# APPENDICES

# Appendix A: ATHLETIC DIRECTOR JOB DESCRIPTION

**Position:** ***Athletic Director***

**Office**: Athletic Department

**Reports to:**  Principal (or designee)

**FLSA Status**: Exempt

**Date prepared**:

**Signatures:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Employee)*

*(Supervisor)*

**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



# 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:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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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 LETERHEAD]

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.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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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 lll, Section C)

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

**GIRL’S SPORTS BOY’S SPORTS**

\_\_\_\_\_Basketball JV \_\_\_\_\_Basketball JV

\_\_\_\_\_Basketball Varsity \_\_\_\_\_Basketball Varsity

\_\_\_\_\_Softball \_\_\_\_\_Baseball

\_\_\_\_\_Volleyball JV \_\_\_\_\_Volleyball JV

\_\_\_\_\_Volleyball Varsity \_\_\_\_\_Volleyball Varsity

\_\_\_\_\_Soccer \_\_\_\_\_Soccer

\_\_\_\_\_Track & Field \_\_\_\_\_Track & Field

\_\_\_\_\_Cheerleading JV \_\_\_\_\_Flag Football

\_\_\_\_\_Cheerleading Varsity \_\_\_\_Golf

\_\_\_\_\_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): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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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 reeks 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.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Printed Name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Title/Role) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date) |

*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