrators, student-athletes, spectators, or officials. Such grievances may be submitted for allegations of such issues as (but not limited to): Misconduct of student-athletes, coaches, spectators, or officials; cheating; failure to follow CAL/league/sport policies or procedures; disagreement with decisions/actions of officials; failure to provide an adequately safe playing environment.

In submitting a formal grievance, the following steps shall be followed:

1. Attempts should be made to resolve the issue between the schools. Typically, the Athletic Director or principal of the “protesting school” should contact their counterpart at the other school (the “offending school”) and attempt to reach a mutually-amicable resolution. If such a resolution is unable to be reached, the additional steps below may be taken.
2. The protesting school shall complete an official [Athletics Grievance Form](#) (see [Appendix F](#)) signed by the principal and Athletic Director. This form should be mailed or emailed to the CAL Director, with copies provided to the Commissioner and the principal of the offending school. The Grievance Form must be submitted no later than 3 days following the incident/game.
3. The CAL Director shall contact the principal and Athletic Director of the offending school. The school shall submit documentation explaining their version of events on a [Grievance Response Form](#) (see [Appendix G](#)). This documentation must be signed by the principal and Athletic Director. The documentation shall be submitted to the CAL Director with copies to the Commissioner and the principal of the protesting school.
4. The CAL Director, in consultation with the Commissioner will determine if an immediate resolution can be reached, or if further investigation is needed.
 - a. *If further investigation is warranted*, the CAL Director shall request any additional information from the relevant parties. Such information may

- include (but not limited to): written witness testimonials, video recordings, direct interviews, etc.
- b. *If no further investigation is warranted*, the CAL Director will finalize a decision.
 - c. Very serious or complex cases should be escalated to the Moderator, who will involve the Superintendent (or delegate) as appropriate.
5. Should the offending party be deemed guilty of the grievance, the CAL Director shall determine any specific penalties or other resolution. The penalty shall be determined in consultation with the Commissioner and Moderator. Penalties may include (but not be limited to): team/player suspension from competitions, removal from the team, team forfeiture of competitions, fines, removal from volunteering (coaches), or employment disciplinary action (for employees) up to and including termination.
 6. The decision is communicated in writing by the CAL Director, along with any specific penalties or other resolutions, to the principals of each school. Copies of this communication shall be sent to the Commissioner and Moderator.

In cases of grievances with officials, schools may skip step 1 (above).

Schools may also submit grievances about the Commissioner, CAL Director, or Moderator. In such cases, the Grievance Form should be submitted to the official who supervises the offending party (i.e. Commissioner grievances should be submitted to the CAL Director, Director grievances should be submitted to the Moderator, Moderator grievances should be submitted to the Superintendent).

303.05 Hazing and Bullying

Hazing and bullying are prohibited in Catholic schools. *Hazing* is defined as an instance in which a person knowingly requires the performance of any act by a student or other person in a school for the purpose of induction or admission into any group, organization or society associated with the school where the act is not sanctioned or authorized by the school, and the act can result in bodily harm and/or public humiliation. Instances of hazing should be immediately reported to the principal.

Each school shall have a local policy defining *bullying*, including specific consequences for bullying behavior from student-athletes, coaches, or spectators. Individuals who report bullying may utilize the Bullying Complaint Form template promulgated by the OCS.¹⁷

303.06 Drug and Alcohol Use

¹⁷ PMSA 305.05

The use or possession of illegal drugs or illegal mood-altering substances, alcoholic beverages, drug-related paraphernalia, or the abuse of prescription or over-the-counter drugs by any student on school property or while attending or participating in any school-sponsored activity or at any time the student is wearing a school uniform is forbidden. Transgression of this rule will result in disciplinary action, which may include administrative withdrawal from the school, even for a first offense.

Any student selling drugs on school property or at school functions may result in a disciplinary response, up to and including administrative withdrawal. Law enforcement shall be contacted in such circumstances.

If a student (student-athlete or spectator) exhibits the symptoms, or is suspected of substance abuse, the school may require that the student undergo substance abuse testing at the parents' expense. If the results of the test suggest abuse (and the substance was not used on or brought to campus or a school-related activity), the school will normally use this information to help the student seek assistance. Refusal to participate in such a test may result in administrative withdrawal from the school.

At times, the school may choose to conduct random searches of student belongings (including technology) at the discretion of school officials.

Use of drugs by coaches, school personnel, and volunteers is prohibited and subject to disciplinary action, up to and including termination (employees) or removal as a volunteer (volunteers).

303.07 Weapons

Weapons are not permitted anywhere on school grounds or at any school activity. Any student (student-athlete or spectator) who brings a weapon to any school activity, who is in possession of a weapon, or who threatens others with a weapon may be administratively withdrawn from the school. Adults found in the possession of a weapon should be asked to leave the campus immediately. 911 should be contacted if threats are made with the weapon or if the safety of the school is in any other way compromised.

Any item used to threaten or cause bodily harm may be considered a weapon. In particular, the possession of any instruments or objects that can be used to inflict serious harm on another person or that can place a person in reasonable fear of serious harm will be considered weapons. Included in this category are BB guns, Airsoft guns, and toy or replica guns represented as real guns. Also included in this category is the possession or storage of items which are prohibited at school, including but not limited to ammunition clips, bullets or

cartridges, flammable liquids, combustible materials, poisonous substances, mace, pepper spray, and any other items which may result in injury.

Firearms are not permitted on the property of Catholic schools, with the exception of licensed and identified law enforcement personnel. This policy includes school employees as well as third-party security officials who are not also licensed and identified law enforcement.¹⁸

304.00 Communicating with Student-Athletes and Parents

304.01 Professional Communication

Each school must develop and promulgate a *Code of Professional Communication* (sometimes called a “Code of Christian Communication” or “Parent Covenant Agreement”) that guides all communications between stakeholders in the school community. This code should be referenced in local policy handbooks and include the following principles:

- a) All communication should be reflective of the Catholic mission of the school
- b) All members of the school community must be treated with respect and dignity
- c) When conflicts arise, communications must be directed towards seeking a constructive solution to the conflict
- d) Concerns and questions should be addressed first at the lowest, most appropriate level. If the concern or question is not resolved, it must be taken to the next level of communication/authority.¹⁹

Employees affirm their willingness to communicate professionally through their employment letter, contract, or agreement. Parents and student-athletes should be asked to sign an affirmation to follow the Code of Professional Communication as part of the Registration Form for their sport(s).

These expectations are further referenced in the Athletics Code of Conduct required for all participating students. (see [303.01](#) and [Appendix D](#)).

304.02 General Communications

School employees and volunteer coaches shall strive to communicate clearly and professionally at all times and in all ways (e.g. verbal, electronic, written). Coaches are

¹⁸ PMSA 401.06

¹⁹ PMSA 901.01

expected to communicate schedules for practices and games well ahead of time, as well as equipment needs, out-of-season conditioning expectations, and eligibility guidelines.

Parent and student concerns are best handled individually and outside of practices or competitions.

School employees and coaches must exercise care in discussing personal or potentially controversial topics with student-athletes and parents. In such cases, the employee/coach should consider the school's Catholic mission as well as the age level of the student. Employees and coaches must not discuss inappropriate topics with student-athletes or parents, or convey personal opinions that are contrary to the teachings of the Catholic Church.²⁰

Employees and coaches should take great care in hugging or otherwise physically interacting with student-athletes and parents. Employees and coaches must not meet one-on-one with student-athletes unless the meeting takes place in a setting where both the employee/coach and student are readily visible (such as a hallway or a classroom/office with an open door; see [203.03](#)).²¹

Employees and coaches should not discuss the academic performance, eligibility, disciplinary consequences or other confidential topics with individuals who are not the student's parent or authorized school/Archdiocesan official, or similarly approved party (e.g. Archdiocesan legal counsel, DCF investigator, etc.).²²

304.03 Digital Communications and Social Media

Employees and volunteers (including coaches) must follow the Digital Communications Policy developed by the Archdiocese of Miami. This policy should be distributed to all employees and volunteers, and schools should offer frequent trainings and reminders of this policy. This policy includes directives on such matters as texting, emails, social media, voicemail, and other matters. The policies found in this manual are meant to supplement and clarify (vs. replace) the Archdiocesan Digital Communications Policy.²³

Employees and coaches are prohibited from texting, emailing, or messaging (through social media) individual student-athletes. If employees/coaches need to text or email a student, the

²⁰ PMSA 903.02

²¹ PMSA 903.03

²² PMSA 904.02

²³ PMSA 902.01

parent must always be copied/included. Employees and coaches may distribute group texts or emails for the purposes of school-related reminders and updates, but such communications should include both students and parents. Employees and coaches should avoid posting photos of student-athletes and parents involved in school activities to personal social media sites; such photos are better posted to official school accounts.

Employees and coaches may not establish social media accounts affiliated with the school (including any account related to a specific sport) without the permission of the principal (or delegate).

400.00 THE ATHLETIC PROGRAM

401.00 Structure of Athletic Activities

401.01 Recognition of Sports

Specific sports may be sponsored by the league when at least five member schools wish to participate in the sport activity. Such approval is granted by the Moderator in consultation with the CAL Directors and Oversight Board.

Should a school be unable to participate in a sport, they may submit a Refund Request Form (see [Appendix H](#)) to refund any fees or other related expenses.

401.02 Establishment of Divisions

The CAL Directors shall establish divisions for each recognized sport present at Catholic schools in their respective counties, in consultation with the Commissioners and Athletic Directors. Teams shall be assigned to divisions based upon such factors as geographic proximity and size of school/program. Effort will be made to balance the number of teams in each division when possible.

Divisions should generally include at least five teams. Should a division not have five teams, teams will be asked to play at least twice within the division and once outside of the division (but still within the CAL).

401.03 Registration of Teams

Schools must register any participating teams with the CAL. Schools may not schedule a competition (including scrimmages) with a team that is not registered with the CAL. Schools may not compete against teams that are outside of the CAL without the permission of the Moderator (see [402.04](#)).

402.00 Scheduling

402.01 Athletics Master Schedule

Each CAL Director shall maintain a Master Schedule of all athletic activities in their respective county, in accordance with the OCS Master Calendar for Catholic Schools. This Master Schedule must strive to minimize removal of students from classes and spiritual events (e.g. Masses, retreats) for the purposes of athletic activities.

Athletic activities (including practices) may not occur on Sundays without the permission of the Superintendent. Sundays should be kept free for families to attend Sunday Mass.²⁴

402.02 Schedule of Seasons

Each CAL Director shall develop and approve schedules of individual sport seasons, in consultation with the Commissioner and Athletic Directors. Seasons shall not be less than eight games, with the exception of cheerleading, cross country, and track and field.

402.03 Scheduling Practices

The school Athletic Director shall define the schedule of practices for each sport and season, in accordance with CAL policies. The Athletic Director shall arbitrate any disagreements over practice schedules or facilities, and must receive the principal's approval for all changes.

402.04 Scheduling Competitions

Each CAL Director shall work with the Commissioners and Athletic Directors to develop a schedule of competitions for each sport. The scheduling of competitions must adhere to CAL policies, and shall minimize any interruption of academic classes or spiritual activities at the school. When possible, competitions will be scheduled between schools based upon such factors as division, geographic proximity, and size of school/program.

Competition with schools outside of the CAL is not permitted without permission of the Moderator.

Regular season games *must* be played within the time frame of the season. Any games not played within the season shall not be considered for end-of-season standings. Games shall generally start between 3:30-4:30 PM and must include a warm-up period of at least 15 minutes. Schools that arrive more than 30 minutes late for a competition are subject to forfeiture.

Competitions must be played to completion unless there is a legitimate safety concern. If completing a game is in question due to rules violation or conduct, coaches should discuss concerns with the official. If the game continues, the coach may submit a written protest to the official and opposing team coach. The coach should also notify the school Athletic Director and Commissioner as soon as conditions permit.

²⁴ PMSA 701.03

No more than two competitions per week shall be scheduled without permission from the Commissioner.

Any school which **forfeits** two (2) games in any particular sport may be disqualified from further participation in that sport and may be ineligible for team awards and all-league selections or any school which forfeits two (2) games in any particular sport to the same 16 school may be disqualified from further participation in that sport for the following year. There may be extenuating circumstances such as an injury. In that case a school can petition the moderator to be released from this rule with the approval of the Oversight Board. Any school which forfeits a sports season must contact all remaining league opponents and inform them of the disqualification as soon as possible.

Each home competition shall begin with prayer, the National Anthem or Pledge of Allegiance, and a statement of CAL expectations of student-athletes and spectators (see the sample script in [Appendix M](#)).

402.05 Changes in Competition Schedules

The schedule of competitions cannot be changed without the permission of the Commissioner. Athletic Directors and coaches should carefully review the schedule of competitions ahead of the start of the season. Should any competition dates/times need to be changed, the Athletic Director should contact the Commissioner. The Commissioner shall seek input from the opposing team's Athletic Director or coach before approving any competition change.

Changes to athletic competitions shall generally not be considered after the start of a sport's season. However, should an **unexpected emergency situation** arise that requires a change in schedule after a season begins, the Athletic Director shall contact the Commissioner and the opposing team's coach via email at least 24 hours before the originally-scheduled game. The principals of both affected schools should be copied on this email. The Commissioner will then finalize any decision to change the competition date/time. Should the change not be approved, the team will likely be asked to forfeit the game.

Absence of players due to illness, injury, eligibility issues, or participation in other activities shall not be considered sufficient reason to change the competition's scheduled date/time.

Schools must be ready to start the season with the first game on the schedule. Should a team not be ready (due to such reasons as no uniforms, facility issues, etc.), the team will forfeit any initial games until the team is ready to compete.

In cases of **inclement weather**, coaches should seek permission from the Athletic Directors of both participating schools to postpone the game. This permission should be sought via email with the Commissioner and both principals copied.

402.06 Scheduling of Post-Season Play

The CAL Directors shall work with the Commissioners to schedule post-season play (i.e. playoffs and championships) for all recognized sports. The eligibility requirements and structure of post-season play may vary depending upon the specific sport, number of teams, and number of student-athletes. Division structures (see [401.02](#)) shall be a particular consideration when structuring post-season play.

The schedule and structure for post-season play will be defined and communicated to all participating Athletic Directors prior to the start of each sport's season.

Tournament rosters for varsity sports will be limited to the following for **awards**: 15 for volleyball, 15 for basketball, 15 for baseball, 15 for softball, 15 for flag football, 18 for soccer, 40 for competitive cheerleading, 15 for cross-country, and 80 for track and field.

In post-season play, **ties** shall be determined based upon the win/loss record between the two schools (i.e. the team with the better record shall "win" the game). If this criteria is not determinative, the tie will be resolved via coin toss conducted by the official in the presence of both coaches and, if available, both Athletic Directors.

403.00 Operations of Athletic Activities

403.01 Budget and Financial Practices

The budget for each school's athletic department shall be approved by the principal. In most circumstances, the Athletic Director bears responsibility for overseeing the athletics budget, working with the finance office of the school.

All monies associated with the athletic department must be deposited in the school's official bank account. This includes registration fees, ticket proceeds, concessions, spirit shop sales, and all other funds. At least one staff member must be present when money is being collected.

403.02 Admission Fee

The Admission Fee for CAL competitions shall be determined at the annual CAL budget meeting, subject to approval by the Superintendent (or delegate).

403.03 Sponsorships

Outside organizations may provide sponsorships to individual teams. Such sponsorships require the signing of a Sponsorship Agreement including the signature of the Superintendent (or delegate) and principal. This agreement shall specify the specific terms of the agreement, including any collected funds or products, how/when/where the sponsor will be acknowledged, etc.

Organizations that sell or promote products or values that conflict with Church teachings cannot sponsor teams. Likewise, organizations that promote political parties, candidates, lobbying groups, or Political Action Committees cannot sponsor teams. For more information, including further details on prohibited organizations, see [Appendix E](#).

403.04 Booster Clubs

Schools may, at the discretion of the principal, establish Booster Clubs for the purposes of generating support for athletic activities within the school. All Booster Clubs must exist under the authority of the school. Booster Club funds must be housed within the school/parish accounts, and fundraising and spending must require approval of the principal (or designee).²⁵

403.05 Athletic Facilities

Athletic Directors shall ensure that all facilities used for athletic activities (e.g. fields, courts, locker rooms, etc.) are regularly inspected to ensure ongoing safety and compliance with the rules of the participating sports and Archdiocesan policies.

If a team does not have adequate facilities to host home games at their school, the Athletic Director shall work to secure a suitable nearby site. This site must be approved by the Commissioner in consultation with the Athletic Director of the opposing team. A written agreement is required for the use of any site not owned by the Archdiocese of Miami (including affiliate parishes). This agreement must be reviewed and approved by the Chancellor's Office of the Archdiocese prior to the use of the facility. The facility may be required to submit documentation of insurance as part of this review.²⁶

²⁵ PMSA 905.02

²⁶ PMSA, 1107.01

Once the alternative site has been approved, it is the responsibility of the Athletic Directors to communicate the change to all participating families. The site shall be considered the “home location” for the hosting team, and subject to all safety requirements set forth in this document. This includes the required presence of an Administrator in Charge at the competition (see [406.06](#)).

403.06 Equipment

Purchase: The principal shall approve all purchases for athletic equipment and any other needs associated with the athletic program. Such purchases must adhere to the program’s budget (see [403.01](#)). Once equipment is received, the Athletic Director shall verify receipt and facilitate payment of any invoice through the school’s finance office.

Maintenance and Inventory: Athletic Directors should incorporate any needed maintenance of equipment into their annual budget. The Athletic Director, in consultation with coaches, shall be responsible for keeping an accurate inventory of equipment for their sport.

403.07 Athletic Uniforms

Uniforms used by teams must be approved by the principal. Uniforms should clearly display the colors and name (or mascot) of the school. Uniforms must be safe for play and appropriately modest. Uniforms used for competitions must be the same color.

It is recommended that uniforms follow the numbering rules, as indicated in each sport’s rulebook. Coaches shall maintain an accurate list of student numbers for reference during practices and competitions.

403.08 Officials

It is the responsibility of the hosting team’s Athletic Director to supply qualified official(s) for *all* home competitions. The specific number of officials and duties shall be determined by the rules of the sport.

Officials must meet the following requirements:

1. Be at least 18 years of age and have achieved a high school diploma or GED.
2. Possess a thorough knowledge of the sport and CAL policies.
3. Be objective and fair in carrying out officiating duties.
4. Reflect conduct consistent with the Catholic mission of the CAL.
5. Not be directly affiliated with either competing school as an employee, parent, or direct relative of a student-athlete or coach.

6. Be physically and mentally capable of observing play and ensuring ongoing safety.

Schools should provide an appropriate stipend for the official (usually \$40 per game). If an official fails to be present at a game and it was determined the official was at fault, the Athletic Directors should work with the Commissioner secure another official or reschedule the game. If the fault lies with the hosting school, the game will be forfeited to the visiting team. The hosting school shall still be responsible for the payment of the official. Any dispute should be escalated to the Commissioner for resolution.

403.09 Scorekeepers and Timekeepers

It is the responsibility of the hosting team's Athletic Director to supply a timekeeper and scorekeeper for *all* home competitions. Schools should provide a table for these individuals. A timepiece should be provided for keeping time. A stopwatch is not considered to be an official timepiece with the exception of cross-country and track and field competitions. Schools must also have a visible scoreboard for all competitions.

Scorekeepers and timekeepers must meet the following requirements:

1. Be at least 16 years of age. If a student is still in high school, he/she must be directly supervised by a responsible adult.
2. Be capable of carrying out the duties associated with the role (scorekeeping or timekeeping) in a manner that is fair and objective.
3. Reflect conduct consistent with the Catholic mission of the CAL.

404.00 Play Like a Champion Today (PLACT)

404.01 Requirement

All schools are required to participate in the Play Like a Champion Today (PLACT) program. This program includes regular training for students in grades 5-8 (regardless of their participation in a School Athletic Program) as well as all Athletic Directors, coaches, and parents of student-athletes. The CAL Moderator shall provide overall coordination of PLACT, including regular communications about trainings and expectations to principals and Athletic Directors.

Athletic Directors shall receive annual trainings in PLACT from the CAL Moderator. Coaches and parents of student-athletes shall participate in PLACT training at least once and

before any direct participation in athletics. Students in grades 5-8 shall participate in PLACT training based upon a timeline defined by the OCS.²⁷

405.00 Travel

405.01 Travel for Off-Campus Events

The school must define the mode of transportation for any official and approved off-campus athletics events (e.g. competitions, practices, etc.). Such activities are considered to be school-sponsored and must be approved by the principal. Schools shall abide by the following requirements for off-campus travel:

- Each event shall have a designated **Sponsor** (typically the Athletic Director) who is an employee of the school. The Sponsor shall be tasked with organizing and ensuring proper supervision during travel.
- Transportation should generally be provided through two means: Buses (rented or owned by the school) or private transportation arranged by the participating parents. For the latter, the school should make it clear that it bears no responsibility for private transportation.
- When using buses, each bus must have *at least two* adults on board (including the driver), one of which must be a paid employee. This employee shall ensure that general safety procedures are followed on the bus. Buses may only be driven by individuals with the appropriate license from the state of Florida.
- Parents shall sign a permission slip for all off-campus travel, or sign a general permission slip at the beginning of the season approving such travel.
- The Sponsor shall ensure that all necessary equipment is transported to the off-campus event, and that any needed medical equipment or supplies (including water, student medications, etc.) are brought to the event site.

Coaches are not permitted to transport student-athletes who are not direct biological relatives.

405.02 Travel Out of Town and Overnight Travel

²⁷ PMSA 705.08

Travel to athletic events out of South Florida (Broward, Miami-Dade, and Monroe Counties) is not permitted without permission of the Superintendent (or delegate). Similarly, overnight travel for athletic teams is not permitted without Superintendent permission.

406.00 Safety and Security

406.01 Responsibility

The principal bears ultimate responsibility for the ongoing safety and security of all athletic activities, including practices, athletics-related travel, and *both* home and away competitions. The principal is responsible for maintaining the school's Emergency Operations Plan (see [406.02](#)).

In conducting athletic activities, schools should carefully consider the Heat Index Guidelines contained in [Appendix C](#). These guidelines may restrict specific activities at practices or competitions.

406.02 Emergency Operations Plan (EOP)

Each school must develop and promulgate policies to support safe and secure school. These policies shall be housed within a local Emergency Operations Plan (EOP) which addresses the specific needs of students, employees, and visitors based on local realities (buildings, facilities, campus, neighborhood, etc.). The plan must be updated annually and maintained electronically and in hard copy at the school site and in the OCS.²⁸

All athletic activities (e.g. practices, athletics travel, both home and away competitions, etc.) should be considered in the school's EOP. The EOP should include clear instructions of how and when school and Archdiocesan officials are contacted during emergencies (see [406.03](#)). The principal and Athletic Director shall ensure that all coaches and other athletics personnel are aware of the EOP and emergency procedures that relate to athletic activities.

406.03 Emergencies

In keeping with the Incident Reporting Policy of the Archdiocese, if an emergency occurs at during athletic activities, the responsible adult should contact 911 and then the Athletic Director. The Athletic Director shall inform the principal and Moderator, who will inform the

²⁸ PMSA 401.01

Superintendent (or delegate)²⁹. Situations that constitute an emergency include (but are not limited to):

- Significant health emergencies involving a student, employee, volunteer, or spectator;
- Any time a student, employee, or volunteer is injured and transported to a hospital from school;
- Building fires, gas leaks, major flooding, or other significant facility issues;
- Threats against the safety of the school or athletic event;
- Intruders on the school campus or immediate neighborhood that necessitate a full or partial lockdown;
- Inquiries from the secular media and/or media showing up on campus.

Athletics personnel and other school employees shall never speak to the media without permission of the principal (see [204.01](#)).

406.04 Incidents

Incidents may occur at athletic events that do not constitute an immediate emergency (as defined in policy [406.03](#)). Examples of incidents include, but are not limited to, the following activities amongst *any* participants in an athletic activity (e.g. student-athletes, coaches, spectators, etc.):

- Physical fights
- Racial or antisemitic slurs
- Ejection of a student or coach from competition (see [303.03](#))
- Drug or alcohol use (see [303.06](#))

In such cases, it is typically not necessary to contact 911. However, coaches should make contact with the Athletic Director as soon as possible. The Athletic Director shall report the incident to the principal, and the principal or Athletic Director shall inform the CAL Director.

When incidents occur, the on-site administrator should carefully document the incident and collect the names, identities, and contact information of relevant witnesses. This information should be provided to the Athletic Director and principal.

²⁹ PMSA 401.02

Any incidents that reflect unlawful practices must be reported to local law enforcement. Athletics personnel and other school employees shall never speak to the media without permission of the principal (see [204.01](#)).

406.05 Practices – Security and Supervision

Practices shall generally take place on the campus of the school unless otherwise approved by the Moderator. A school **on-site administrator** *must* be on the school campus when any practice is taking place. On-site administrators must be school employees, be approved by the principal, and are typically include such personnel as the Athletic Director, principal, Vice-Principal, or similar personnel with administrative backgrounds. *Custodians, Administrative Assistants, extended-care Directors, and similar staff are not considered on-site administrators.*

The on-site administrator should be generally available to manage any incidents or accidents. The on-site administrator should work with coaches to ensure that practice conditions are safe for practice (e.g. condition of practice area, security, weather conditions, etc., see [Appendix C](#) for heat-related guidelines).

The on-site administrator need not be directly present at all times during practice (but should remain on campus). During practices a responsible adult should be designated (typically the coach) and should be directly present during all practice activities. This adult must be approved by the principal and meet all Child Protection requirements of the Archdiocese (see [203.00](#)). The responsible adult should possess a list of student names, emergency contact information, and significant medical needs, and should regularly check to ensure that all students are present and safe. *Students may not be unsupervised during practices at any time.* Any incidents or emergencies should be immediately reported to the on-site administrator.

The on-site administrator may not leave the school campus until all participating student-athletes have been picked up by an approved adult or checked into the school's extended-day program (with parent permission).

406.06 Home Competitions – Security and Supervision

Each school must designate at least one **on-site administrator** for all home competitions. On-site administrators must be school employees, be approved by the principal, and typically include such personnel as the Athletic Director, principal, Vice-Principal, or similar administrative role. This administrator shall be charged with ensuring the safety and security of the event, and responding to any unexpected emergencies or incidents. Additional supervision may be required, depending upon the sport and circumstances.

400.00 THE ATHLETIC PROGRAM

Schools may opt to provide on-site security (either paid security or law enforcement) at the discretion of the principal. The OCS may also require police and/or security for certain sports or events.

Entry/exit areas of the event shall be carefully monitored. Schools should not hesitate to ask individuals to leave the school campus who are exercising behavior that is disruptive or profane. Schools should contact their on-site police officer (if applicable) and/or 911 for any occurrences that involve violence, threats, or other unlawful behavior (see [406.03](#)).

The Archdiocese utilizes a **clear backpack policy** requiring all spectators to utilize clear backpacks only when attending home competitions. School personnel should not hesitate to search backpacks when warranted, being particularly mindful of water bottles and other liquid containers.

Alcohol and tobacco use are prohibited by all attendees (including spectators) at home athletic events (see [303.06](#)). Weapons are likewise prohibited, with the exception of licensed and identified law enforcement officials who are carrying firearms (see [303.07](#)).

Competitions must include an official (or officials) as required by the rules of the sport (see [403.08](#)). Each home competition shall begin with prayer, the National Anthem or Pledge of Allegiance, and a statement of CAL expectations of student-athletes and spectators (see the sample script in [Appendix M](#)).

406.07 Away Competitions – Security and Supervision

As outlined in policy [405.01](#), schools must designate a paid staff member to be the **Sponsor** (typically the Athletic Director). The Sponsor shall be charged with ensuring the safety and security of all student-athletes, school staff, and school volunteers at the site. If the Sponsor has concerns about the safety of the event, he/she should contact the Commissioner. If unsafe conditions persist, the event may need to be cancelled or postponed. Emergencies or Incidents should be promptly responded to and reported (see [406.03](#) and [406.04](#)).

School administrators should carefully consider the conditions of away competitions. If there is a high probability of potential incidents, schools should not hesitate to send additional staff, security personnel, and/or police.

407.00 Awards and Recognitions

407.01 Establishment of Awards

The CAL Directors shall define the criteria for student-athlete awards, including all awards-related events, in consultation with the Commissioners and Athletic Directors. These awards will emphasize the mission and values of the CAL, including sportsmanship (see [102.01](#)).

407.02 CAL Honor Mass

CAL Honors Masses shall generally be conducted for each participating county (Miami-Dade and Broward). Masses shall be coordinated by the CAL Directors in consultation with the Commissioners and Athletic Directors.

Each participating school may send two varsity student-athletes per sport to the CAL Honor Mass. Players must be present at the Mass to receive a CAL Honor Medallion. It is the responsibility of the Athletic Directors and coaches to ensure that student-athletes and parents are aware of the Mass, including start time, logistics, etc. Athletic Directors *must* be present at the Mass.

407.03 Sportsman and Sportswoman Nominees (Miami-Dade County)

At the end of each sport's season, each coach will send in a nominee form to the CAL Director naming a coach from an opposing team who has exemplified the CAL code of sportsmanship. Nominations will be accepted up to the third day after the last spring sport has been completed. The Athletic Director also may nominate one staff member from their school that exemplifies the CAL Code of Conduct. The winners will be announced at the end of the sport's season.

407.04 ACC Hall of Fame (Miami-Dade County)

Athletic Directors, coaches, or commissioners may be nominated for the ACC Hall of Fame. Such nominees must meet the following criteria:

1. A nominee must have any combination of having been an athletic director, a commissioner, or coach within the league for at least 10 years.
2. A nominee must have exemplified the mission and ideals of sportsmanship set forth by the CAL.

Nominations are submitted in writing to the CAL Director. Nominations will be presented to the league members at the December meeting with voting to take place at the league meeting. No more than 5 nominees will be accepted per year. If more than 5 nominations are received, the nominees with the most years of service will be presented to the members. A nominee must receive 75% of the votes from the league athletic directors or 75% of the board commissioners or a combination of 75% of both the athletic directors and board.

Each athletic director and board member may vote for up to three nominees per year.

Hall of Fame Nominee with the highest percentage of votes of all nominees will be inducted in the CAL Hall of Fame. In the event of a tie, the CAN Director will make the final decision on membership.

The board of commissioners is permitted one discretionary vote per year. Nominees not selected will be submitted for future selections for up to 5 years.

500.00 POLICIES FOR SPECIFIC SPORTS

501.00 Sports Guidelines

501.01 Establishment of Sports Guidelines

The Moderator shall coordinate the establishment of specific Sports Guidelines for participating sports in the CAL, in consultation with the CAL Directors, Commissioners, and Athletic Directors. These Guidelines shall specify policies and procedures that are specific to each recognized sport, encompassing such areas as (but not limited to): Field and play provisions, equipment, game formats, tournaments/post-season play, etc. The Moderator is charged with granting final approval to all Sports Guidelines.

The Moderator shall ensure the timely distribution of Sports Guidelines to all Athletic Directors, who will ensure that participating coaches are properly trained on sports-specific guidelines and procedures.

All policies found within Sports Guidelines shall augment, but cannot contradict, any policy found within this document or other policy documents of the Archdiocese of Miami (e.g. Policy Manual for School Administrators).

APPENDICES

Appendix A: ATHLETIC DIRECTOR JOB DESCRIPTION

Position: *Athletic Director*
Office: Athletic Department
Reports to: Principal (or designee)
FLSA Status: Exempt
Date prepared:
Signatures: _____ / _____

(Supervisor)

(Employee)

PURPOSE

The **Athletic Director** provides administration, direction, and oversight over the school's Athletic Program, ensuring that the program embodies the school's Catholic mission and maximizes the athletic, mental, and spiritual development of all participants.

ESSENTIAL FUNCTIONS

1. Provides overall administration, coordination, and oversight over all school athletic activities, including (but not limited to): practices, competitions (home and away), off-season activities, athletic camps, etc.
2. Understands, follows, and maintains knowledge of all Archdiocesan and CAL policies as well as applicable civil laws. Ensures such policies are followed at all times in all athletic activities. Promulgates policies to relevant personnel and volunteers. Provides trainings on policies.
3. Ensures that all athletic activities are conducted with appropriate supervision and safety, including student travel to/from athletic events. Responds to athletic emergencies or incidents, reporting such occurrences to the principal and CAL Commissioner. Leads investigations of athletic incidents.
4. Secures all coaches and any other athletics volunteers. Ensures that all athletics personnel meet the policies of the Archdiocese. Works with the principal to address any significant issues involving athletics personnel, in accord with Archdiocesan policies.
5. Provides for the ongoing training and formation of coaches and other athletics personnel. Facilitates regular meetings with coaches and other personnel (can be aligned with athletics season).
6. Conducts parent meetings, along with coaches, for specific teams or seasons. Ensures ongoing communication with parents from the athletics department. Works with principal to oversee communications strategy for athletics (e.g. social media, website, etc.).
7. Facilitates the implementation of the Play Like a Champion Today (PLACT) program for students, staff, and volunteers.

8. Provides for the cleaning, storage, and maintenance of all athletic facilities, equipment, and uniforms, including the maintenance of updated inventories.
9. Ensures adherence to medical and safety requirements. Appropriately maintains and secures confidential records and inquiries, in coordination with the school office. Ensures that proper form(s) (insurance, attendance, medical) are obtained and current for students participating in athletics.
10. Ensures that all student athletes are eligible, insured, and have paid fees.
11. Coordinates all athletics related services including rosters, bus requests, scheduling officials and coordinating with coaches. The athletic director manages all athletic events including set-up and clean-up, ensuring that events are safe. Arranges for officials, timekeepers, and scorekeepers for home games. Assumes general responsibility for the proper supervision of home games.
12. Serves as primary liaison from the school with the CAL Moderator, Director, and Commissioners.
13. Meets regularly with the principal (or delegate) to discuss operations of athletics program and resolve issues/questions.
14. Works with coaches to respond to specific student and parent questions/concerns. Demonstrates constant professionalism in such communications. Refers significant issues to the school administration.
15. Attends other meetings and events, as designated by the principal.

SUPERVISORY RESPONSIBILITIES:

Supervises all volunteers associated with the athletic program (including coaches.). Athletic director is the site administrator at all home athletic events.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

Minimum:

- High school diploma.
- FL State Certification in athletics administration.
- Prior experience in school athletics administration.
- Successful completion of the Play Like a Champion Today (PLACT) program.
- Must complete the Child Protection requirements of the Archdiocese.
- Must have an understanding and appreciation of the school's Catholic mission and philosophy of athletics.

Preferred:

- Bachelors in Education or related field.

Language Skills

- Strong oral and written English-language communication skills, including clear speaking voice.

Other Knowledge, Skills, Aptitudes

- Capacity to manage multiple responsibilities
- Ability to form and maintain positive relationships with multiple stakeholders (students, parents, administrators, etc.)
- Competence and confidence in public speaking and facilitation of groups.
- Strong customer service skills
- Excellent understanding of athletics, athletic administration, and applicable Archdiocesan policies, CAL policies, and civil laws
- Strong aptitude in informational and educational technology
- Ability to work successfully with the school Administrative Team
- Ability to understand and serve diverse populations
- Possesses integrity, diligence, and dedication to the Catholic educational mission of the school

COMPETENCIES

Customer Focus (Internal and External): Effectively meeting customer needs and taking responsibility for customer satisfaction.

Attention to Detail/Quality Orientation: Accomplishing tasks by considering all areas involved, including minute details; showing concern accuracy and good quality output; accurately checking processes and tasks.

Collaboration: Working effectively and cooperatively with others, asking clarifying questions for the purpose of achieving common objectives. Building and maintaining good working relationships with coworkers.

Dependability: Being reliable, responsible, and dependable, and fulfilling obligations with a willing attitude.

Managing Work: Effectively managing time and resources to ensure that work is completed to meet expectations.

Inductive Reasoning/Problem Sensitivity: Sensitive to observation and identification of issues presenting out-of-the-norm and that may be indicative of problems needing to be addressed.

Work Standards: Set expectation of high performance standards and hold oneself accountable for accurate and timely completion of tasks and projects.

Complex Problem Solving: Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Critical Thinking Skills: Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Judgment: Considering the relative costs and benefits of potential actions to choose the most appropriate one.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to work afternoons, evenings, and weekends, as negotiated with supervisor
- Must be able to push and occasionally lift objects weighing 25 pounds.
- Requires a valid Florida driver's license. Ability to travel to/from athletic events.

DISCLAIMER

The above is intended to describe the general context of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

Appendix B: ELEMENTARY COACH JOB DESCRIPTION

Position: *Elementary Coach (volunteer)*
Reports to: Athletic Director

PURPOSE

The **Elementary Coach** provides leadership, coordination, and administration of their assigned team. The coach ensures that the team embodies the school's Catholic mission and maximizes the athletic, mental, and spiritual development of all participants.

ESSENTIAL FUNCTIONS

1. Provides overall supervision and coordination of all activities of the assigned team, including (but not limited to): practices, competitions (home and away), off-season activities, etc. Works with the Athletic Director to coordinate team activities as part of the holistic athletic program of the school.
2. Ensures compliance with school, Archdiocesan and GCL policies. Reports incidents to the Athletic Director.
3. Provides for the constant supervision of students when involved in athletic activities, including ensuring student supervision after practice as they wait for parent pickup.
4. Coordinates the distribution, collection, maintenance and storage of athletic equipment, uniforms, and supplies (during the season and at its conclusion), and for the collection of fees for lost equipment and uniforms by athletes, in coordination with the Athletic Director.
5. Advises the Athletic Director on the purchasing needed equipment, supplies, and uniforms for their team.
6. Coordinates with the Athletic Director to ensure that athletic facilities used by the team are safe and secure.
7. Submits necessary forms to Athletic Director, ensuring proper completion of each, including (but not limited to): roster forms, awards, season records, inventories, emergency/medical forms, parent emergency release forms (for travel), etc.
8. Coordinates awards for team, with approval by the Athletic Director.
9. Works with students and school administration to monitor student eligibility and manage eligibility issues.
10. Attends any meetings and trainings, as required by the Athletic Director.

QUALIFICATIONS:

To perform in this role successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill,

and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

Minimum:

- Knowledge of assigned sport (Preferred: Prior coaching experience in a school setting).
- Successful completion of the Play Like a Champion Today (PLACT) program.
- Possess CPR/AED Certification.
- Must complete the Child Protection requirements of the Archdiocese.
- Must have an understanding and appreciation of the school's Catholic mission and philosophy of athletics.

Language Skills

- Strong oral and written English-language communication skills, including clear speaking voice.

Other Knowledge, Skills, Aptitudes

- Knowledge of sport and how to positively develop student-athletes to realize their athletic potential
- Ability to form and maintain positive relationships with multiple stakeholders (students, parents, administrators, etc.)
- Competence and confidence in public speaking and facilitation of groups.
- Strong customer service skills
- Understanding of athletics, athletic administration, and applicable Archdiocesan policies, GCL policies, and civil laws
- Ability to utilize informational technology (e.g. email, cell phone, etc.)
- Ability to positively manage conflicts
- Ability to understand and serve diverse populations
- Possesses integrity, diligence, and dedication to the Catholic educational mission of the school

COMPETENCIES

Customer Focus (Internal and External): Effectively meeting customer needs and taking responsibility for customer satisfaction.

Attention to Detail/Quality Orientation: Accomplishing tasks by considering all areas involved, including minute details; showing concern accuracy and good quality output; accurately checking processes and tasks.

Collaboration: Working effectively and cooperatively with others, asking clarifying questions for the purpose of achieving common objectives. Building and maintaining good working relationships with coworkers.

Dependability: Being reliable, responsible, and dependable, and fulfilling obligations with a willing attitude.

Managing Work: Effectively managing time and resources to ensure that work is completed to meet expectations.

Inductive Reasoning/Problem Sensitivity: Sensitive to observation and identification of issues presenting out-of-the-norm and that may be indicative of problems needing to be addressed.

Work Standards: Set expectation of high performance standards and hold oneself accountable for accurate and timely completion of tasks and projects.

Complex Problem Solving: Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Critical Thinking Skills: Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Judgment: Considering the relative costs and benefits of potential actions to choose the most appropriate one.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this role. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to work afternoons, evenings, and weekends, as negotiated with supervisor
- Must be able to push and occasionally lift objects weighing 25 pounds.
- Requires a valid Florida driver's license. Ability to travel to/from athletic events.
- Must be able to physically supervise students in an athletic setting.

Appendix C: HEAT INDEX GUIDELINES

Temperature (WBGT)	Guidelines
Less than 82	<ul style="list-style-type: none"> • Normal activity
82.1-87	<ul style="list-style-type: none"> • 3 separate 4-minute water breaks per hour.
87.1-90	<ul style="list-style-type: none"> • 4 separate 4-minute water breaks per hour. • Maximum activity time: 2 hours. • Football: Shells only
90.1-92	<ul style="list-style-type: none"> • 5 separate 4-minute water breaks per hour. • Maximum activity time: 1 hour. • No conditioning activities permitted. • Football: No protective equipment.
Greater than 92	<ul style="list-style-type: none"> • No outdoor activities

Appendix D: ATHLETICS CODE OF CONDUCT

[SCHOOL LETTERHEAD]

Athletics Code of Conduct for Student-Athletes and Parents/Guardians

As a Student-Athlete and parent/guardian participating in the Catholic Athletic League (CAL), I affirm that I will:

- Understand and support the Catholic mission of [SCHOOL NAME] and the CAL.
- Remember that academic schoolwork must remain the highest priority.
- Understand and follow the rules of the CAL and my particular sport.
- Be on time for all practices and games and be ready to play.
- Show respect at all times for the people, equipment, and facilities involved in the CAL athletic program, including teammates, officials, and players/coaches of opposing teams.
- Demonstrate consistent good sportsmanship, win or lose.
- Read attentively all communications from my coach, Athletic Director, or other school personnel.
- Remember that the purpose of Catholic athletics programs is the physical and spiritual development of each student-athlete, and to have fun and enjoy athletic activities.

Signature of Student-Athlete

Date

Printed Name of Student-Athlete

Signature of Parent/Guardian

Date

Printed Name of Parent/Guardian

Appendix E: TEAM SPONSORSHIP REQUIREMENTS

All organizations wishing to sponsor an athletic team must commit to the following:

- Support the mission of Catholic education in the Archdiocese of Miami and all affiliate schools
- Support the teachings of the Catholic Church
- Support developmentally-appropriate interscholastic athletic programs that prioritize the physical and spiritual development of student-athletes above competition.
- Not represent or sell any goods or service that promote values that conflict with the Catholic Church. This includes (but is not limited to) organizations that sell or distribute alcohol, tobacco products, illegal or hazardous substances, or firearms; or who otherwise promote violence, illicit behavior, or denigration of specific groups
- Not represent any political party, candidate, elected official, lobbying group, or Political Action Committee (PAC).

Organizations wishing to sponsor teams must sign a Sponsorship Agreement. This agreement requires approval from the Superintendent of Schools (or delegate) and school principal.

This agreement shall stipulate the specific terms of the sponsorship, which may include (but not limited to) the following: Public Address announcements during the game, printing of the organization's name on uniforms, printing of the organization on the program, display of banners in the athletic area.

Appendix F: GRIEVANCE FORM

[SCHOOL LETTERHEAD]

APPENDIX #6: GRIEVANCE FORM

Date: ____ / ____ / ____ (Must be filed within 5 school days of the event)

Name of person filing grievance: _____

Position: _____

School Name: _____

Sport: _____ Level: Primary JV Varsity

Date of Event: ____ / ____ / ____

Location of Event: _____

Grievance is about (circle one)

Coach Spectator Umpire/Referee Team Member

If spectator is circled, was it a:

Student Faculty/Staff Member Parent Unknown

Describe the incident in detail. Include names if known. Attach additional pages if necessary:

Signature: _____

This form MUST be signed by the school principal and the Athletic Director.
Grievances without these signatures will be returned to the sender.

Principal: _____ Date: ____ / ____ / ____

Athletic Director: _____ Date: ____ / ____ / ____

Appendix G: GRIEVANCE RESPONSE FORM

A response by the principal or athletic director is required within 5 school days of receipt of a grievance.

[SCHOOL LETTERHEAD]

Date: ____ / ____ / ____

Name: _____

Position: _____

School: _____

Response to grievance: Please be as detailed as possible, citing names when known. Also, describe any disciplinary actions that resulted from this grievance, if any. Use the reverse side of this form if more space is needed.

ATTACH ANY SUPPORTING DOCUMENTATION such as written testimonials, interview notes, email correspondence, recordings, etc.

Principal's Signature: _____

Date: ____ / ____ / ____

Athletic Director's Signature: _____

Date: ____ / ____ / ____

Appendix H: REFUND REQUEST FORM

School: _____

Date: _____

The CAL provides that: “Monies may be returned if notice is given, in writing, three weeks in advance of the first scheduled league game for each individual sport.” (Article III, Section C)

Please check the sport(s) for which you are requesting a refund.

GIRL’S SPORTS

- _____ Basketball JV
- _____ Basketball Varsity
- _____ Softball
- _____ Volleyball JV
- _____ Volleyball Varsity
- _____ Soccer
- _____ Track & Field
- _____ Cheerleading JV
- _____ Cheerleading Varsity
- _____ Flag Football
- _____ Golf

BOY’S SPORTS

- _____ Basketball JV
- _____ Basketball Varsity
- _____ Baseball
- _____ Volleyball JV
- _____ Volleyball Varsity
- _____ Soccer
- _____ Track & Field
- _____ Flag Football
- _____ Golf

Principal Signature

Appendix I: EJECTION FORM

This form is to be completed by 1) the CAL game official(s) ejecting a student-athlete or coach, and 2) the athletics director of the ejected student-athlete or coach. The form must be submitted to the CAL within 24 hours after the completion of the contest. You will receive a copy of the report via email after you submit the form.

Submitted By (printed name):

Submitter's Role Athletics Director Official

Email Address _____

Cell Phone _____

Reason(s) Fighting Profanity Dissent Other

Sport _____

Date of Contest _____

Level of Contest Varsity JV Primary

Individual ejected is a Student-Athlete Coach Staff Parent.

Individual ejected is from (School) _____

Name of person ejected _____

Jersey number (if applicable) _____

Opponent (school) _____

Explanation/Comments/Details (add extra pages if needed):

Signature

**Please email completed form to your Director Frank Ramos (Framos@stscg.orgz)
Dade County/Donna Durden(ddurden@saintgreg.org) Broward County. cc Moderator Valarie
Lloyd(vlloyd@pacehs.com).**

Appendix J: ATHLETIC SUPERVISING ASSIGNMENT FORM

Please Understand All Responsibility Before Taking On This Supervising Assignment.

You must arrive at the site of the contest 30 minutes prior to game time and introduce yourself to the home school administrator.

Fill in the information below:

Time of Contest _____ Time Arrived _____ Place of contest _____

Sport or Event _____ Date _____

1. Identify yourself to the opposing school staff and officials. Wear a school identifying garment.
2. Make sure all persons involved in the contest, both participants and fans have left the parking lot before leaving the site.
3. If any player received an unsportsmanlike foul, technical foul or was removed from the game, notify the proper director by using the ejection form. You may use the ejection form for coaches or parents that are ejected as well.
4. If anyone is injured, notify the principal and the moderator immediately. If it is a serious injury, call 911 and document actions taken by rescue.
5. Please return this form as soon as possible to the school office, but it must also be completed and sent within 24 hours to the proper director.

Please Check the Following:

___ Everything was fine. No problems.

___ There was a problem and I will see you ASAP.

___ I have concerns about something that happened or that could cause a problem in the future.

Please remember that you are totally in charge of the supervision of the contest. Conduct yourself accordingly. Do not wait for the coach to do it.

Home team name & final score: _____ Visiting team name & final score _____

Print Your Name: _____

Sign Your Name: _____ Date: _____

Appendix K: CONSENT TO PLAY FORM

[SCHOOL LETTERHEAD]

Student Name: _____ Grade: _____
Sport(s) for which the student plans to participate: _____

1. I/we hereby give consent for our child/ward to participate in interscholastic sports listed above.
2. I/we am/are aware of the potential danger of concussion and /or head and neck injuries in athletic participation. I also have knowledge about the risks associated with heat related illness during athletic participation and have received information as to the risk of continuing to practice or play once a concussion or head injury is sustained without proper medical clearance.
3. I/we know of and acknowledge that my child/ward knows of the risks involved in athletic participation, understands that serious injury and even death is possible in such participation and choose to accept any and all responsibility for his/her safety and welfare while participating in athletics. With full understanding of the risks involved I/we release and hold harmless my child's/ward's school against which it competes, the contest officials and coaches and the Archdiocese of Miami including all of its affiliated entities and agents of any legal responsibility and liability for any injury or claim resulting from such athletic participation I/we agree to take no legal action against my child/ward's school, the schools against which he competes, the contest officials, coaches and the Archdiocese of Miami because of any claim, cost, or cause of action arising in any way from athletic participation of my child/ward. I further authorize emergency medical treatment for my child/ward should the need arise for such treatment while my child is under the supervision of the school.

I/we have read this document carefully. I/we understand the contents of the document and I/we are aware that it contains a release of liability. I/we understand that the student may not practice or compete in any sport until this document is on file with the principal.

Parent/Guardian Signature Date: _____

Printed Name of Parent/Guardian

Note: This document must be completed and endorsed by the parents or guardian and kept on file at the school. When received, the document should be date stamped and initiated by the athletic director or the principal.

Appendix L: ATHLETICS HANDBOOK AFFIRMATION FORM

[SCHOOL LETTERHEAD]

[INSERT] School Name
Athletics Handbook Acknowledgment Form

I, as a coach or other athletics-related volunteer or employee of [SCHOOL NAME], acknowledge that I have read the entire contents of the Athletics Handbook and will do my part to implement the policies therein. I understand that noncompliance with this Handbook may result in disciplinary action against me, up to and including or discontinuation (for volunteers) or termination (for employees). If I am employed in another staff position at this school, I understand that noncompliance with these policies may affect my overall employment status.

Moreover, I further understand that all of the school's policies whether written or verbal are only guidelines and are subject to change at the sole discretion of the school with or without notice.

Finally, I understand that the school's Athletics Program exists as part of the school's broader mission of faith formation and academic preparation. I will do my best to promote, embody, and support this mission through my role.

(Signature)

(Date)

(Printed Name)

(Title/Role)

This form should be signed and returned to the school Athletic Director before the individual begins any athletics-related duties (including tryouts, practices, conditioning, etc.). All athletics personnel should sign this form, including those who are employed in other roles at the school.

Appendix M: SCRIPT FOR STARTING COMPETITIONS

The following is a sample script for the introduction of games, to be read by the hosting team Athletic Director or other school administrator delegate.

Introduction:

Welcome to [SCHOOL NAME], where SPORTSMANSHIP is an expectation and CHRIST is at the center of all that we do. Our athletic programs are an essential part of our Catholic schools. Our purpose is to provide for the physical, mental, and spiritual development of each of our student-athletes, helping them grow to their greatest potential. The purpose of our athletic programs is not to win games at all costs. So we invite you to join us in cheering on ALL of our students today as we come together as a Catholic Christian community.

And now let's stand for prayer.

Prayer:

In the name of the Father, the Son, and the Holy Spirit.

Dear Lord,

Thank you for this beautiful, and this opportunity that you are providing these girls/boys to play this wonderful game of [SPORT NAME]. Thank you to all the families and friends who are here to show their support and encouragement. We ask that you please keep all these athletes safe from any harm or injury and help them play with teamwork, sportsmanship, and camaraderie. We ask this in the name of your Son Jesus Christ.

In the name of the Father, the Son, and the Holy Spirit

Amen

Pledge of Allegiance:

And now let us rise for the Pledge of Allegiance. I pledge allegiance, to the flag...

Have a good game boys/girls!

Following the opening prayer (before a game begins) the following statement should be read over the public address system:

As we celebrate the God-given gifts and talents of our young student athletes, we invite you to enjoy this competition between [HOME SCHOOL] and [VISITING SCHOOL].

Your support is greatly appreciated. Remember that we expect good sportsmanship from all people present today, including our spectators. We encourage you to cheer for your players and your team. However, please refrain from any comments or behavior that would be inconsistent with our Christian, Catholic values. This includes booing, jeering, use of profanity, and yelling at players, coaches, officials, or other spectators. Any unsportsmanlike behavior will be addressed promptly and may result in dismissal from this game. Thank you for your support of our Catholic Athletic League. And now let's play!

[TRANSLATE INTO OTHER LANGUAGES AS APPROPRIATE]

Appendix N: CAL HISTORY

Dade County League: 67 Years and Still Growing: 1956-1957 through 2022-2024

The Archdiocese of Miami sports program has come a long way in 67 years. Back in 1956-60 there were a handful of schools that played sports against each other. These schools did not belong to a league. They just played each other in two boys sports, basketball & baseball. Little did they know that this was the start of their first independent league. The original charter members were St. Peter & Paul, Our Lady of Perpetual Help, St. Rose of Lima, Holy Family, and Immaculate Conception, St. John the Apostle, St. Theresa, and St. Mary's Cathedral. The first name that we know of for the League was "The Catholic Grade School League". This name was given to the league in 1965. In 1966, the first girls sport was introduced, volleyball. This was followed by girls' softball in 1969 and girls' basketball in 1971. In 1970, the league had a name change to "The Catholic Athletic Conference". As the conference grew with more schools, so did the addition of more sports. Track & Field meets were added on Saturdays in the early 70's, along with flag football. For two more years, from 1976 to 78, the conference was run from the office of the C.Y.O. (Catholic Youth Organization). This was the start of the archdiocese overseeing the conference. In the early 80's two more sports were added, cross country & soccer. Then volleyball and softball tournaments were also added. In 1982 the name was changed to "The All-Catholic Conference" as it is known today. This was also when the Archdiocese Department of Schools appointed a moderator to oversee the running of the Conference. In 1989, the Conference added two new events, the Coaches Olympics, and the Jr. Olympics for the children in the Conference. In 1993, the 1st Annual Coaches Awards Dinner was held. In 1999, two more new sports were added: boys' and girls' Spring volleyball. Also, in 1999 the Conference started the Coaches Hall of Fame Induction Ceremony. The inductees for the Coaches Hall of Fame are as follows:

- 1st Inductee – Frank Ramos from St. Theresa School (1999)
- 2nd Inductee - Carlos Barquin from Belen Jesuit Prep (2000)
- 3rd Inductee - Joan Dembowski from St. Timothy (2001)
- 4th Inductee - Jerry Streit from St. Brendan (2002)
- 5th Inductee - Valarie Lloyd from St. Timothy (2003)
- 6th Inductee - Maria Alonso from St. Theresa School (2004)
- 7th Inductee - William Oharriz from St. Peter and Paul (2005)
- 8th Inductee - Mark Dusek from St. Joseph (2006)
- 9th Inductee - Joe Velazquez from St. Peter and Paul (2007)
- 10th Inductee – Rosa Tarrats from St. Peter and Paul (2008)
- 11th Inductee – Bert Adan from Sacred Heart (2009)
- 12th Inductee – Elena Dyer from Holy Rosary (2010)
- 13th Inductee – Arturo Fernandez from St. Patrick (2011)
- 14th Inductee – Debbie Cohen from St. Agnes (2012)

- 15th Inductee - Vincent Fragano from St. Timothy (2013)
- 16th Inductee – Sharyon Henderson from St. Kevin (2014)
- 17th Inductee - Rodrigo Bustamante from St. Agnes (2015)
- 18th Inductee – Lazaro Barbeite from St. Peter and Paul (2016)
- 19th Inductee - Joe Diaz from St. Kevin (2017)
- 20th Inductee - Victor Arrieta, from Belen Jesuit Preparatory School (2018)
- 21st Inductee - Diane Kunkel from Our Lady of Lourdes Academy (2019)
- 22nd Inductee - Richard Stuart from Belen Jesuit Preparatory School (2020)
- 23rd Inductee - Rick Pina from St. Hugh (2021)
- 24th Inductee - Amy Coa (2022)
- 25th Inductee - Paul DiMuont (2023)
- 26th Inductee- Joseph Paolercio (2024)

In 2000 came the addition of girls' Jr. Varsity volleyball and basketball. After years of being idle, flag football was also reinstated. Also, the Conference sponsored the first Tri-county Championships for private schools in three sports: cross country, cheerleading, & track & field. In the year 2001, the Conference added three more sports, Jr. Varsity boys' soccer, Primary boys' basketball & girls' varsity flag football. In 2007 a Primary sport was added, boys' and girls' soccer. Also, the first boys' and girls' basketball playoffs were introduced with schools classified in 4A, 3A 2A & 1A competing for the first Maria Alonso Memorial trophy. In 2008, the first girls' volleyball playoff was introduced with schools competing for the first Joan Dembowski Memorial trophy. In 2011, the Golden Knight Scholar Athlete Service Award was started. In 2013, the first Varsity boys' flag football classification playoff was held. In 2014, the first Varsity girls' flag football championship was held. In 2015, the first boys' and girls' soccer classification playoffs were held. The first Varsity baseball classification playoff was held in 2016.

In 2017-2018 the conference instituted the Play Like a Champion Today Catholic Character Education Program. The Jerry Streit Memorial Trophy was introduced. From the original 8 schools that started 67 years ago, we have grown to 28 member schools with a total of 38 sports. (We have also had an additional six schools in the Conference that have closed). Midway through the 2019 and all of the 2020 school years, the sports season was canceled due to the Coronavirus Pandemic. The conference has also had 13 presidents or directors who have shown their leadership in a variety of ways. We have also had many moderators who have supported the Conference. Thanks to all for making the conference such a success!

Broward County Conference: 36 Years and Still Growing: 1988-2024

In 1988 the Archdiocese of Miami mandated that the Broward County Catholic Elementary Schools have a conference like the Dade County's All Catholic Conference. In the fall of 1988 Brother Manning along with Mike Gallagher, conducted a meeting at St. Anthony Catholic Elementary School with selected ADs from Broward Catholic Schools. The goals of the meeting were to create a catholic athletic conference like the one in Dade County. They used the constitution from the Dade All Catholic Conference (ACC) as a guideline and formed the constitution for the All-Broward Catholic Conference. (ABCC) As the athletes have evolved over the years so has the ABCC conference. We have gone from offering 3 sports in 1989, the first year of the ABCC, to 7 sports in 2019. We offer the following sports: Boys' and girls' JV/Varsity basketball and volleyball, boys' and girls' Varsity flag football and soccer, JV/Varsity cheerleading, track and field and baseball. During one school year a Catholic elementary school can have 16 teams participating against other schools in the conference. Midway through the 2019 and all the 2020 school year, the sports season was canceled due to the Coronavirus Pandemic.

In the 90's there were 22 schools registered for the ABCC conference. Unfortunately, we have had 4 schools close, so we now have 18 schools in the conference. Over the years enrollments have changed so we have had to adjust our divisions. When we can, we divide the schools participating in a sport into a north, central or south division. When we have a lower number of schools in a sport we divide east/west or north/south. Commissioners set up schedules according to the number of schools participating and their locality in the county.

A school year is divided into 4 seasons and each season is 5 weeks long. In each season we have 2 sports scheduled. Between the seasons there are two weeks left open for coaches to prepare the athletes for their games. Cheerleading has the same season as boys' basketball and after the season they participate in the Annual ABCC Cheerleading Exhibition. The 2024-2025 school year a cheerleading competition will be introduced. The Annual ABCC Track Meet is in February.

The very first Volleyball Commissioner was Denise Faber and the very first Cheerleading Commissioner was Bobbi Clark. Laura Simmons has been the Track and Field Commissioner for over 20 years. All three of these women are current members of the 2018 ABCC board. Their contributions to the conference are immeasurable.

It is because of the selfless, dedicated Directors, Commissions and ADs over the 30 years of the ABCC conference that we have been able to provide Athletic programs with the emphasis on CHRISTIAN PRINCIPLES and GOOD SPORTSMANSHIP at the amateur level and to organize

and govern competition between teams representing schools of the organization. That is and always will be the All-Broward Catholic Conference mission.

Appendix O: PAST CAL DIRECTORS AND MODERATORS

Directors - Dade

1956 to 1960	No director
1960 to 1962	Ed Kelly - St Rose of Lima
1962 to 1967	Don Cates- O.LP.H.
1967 to 1970	John Barrett – Immaculate Conception
1970 to 1972	Frank Ramos- St Theresa
1972 to 1973	Bob Crossman- St James
1973 to 1975	Jerry Streit - St Brendan
1975 to 1976	Don Teems- Holy Family
1976 to 1978	Dick Moran -C.Y.O.
1978 to 1981	Mary Kindelin – Our Lady of Perpetual Help
1981 to 1982	Jerry Streit- St Brendan
1982 to 1988	Joan Dembowski - St Timothy
1988 to 1989	Kathy Sanders- St John Neumann
1989 to 1990	Jeanie Mesler-St James
1990 to 1991	Bert Adan - Belen Prep
1991 to 1992	Bert Adan - Sacred Heart
1992 to Present	Frank Ramos St. Theresa

Directors - Broward

1989 – 1999	Kim Murney
1999 – 2003	Alex Porto
2003 – 2005	Daniel Bennett
2005 – 2006	Kathy Scher
2006 – 2008	Gloria Chotos
2008 - 2020	Bobbi Clark & JoAnne Bushong
2020-Present	Donna Durden

Moderators

1982 - 1988	Sr. Francis Leo
1988 - 1990	Mrs. M. Henderson
1990 - 1992	Br. William Manning
1992 – 1998	Sr. John Norton
2000 - 2011	Br. Angelo Palmieri
2011 - 2014	Dr. Donald Edwards
2014 - Present	Valarie Lloyd

ABCC Scholarships

St. Coleman

St. David

St. Bernadette

ADOM

St. Helen

St. Jerome