

St. Margaret Mary Alacoque Athletic Association

SMMA TEAM FORMATION AND GENERAL ASSOCIATION GUIDELINES

These guidelines are to be used to provide consistency to the formation of all teams sponsored by the SMMA Athletic Association. Interpretation of this document will be incumbent upon the Executive Board, with input from the appropriate sport lay director and managers of the affected teams and Spiritual Director. **As in all endeavors undertaken by the Athletic Association, the Christian, fair and impartial treatment of the children will be of the highest concern.**

INITIAL FORMATION OF TEAMS

When new teams for a sport are created, such as the first year of a sport, new sports, or new grades for a sport, the initial rosters will be established by a random method whereby each child has an equal likelihood of being selected. This will be accomplished by picking names out of a hat or similar container. Once the rosters have been established, any changes must be approved by the managers involved, the lay director and the VP-Sports.

Managers will be able to pre-select two assistant coaches for baseball/softball and soccer and one assistant coach for basketball and volleyball. The manager's and assistant coach's children will make up the core of the initial team roster and will not be randomly selected.

Teams will be formed at the following grades:

Basketball 3rd Grade

Soccer 1st Grade

Baseball/Softball 1st Grade

Volleyball 3rd Grade

INITIAL FORMATION OF TEAMS

When new teams for a sport are created, such as the first year of a sport, new sports, or new grades for a sport, **the initial rosters will be established by a random method whereby each child has an equal likelihood of being selected.** This will be accomplished by picking names out of a hat or similar container whereby the head coach or representative of the head coach **MUST** be present. This drawing will be accompanied by the lay Director(s), coaches, VP of Sports and Spiritual Director. IF the drawing is not completed within 7 days prior to rosters being due it will be drawn by the VP of Sports, Lay Director and Spiritual Director. Once the rosters have been established, any changes must be approved by the managers involved, the VP-Sports and Spiritual Director.

Managers will be able to pre-select two assistant coaches for baseball/softball and soccer and one assistant coach for basketball and volleyball. The manager's and assistant coach's children will make up the core of the initial team roster and will not be randomly selected.

The "PLUS PLAYER RULE" allows each coach to protect extra players beyond the head coach and assistants rule described above.

- baseball/softball/soccer allowed 2 extra players

- Basketball/volleyball allowed 1 extra player

NUMBER OF TEAMS

At the close of registration, the Vice President-Sports and the appropriate lay director shall establish the number of teams in each age group. The number of teams will be determined so as to assure each coach that he/she has a manageable number of players and assure each player that he/she will be able to play a fair and reasonable amount of the time.

The general guidelines followed by the VP-Sports and lay director in establishing teams shall be based on the minimum/maximum number of players per team. The minimum number will be used to: (1) establish new teams at any time, or (2) to consolidate existing teams when registration declines.

This number will vary by sport and shall be:

	Minimum	Maximum
Basketball	7	10
Soccer 8v8	10	13
Soccer 11v11	15	20
Baseball/Softball	12	18
Volleyball	7	11

If a team does not reach the minimum number of players, the VP-Sports, lay director and managers will attempt to find additional players to reach the minimum number. The VP-Sports will establish a grace period during which additional players can register and be placed on a specific team.

PLAYING UP A GRADE/DIVISION

- The policy is to be noted that NO player will be allowed to play up based on talent
- Players will be allowed to play up based on Minimum/Maximum rules/requirements for team formation . Based on NEED ONLY. Ex. Combining 2 grades to accommodate participation.

SUBSEQUENT YEAR’S TEAM ROSTERS

Lay directors will keep the same rosters from year to year, unless additional teams need to be formed or consolidation of teams is necessary due to the number of participants. (See Adding/Consolidating Teams)

If additional players, NEW to the program, become available after team rosters have been established, they will be randomly assigned to teams so as to keep all teams mathematically balanced. If returning players become available SEE Reentering SMMA Program.

If a manager of an existing team can no longer manage, the lay director and VP-Sports will attempt to cultivate a manager from the existing coaches/parents of that team. If no candidates

are available they should then look to other teams.

ADDING/CONSOLIDATING TEAMS/PLAYERS PROCESS

Adding Teams

- The lay director will determine who will be the manager.
- Existing teams will be able to protect a core number of players depending upon the sport. All unprotected players will go into a pool. Managers and coaches children are considered core players.
- The core numbers are:
 - Basketball from existing team 4
 - Soccer from existing team 7
 - Baseball/Softball from existing team 7
 - Volleyball 4
- The manager of the new team will choose from the pool until they reach the core number for that sport.
- Existing teams returning an entire rostered team will be able to protect the entire team and the remaining players will form a newly consolidated team and the even up rule is in effect.
- Existing teams returning majority of team but not enough to reach the minimum can maintain the existing registered players and the lowest registered team will consolidate into the remaining teams by draw.

Ex. Team 1 8players, Team 2 6 players (does not reach minimum), Team 3 4 players. Team 3 will consolidate into team 1 and 2 with team 2 drawing to balance the rosters of Team 1 and 2. Then each draw back and forth.
- Manager will draw for a starting draft rotational order
- The remaining players in the pool will be picked out of a hat by each manager alternating picks until all players have been selected.
- All Players outside parish boundaries are considered pool player
- The Process will be arbitrated by the VP of Sports

Consolidating Teams/Players

- The managers from the previous year along with the lay director will reach agreement who will manage the reduced number of teams. If agreement cannot be reached, the manager with the least number of remaining players from the preceding year's roster, will lose his/her team. If an agreeable solution cannot be reached, the process will be arbitrated by the VP-Sports.
- The players from the team being eliminated will be placed back in the pool and randomly picked

- The remaining team managers will select from the pool by picking out of a hat until they reach the level of the highest remaining team. Example, if there are 4 teams consolidating to 3, and the 3 remaining teams have 7, 5, and 4 players; the teams with 5 and 4 players select from the pool until they have 7 each.
- Once all teams have an equal number, the remaining pool players will be selected as described in Adding Teams Paragraph 4 .
- All Players outside parish boundaries are considered pool players
- The Process will be arbitrated by the VP of Sports

RE-ENTERING THE SMMA PROGRAM

If a player leaves the SMMA program in a particular sport for any reason, and then register again with SMMA in that sport, he/she will be assigned to their original team unless it would result in a team exceeding the maximum number of players. If a player is assigned to an open team because he/she is an open player and the player subsequently decides to play closed he/she will be reassigned to their original closed team unless they have played on the open team for more years than the original closed team. The managers of all the teams in the age group, the lay director and the VP-Sports will address other circumstances.

OPEN (Competitive)/CLOSED (Recreational) FORMATION

Open player is defined as any player participating in the same sport for any club team during the same CYC sport season - Does not apply until 5th grade

***Open volleyball players are defined as playing for any USVBA team throughout the current calendar year. If you play for a team in January but not in September and join cyc volleyball you must participate as an OPEN player.**

Open classification for any sport will always defer to the GENERAL CYC Bylaws.

Closed player is defined as any player participating in ONLY the CYC sport for which they are registering during that CYC season.

For example, if 25 closed players of one age group register for soccer, two teams will be established - one with 13 players and one with 12 players. If a team does not reach the minimum of players the VP-Sports, lay director and managers will attempt to find additional players to reach the minimum number. The VP-Sports will establish a grace period during which additional players can register and be placed on a specific Team.

If there is disparity between a grade where there is both Open and Closed Teams and the Open Team has more kids and a new Open Player registers, the lay director must offer that child to the Closed Team Manager. If the Closed Team manager doesn't want the child and the Open Coach is willing to take the child then that child can play on the Open Team. Otherwise if the Open Player child exceeds the maximum then the coach doesn't have to take the additional child and the registration fee will be refunded to the parents.

REGISTRATION

Sports Registration

If this is your first registration of the calendar year, you will be required to fulfill your Stewardship Obligation(*note below) during this registration.

If you choose any combination involving raffle tickets, you will be REQUIRED to pay for the raffle tickets DURING the registration process.

Your tickets will be mailed to you within one week. Remember, you can redeem them yourself, or resell as you like for the raffle drawings during the current calendar year.

Refunds/Late Fees

Refunds will be determined based solely on need and determined by the lay director(s), VP of Registration, VP of Sports and Spiritual liaison but generally adhere to the following:

- a. An automatic \$25 fee to cover costs of registration will be incurred if a registration refund is requested and granted
- b. A fee of \$25 will be included in all Late Registrations
- c. \$50 fee will be assessed if a registration refund is requested and granted after rosters have been submitted. (we pay by team and have to cover the cost of each team)
- d. Refunds requested due to injury will be determined based on a % of the number of games played and in addition to the \$50 fee associated in section c.

***Calendar Year Stewardship Obligation**

In order to register your child(ren) in sports at SMMA, each calendar year your family must purchase \$50 in raffle tickets, AND either:

1. Work 15 hours of Concession Stand Duty (3X 5hour shifts) OR
2. BUYOUT of Concession Stand Duty \$100.00 per shift OR
3. Combination of above satisfying \$300 or 15 hours, such as \$200 of BUYOUT and 5 hours concession stand duty, \$100 of BUYOUT and 10 hours of concession duty.

Your family obligation funds our sports programs and helps to provide our children with the best possible facilities, equipment and uniforms. Your obligation will be automatically tracked and accrued in this system.

New parish families registering children in sports for the very first time ever at SMMA are required to perform 1 Intramural Activity Shift (2.5 hrs).

If you are a member of another parish or live outside SMMA's boundaries you must contact your parish sports association and ask for a waiver to play at SMMA. Fees are paid to SMMA however your stewardship is owed 1 duty per sport per family. To determine if you are in or outside of SMMA's boundaries click [here](#).

CYC requires the use of ID's cards for each player in CYC leagues. Click [here](#) to apply for one.

If you already received an exemption this calendar year, it is still valid.

The registration fee for CYC teams will be \$90 for a single player and \$210 max for a family of 4+ kids.

If you fail to return your uniform you will be billed \$75 for the replacement, and your account will be locked until the uniform is returned or the replacement is paid for.

Note:

Intramural teams are for younger Pre-K, K, and 1st and second grades depending on the sport.

CYC teams are for older kids but dependent upon sport.

When registering be sure to register your child in the correct division (Intramural or CYC).

Concession Stand Policies and Procedures - Read This - Very Important - Don't Get Fined!!

- **No Show Policy**
POLICY FROM 2015 - If you fail to show up for your work assignment and you have not contacted the Concession Stand Scheduler prior to your assignment, you will be required to pay \$100 for your missed assignment. You will not have an opportunity to reschedule your shift. Your account will be locked and you will not be able to sign up for another sport until payment has been made.
- **Rainout Policy**
In the event of rain, please [CLICK HERE](#) to check for cancellation information. This message is usually updated by 4:30 pm weekdays and as early as possible on weekends. If your shift is rained-out you will NOT receive credit for your Work Duty Assignment(s). All rained out concession stand shifts must be either rescheduled or BUYOUT of \$100. Workers have 2 weeks to reschedule their shifts. After 2 weeks you will be required to BUYOUT of \$100. Your account will be locked until payment has been made. IF you START a shift and a rain-out occurs your shift will be considered fulfilled as long as you have signed the shift log.

- **Emergency No Show**
If at the last minute you are unable to fulfill your obligation and you are not able to find a replacement, please notify the Concession Stand Scheduler. Consideration will be made for emergency situations at the discretion of the Athletic Association Board.
- **Cancellation**
The schedule for the concession stand work assignments is developed prior to knowing how many teams and how many games will be played for a particular sport season. In addition, CYC schedules games at our facilities. The SMMA Athletic Association does not have control over the game schedule. Consequently, dates and times in the work assignment schedule are not always needed. The SMMA Athletic Association reserves the right to cancel concession stand shifts. Workers will be given as much notice as possible. Workers are required to re-schedule their work assignments or purchase BUYOUT of \$100 in order to fulfill their Calendar Year Stewardship Obligation. This policy also applies to rained-out shifts. Workers have 2 weeks to reschedule a canceled work assignment. After 2 weeks you will be required to purchase a BUYOUT of \$100. Your account will be locked until raffle tickets have been purchased.
- **To Cancel or Change your Work Assignment**
If you would like to change your scheduled time, please review the on-line schedule on this website to see future available dates. Once you have selected a new date and time, please email your requested change to the Concession Stand Scheduler (concession-stand@smmasports.org). Requests are filled as they are received. An email confirmation will be sent to you. Change requests must be received seven (7) days prior to your scheduled work date.
- **Job Duties**
Working at the concession stand consists of preparing food and drink, grilling outdoors, serving food and drink, and cleaning up after the shift. Clean-up includes outside trash cans, picnic area, rest rooms, and cleaning the inside of the concession stand.
- **Drinks**
Soda is complimentary while you are working. We ask that you pay for any food that you eat.
- **Age Limit**
Parishioners must be 21 years of age or older to work the concession stand. Exceptions to this rule can be made at the discretion of the Athletic Association Board in order to allow individuals under 21 to work the concession stand for the purpose of fulfilling service hours.

Parochial Soccer Team Formation Policy

The purpose of the Parochial League is to allow the 6th, 7th, and 8th Grade Soccer players an opportunity to participate at a higher level of competition.

Team Formation

- 2 Boys Teams are allowed as long as SMMA provides Field Times.
- 2 Girls Teams are allowed as long as SMMA provides Field Times.
- 1 Girls Open 1 Team if numbers allow.
- 1 Boys Open 1 Team if numbers allow.

Coaches

- The 8th Grade Managers will be given first opportunity to manage the Parochial I team.
- The 7th Grade Managers will be given first opportunity to manage the Parochial II team.

- If an agreement cannot be reached on one manager for each team, the Soccer Lay Director, South County Representative and Vice President of Sports will participate in the decision making process.
- The Athletic Association Board has final approval on any coaching selection.

Player Selection

Telephone call, mailed envelopes or e-mail will be sent as a notice for the Parochial I and Parochial II teams soccer tryouts. It is the responsibility of each coach to contact each player and ensure they are apprised of the try-out dates. Soccer Lay Director and Team Managers will determine try-out dates. The try-outs will occur after the soccer registration period.

The maximum number of practices needed to determine Team I and Team II will not exceed 4. No player can be selected to the Parochial I and Parochial II Teams unless they have attended at least one practice but preferably all. Only exception would be due to a medical condition such as broken arm, etc. Vacations are not excuses.

Parochial I Manager and coaching staff along with Parochial II Manager and coaching staff will select the Parochial players for Team I and Team II. If there is a discrepancy on player selection then the Lay Director and VP of Sports will be involved in the final decisions.

SMMA PAROCHIAL VOLLEYBALL TEAM FORMATION POLICY

The purpose of the Parochial League is to allow the 7th and 8th grade volleyball players an opportunity to participate at a higher level of competition. If there is not enough interest to form one team with 7th and 8th grade players, the Lay Director may decide to offer the try-outs to 6th, 7th and 8th grades on an as needed basis only.

Teams:

- 2 Girls Teams are allowed as long as SMMA provides Court Times.
- 1 Boys Team is allowed as long as SMMA provides Court Time.

Coaches:

- The 8th grade Managers will be given first opportunity to manage the Parochial I team.
- The 7th grade Managers will be given first opportunity to manage the Parochial II team.
- If an agreement cannot be reached on one manager for each team, the Volleyball Lay Director, South County Representative and Vice President Sports will participate in the decision making process.
- The Athletic Association Board has final approval on any coaching selection.

Team Formation:

- The Parochial team I will consist of the designated tier one players from 7th and 8th grades. Try- outs will be open to ALL 7th and 8th grade volleyball players.
- The Parochial Team II will consist of the designated tier two players from 7th and 8th grade. Try- outs will be open to ALL 7th and 8th grade volleyball players.

Player Selection:

- The try-outs for Parochial I and II will be held as one try-out. The Volleyball lay Director(s) and 7th and 8th grade Managers will determine try-out date(s). The try-out date(s) will occur after the volleyball registration period and

will not conflict with any CYC game/tournament for the current sport season.

- The following will be completed as notice for the Parochial I and II Volleyball Try-out: 1) Lay Director will contact all 7th and 8th grade Managers, who will then contact each child on their team personally by telephone and/or email to inform them of the try-out date and encourage their participation; (2) advertisement in the Parish Bulletin; and (3) webpage notice, if available.
- The number of players per team will be nine (9) as recommended by the CYC Volleyball Chairperson.
- The 7th and 8th grade Managers are invited to participate in the try-out by rating the players for the Parochial I and II teams. Team selection(s) will be made by the 7th and 8th grade Managers rating, based on the players overall rating score.
- Notification of selected and non-selected players will be done respectively by an e-mail or standard letter mailed by the Lay Director within one (1) week of try-out date.
- The Athletic Association Board Members can alter player selections.

SUPPLEMENTAL SMMA SOCCER AND VOLLEYBALL PAROCHIAL POLICY

- Parochial Volleyball and Soccer Players must be registered and play for a current SMMA CYC team to be eligible for Parochial try-outs. Exceptions may be made if no SMMA CYC team has formed for their grade.
- Members are NOT allowed to play both Parochial Volleyball and Parochial Soccer at SMMA.
- Any circumstances that may arise that are not documented in this guideline will be mediated by the sport Lay Director, VP-Sports and Athletic Association Board as needed.

Revision History

June 4, 2007 Changed Volleyball maximum to 9 players /August 7, 2007 Added Supplemental

Parochial Policy /March 8, 2010 General Membership approved numerous changes/May 2019
General Membership approved numerous changes