



Booster Handbook

Information also available online:
prmrocks.org/athletics

PRM Boosters Handbook

Revised as of 04/10/2024

The information within this handbook is used by the Pleasant Ridge Montessori Boosters organization to better communicate and implement its rules and policies. If any of these policies or their implementation are contrary to those held by Cincinnati Public Schools (CPS) the Pleasant Ridge Montessori Boosters will comply with CPS regulations.

The Pleasant Ridge Montessori Boosters organizes athletic programs and engages in activities for the benefit of the students of Pleasant Ridge Montessori (PRM).

Our Philosophy and Mission:

We will provide an organization for students to participate in athletic activities, build our school community and teach athletic skills and teamwork in a positive, healthy and competitive atmosphere. Our teams will represent PRM with good sportsmanship, inclusiveness, and peer leadership. We believe students that demonstrate skills in teamwork, performance (both on and off the field) and communication through athletics are prepared to be individuals that appreciate community, inclusion, and a sense of shared responsibility. The student athletes at PRM are dependent upon all members of the community; including parents/guardians, relatives, friends, alumni, coaches and assistant coaches, as well as other students and teachers, staff and administrators at the school.

General Policies:

We must conduct ourselves in a manner that reflects our philosophy and mission. This applies to the student athletes, coaches and assistants, parents/guardians and any spectators. Behaviors that will not be tolerated and that could lead to exclusion from the PRM Boosters program in its entirety are listed below:

- Any illegal drug uses
- Any alcohol abuses
- Fighting
- Smoking
- Verbal abuse of any players, coach/assistant/official or fans
- Any activities deemed detrimental or unacceptable to PRM or CPS

Grades and Eligibility

As a Boosters, we feel that it is the role of the parent/guardian to remove their child from active participation on a PRM team when their student's grades are declining. Before deciding to remove their child, the parent/guardian should consult with the coach to see if together they may be able to foster a more positive learning environment while also continuing to allow the student to play. We would like sports to be seen as a continuation of the educational process. Eligibility for participation in the case of any suspensions or expulsions from the school will be handled on a case-by-case basis.

PRM Boosters Handbook

Revised as of 04/10/2024

Practices

All student athletes are expected to attend all practices and games. Any extra practices over and above the normal weekly schedule of assigned practices are voluntary and will not affect the student athlete's playing time/participation.

Playing Fees

Each sport will assess a playing fee per child per sport. The amount of the fee will vary depending on the sport being offered and typically covers a portion of the total expenditures associated with each sport. Each sport has expenses such as league fees, referee fees, equipment and uniforms. Full and partial financial assistance offered for all sports.

Refund Policy

Student athletes who sign up for a PRM sports team and then decide not to participate will be given a full refund of fees, so long as the student's parent/guardian (1) requests the refund and (2) makes the request before the student participates in any games (3) is not issued a uniform.

Participation by Non-PRM Students

Current PRM students will be given priority to participate on all PRM sports teams. If space permits, non-PRM students may be given permission to participate on a PRM team. Other considerations include whether the non-PRM student resides in the Pleasant Ridge Montessori school boundary and whether the school that the student currently attends offers the sport in which that student is interested.

Sports Awards

The PRM Boosters encourages coaches not to purchase individual trophies or awards for PRM teams in any sport or to collect money from parents for the same purpose. The Boosters believes that such actions by individual coaches may create inequality in how awards for team participation are distributed and prefers that all participants be treated equally.

Team Allocation

When more than one PRM team competes at a certain level in a given sport, participants will be allocated on the basis of creating balanced teams in which advanced players can be successful and developing players can learn and progress alongside their teammates. This policy will also be subject to the rules and regulations of the league in which the team is participating.

Equipment

Boosters purchases equipment for use by all PRM teams. Coaches are expected to return all equipment at the end of a sports session. The Boosters will assist sport coordinators in inventory and storage of equipment and purchase of replacement equipment for upcoming seasons.

PRM Boosters Handbook

Revised as of 04/10/2024

Guidelines for Student Athletes:

1. We represent PRM, whether at our home field or gym, or at another team's or organization's facilities. Please behave in a manner that will make our PRM community proud.
2. Please try to keep the stated mission of the PRM Boosters in mind at all times. Signing up for any sport is a commitment to play for a PRM team. It should be treated as a commitment; therefore, players should attend all practices and all games.
3. Players should be on the field or court, ready to practice or warm-up for a game at the specified time stated by the coach.
4. Wear adequate clothing when coming to or from a game or practice. Your coach's instructions on this subject should be followed to the same degree as any other rule or policy.
5. Respect your opponent.
6. No arguing with officials.
7. Accept both victory and defeat in the spirit of good sportsmanship. Unsportsmanlike conduct will not be tolerated.
8. Be respectful of the coaches and officials at all times.
9. Work hard on your academics. Maintain good grades so that you may remain a student athlete in good standing.
10. Challenge yourself to improve in all facets of your sport. Hustle all the time. Encourage your teammates to improve along with you.
11. You are responsible for the care and upkeep of your uniform and equipment. Uniforms are to be returned to the coach or sport coordinator to give to the Boosters at the end of each season unless otherwise noted.

PRM Boosters Handbook

Revised as of 04/10/2024

Guidelines for Parents/Guardians:

1. We represent PRM, whether at our home field or gym, or at another team's or organization's facilities. Please behave in a manner that will make our PRM community proud.
2. Signing up for any sport is a commitment to play for a PRM team. It should be treated as a commitment. Selection of practice times are at the discretion of the coach and should not be considered negotiable based on the parents/guardians' schedule. Inform your child's coach as far ahead of time as possible when your child must miss or be late for a practice or game.
3. Communicate with your child about their team. Be supportive of your child by attending games. Encourage them to do their best. Encourage them to practice at home. Practice with them at home whenever you can.
4. Communicate with your child's coach. Be supportive of the coach and assistants of your child's team. We attempt to select the best people available. Volunteer coaches and assistants are giving a lot to provide your child an opportunity to play on a team. Help out whenever/however you can.
5. Follow the steps outlined in the "Communication" section if you have an issue to address with your child's coach. Below are acceptable/unacceptable concerns to discuss with a coach:
 - a. Appropriate/acceptable issues to discuss:
 - The mental and physical treatment of your student athlete.
 - Ways to help your student athlete to grow athletically and personally.
 - Concerns about the behavior or attitude of your student athlete or the coach.
 - b. Issues that are not appropriate to discuss:
 - Team strategy
 - Play calling
 - Other student athletes
6. Please respect everyone's time. Remember that all of our volunteer coaches also have family, work and other obligations, just as you do. Athletic teams are not provided as a babysitting service to you and your family. Players must be dropped off and picked up promptly for practices, meetings and games.

PRM Boosters Handbook

Revised as of 04/10/2024

7. Remember each player is an important member of the team. Do not make any negative comments to or about any players. This applies to PRM players as well as the opposing team's players. Mistakes are not made on purpose and student athletes are playing to learn and improve.
8. You are responsible for the care and upkeep of your student athlete's uniform and equipment. Uniforms are to be returned to the coach or the sport coordinator to give to the Boosters at the end of each season unless otherwise noted.

Guidelines for Coaches:

1. We represent PRM, whether at our home field or gym, or at another team's or organization's facilities. Please behave in a manner that will make our PRM community proud.
2. Adhere to the policies of the PRM Boosters. Communicate with your sport coordinator. Keep them informed of any issues that you feel are important to your team and/or your particular sport.
3. Communicate with your team. Keep them informed; well in advance, of practice times and game times. Also, inform them of any changes to the scheduled practices or games as soon as possible.
4. You must attend coaches' meetings or training sessions, as required by the sport coordinators or your sport's league.
5. Teach the sport along with good sportsmanship. They are equally important. Be positive in your coaching techniques. Make this a good experience for all the student athletes.
6. Communicate via Team Snap (or email) – all team guidelines for the upcoming season. Guidelines addressed should include:
 - a. Welcome message – set tone in a positive manner, explain why we have these written guidelines, mention this handbook.
 - b. Coaching philosophy – explain what you will be working on, including team goals for the season.
 - c. Practice expectations – times and any logistics.
 - d. Games and possible tournaments – pre-game, in game and on bench expectations, post-game snack policies, etc.
 - e. Playing time – if playing time changes communicate any reasons.
 - f. Concerns – communicate and explain if a concern arises either by you or the parent/guardian how it is expected to be handled.

PRM Boosters Handbook

Revised as of 04/10/2024

Disciplinary Action:

Parents/guardians are ultimately responsible for the behavior of their student athletes. If at any time the behavior of a student athlete becomes (in the opinion of the coach) a distraction to the team and affects their ability to learn and enjoy participating in the sport, disciplinary proceedings could be warranted. At that time coaches will follow the established procedures for communicating the behavioral issues to the student athlete, their parents/guardians, the sport coordinator and the Boosters Co-Presidents. Communication procedures are outlined in further detail below. Coaches should carefully document each of these discussions. In the aftermath of these discussions formal disciplinary action may be undertaken at the discretion of the individual sport coordinator in consultation with the Boosters Co-Presidents and subject to any applicable league policies. Formal disciplinary action should be communicated in writing to the parents/guardians and can include, but is not limited to, suspension of the student athlete from practices, suspension from games, dismissal from the team for the remainder of the season, exclusion from future participation in the sport or exclusion from participating in sports at PRM.

Communication Procedures:

Student Athletes:

1. First discuss any issue with your coach or assistant coach.
2. If that does not resolve the issue, discuss it with your parent/guardian(s).

Parents/Guardians:

1. First discuss any issue with your student athlete.
2. Discuss the issue concerning the sport with the coach.
3. If that does not resolve the issue, discuss it with the respective sport coordinator.

Coaches:

1. If the issue involves a student athlete, discuss it with the student athlete.
2. If that does not resolve the issue, discuss it with the parent/guardian(s) of the student athlete.
3. If the issue involves a parent/guardian, discuss it with the parent/guardian.
4. If that does not resolve the issue, discuss it with the sport coordinator.

Sport Coordinators:

1. If any issue is not resolved at the primary and most important level (the student athlete and the coach) then it should be attempted to be resolved at the sport coordinator level.
2. If the sport coordinator does not resolve the issue, then it will be presented to the PRM Boosters Co Presidents for a final resolution.

PRM Boosters Co-Presidents:

1. A final resolution will be made at this level if needed.

PRM Boosters Handbook

Revised as of 04/10/2024

Boosters Structure:

The PRM Boosters is a parent lead organization within Pleasant Ridge Montessori, similar to Foundation and PTO (Parent Teacher Organization). Booster Co-Presidents provide reports at PTO meetings on a monthly basis and at Foundation meetings when requested or needed. Financially, the Boosters maintains a separate bank account but also reports to the Foundation treasurer who along with the Boosters' treasurer maintains all accounts and financial reports.

Boosters positions are all volunteer roles which are filled as needed and as people are willing to take on positions. Elections have not previously been held to fill these roles. If more than one person is interested in a role the two people could choose to work together as co-volunteers or an informal election could be held if needed. The Boosters' voting body is comprised of the co-presidents, treasurer, and each sport coordinator. The number of voting positions within the Boosters will be based on the number of people in a particular role at any particular time (ex., shifting from one soccer coordinator to two) or if the organization structure is ever adjusted. For voting purposes, each person holding a position has an equal vote and votes are not combined by sport if there is more than one coordinator for a particular sport.

Booster Leadership Roles and Responsibilities:

President or Co-Presidents	<p><u>Responsibilities:</u></p> <ul style="list-style-type: none">• Plan, schedule and preside at quarterly Booster meetings.• Provide updates at PRM PTO meetings (if not able to attend, provide update via email to PTO representatives).• Review and update communications, such as monthly Rocker Newsletter, PRM website, Facebook and flyers about upcoming sports seasons or events as well as registration information.• Communicate with PRM administration and staff regarding athletic events, practices, building permits and other needs.• Coordinate with other schools and entities in the community, and throughout the various sports leagues.• Assist all sport coordinators with organizing their sport (e.g., facility permits, pulling reports from Team Snap, ordering equipment, etc.).• Coordinate fundraising needs through grants and events (e.g., Target Soccer Grant, Bowling at Stones Lanes, Run through the Ridge (PR3), March Madness Pool, Mini-Golf Outing, Kid Glove game, etc.). <p><u>Time Requirements:</u></p> <ul style="list-style-type: none">• Schedule and run three Booster meetings annually.• Supplemental meetings approximately twice/month dependent on assistance needed by sport coordinators and any upcoming events.• More time consuming at the start and end of each season. <p><u>Communication:</u></p> <ul style="list-style-type: none">• Primarily via email among Booster members, school staff, etc.• In person meetings and telephone conversations may be necessary.
----------------------------	--

PRM Boosters Handbook

Revised as of 04/10/2024

<p>Treasurer</p>	<p><u>Responsibilities:</u></p> <ul style="list-style-type: none"> • Track deposits and withdrawals into Boosters' account. • Write checks as requested for field use, gym use, league fees, official's fees, equipment reimbursement, flyer printing, training fees, and miscellaneous reimbursements. • Prepare financial updates for Booster meetings. • Coordinate with Foundation treasurer if payments are received in the lockbox at PRM. • Review financial standings by sport and season. • Compare how sports are trending over the years. • Review registration fees as league costs are adjusted. <p><u>Time Requirements:</u></p> <ul style="list-style-type: none"> • Attend Booster meetings • Coordinate with sport coordinators more often at the beginning and end of a sport season (league fees, ref fees, flyers and equipment reimbursement, end of season party reimbursement, etc.). <p><u>Communication:</u></p> <ul style="list-style-type: none"> • Primarily via email but also meeting with people (or via mail) to exchange money or checks (as needed for payments and/or reimbursement requests).
<p>Each sport will have a representative that serves on the board as the coordinator. This person will manage the needs for all age groups within the specific sport.</p>	
<p>Soccer Coordinator (Fall/Spring)</p>	<p><u>Responsibilities:</u></p> <ul style="list-style-type: none"> • Coordinate with SAY East and serve as PRM's District Representative. • Coordinate with Booster Leadership regarding equipment/uniform needs, pulling reports from Team Snap, and flyers if necessary. • Develop team rosters, which may include reaching out to past players and coaches as needed. • Relay information from league to coaches. • Organize and run coaches meeting before season begins. • Coordinate and schedule practices (work with Nativity coordinators to fairly determine local area field use). • Coordinate payments to league for teams, ref fees to coaches for games, and end of season party coordination. • Update licensure information within SAY East each January. <p><u>Time Requirements:</u></p> <ul style="list-style-type: none"> • Attend Boosters meetings. • Attend SAY East League meetings (approximately twice a year). • Work load increases from May-July (developing fall teams), August (setting up practices), January-February (developing spring teams), March (setting up practices). <p><u>Communication:</u></p> <ul style="list-style-type: none"> • Primarily via Team Snap as well as email as needed to convey information; may need to reach participants via telephone/text.

PRM Boosters Handbook

Revised as of 04/10/2024

<p>Little Roadrunner Soccer Coordinator (Fall/Spring)</p>	<p><u>Responsibilities:</u></p> <ul style="list-style-type: none"> • Coordinate with Booster Leadership regarding equipment/uniform needs, pulling reports from Team Snap, and flyers if necessary. • Develop team rosters, which may include reaching out to past players and coaches as needed. • Organize and run coaches meeting before season begins. • Coordinate and schedule four weeks of practices/scrimmages. • Coordinate end of season party. <p><u>Time Requirements:</u></p> <ul style="list-style-type: none"> • Attend quarterly Boosters meetings. • Work load increases in August (developing fall teams), September (setting up practices), as well as March (developing spring teams), and April (setting up practices). <p><u>Communication:</u></p> <ul style="list-style-type: none"> • Primarily via Team Snap as well as email as needed to convey information; may need to reach participants via telephone/text.
<p>Volleyball Coordinator (Fall/Spring)</p>	<p><u>Responsibilities:</u></p> <ul style="list-style-type: none"> • Coordinate with Cincinnati Premier Youth Volleyball League. • Coordinate with Booster Leadership regarding equipment/uniform needs, pulling reports from Team Snap, and flyers if necessary. • Relay information from league to coaches. • Coordinate PRM gym use with league, PRM staff (facility permit, custodial needs, etc.), and volunteers (i.e., parents of players). • Develop rosters and coordinate practices, including reaching out to past players and coaches as needed. • Organize coaches' meeting before season begins. • Coordinate payments to league for teams, ref fees to coaches for games, and end of season party coordination. • Coordinate with PRM's gym teacher regarding volleyball net storage during season and teaching plan. <p><u>Time Requirements:</u></p> <ul style="list-style-type: none"> • Attend quarterly Boosters meetings • Attend CPYVL league meetings (typically monthly). • Work load increases from May-July (developing fall teams), August (setting up practices), September-October (coordinating practices and home game needs with PRM and lining up volunteers), February (setting up clinic), March-April (coordinating clinics). <p><u>Communication:</u></p> <ul style="list-style-type: none"> • Primarily via Team Snap as well as email as needed to convey information; may need to reach participants via telephone/text.

PRM Boosters Handbook

Revised as of 04/10/2024

<p>Basketball Coordinator (Winter)</p>	<p><u>Responsibilities:</u></p> <ul style="list-style-type: none"> • Act as the coordinator for Cincinnati Premier Youth Basketball League. • Coordinate with Booster Leadership regarding equipment/uniform needs, pulling reports from Team Snap, and flyers if necessary. • Relay information from league to coaches. • Develop rosters and practices, reaching out to past players and coaches as needed. • Coordinate gym needs for practices (PRM and other gyms as needed). • Coordinate PRM gym use with league, PRM administration (facility permit, custodial needs, etc.), and volunteers (i.e., parents of players). <p><u>Time Requirements:</u></p> <ul style="list-style-type: none"> • Attend quarterly Booster meetings. • Attend monthly league meetings (typically from Aug to Feb) • Organize coaches meeting before season begins. • Work load increases in May (submitting facility permits for gym use in the following school year); September-October (developing teams and rosters, practice coordination), November-February (coordinating home game needs with PRM and lining up parent volunteers). • Coordinate payments to league for teams, ref fees to coaches for games, and end of season party coordination. <p><u>Communication:</u></p> <ul style="list-style-type: none"> • Primarily via Team Snap as well as email as needed to convey information; may need to reach participants via telephone/text.
<p>Cheer Coordinator (Winter)</p>	<p><u>Responsibilities:</u></p> <ul style="list-style-type: none"> • Coordinate with Booster Leadership regarding equipment/uniform needs, pulling reports from Team Snap, and flyers if necessary. • Relay information between cheer and basketball to coordinate game schedule. • Develop roster, including reaching out to any past participants and coaches as needed. • Organize coaches meeting before season begins. • Coordinate practice times and facility use with PRM administration. <p><u>Time Requirements:</u></p> <ul style="list-style-type: none"> • Attend quarterly Boosters meetings. • Work load increases from September-November (developing roster and submitting facility permits for practice, practice coordination, equipment needs); November-February (coordinating cheer schedule with basketball and other events). <p><u>Communication:</u></p> <ul style="list-style-type: none"> • Primarily via Team Snap as well as email as needed to convey information; may need to reach participants via telephone/text.

PRM Boosters Handbook

Revised as of 04/10/2024

<p>Baseball Coordinator (Spring)</p>	<p><u>Responsibilities:</u></p> <ul style="list-style-type: none"> • Act as the coordinator for Knothole Baseball. • Coordinate with Booster Leadership regarding equipment/uniform needs, pulling reports from Team Snap, and flyers if necessary. • Relay information from league to coaches. • Develop roster(s), including reaching out to past players and coaches. • Coordinate practice times and local area field use with Nativity and JCC teams and other sports (e.g., soccer). • Organize coaches meeting before season begins. • Assist with coaches training requirements. • Coordinate payments to league for teams, ref fees to coaches for games, & end of season party coordination. <p><u>Time Requirements:</u></p> <ul style="list-style-type: none"> • Attend quarterly Booster meetings. • Attend league meetings (typically monthly from December-May) • Work load increases from January-February (developing teams and rosters, practice coordination, equipment needs, uniform needs), March-June (as needed coordination between practices/games). <p><u>Communication:</u></p> <ul style="list-style-type: none"> • Primarily via Team Snap as well as email as needed to convey information; may need to reach participants via telephone/text.
<p>Track Coordinator (Spring)</p>	<p><u>Responsibilities:</u></p> <ul style="list-style-type: none"> • Act as the coordinator for CYO league. • Coordinate with Booster Leadership regarding equipment/uniform needs, pulling reports from Team Snap, and flyers if necessary. • Relay information between league to coaches. • Developing roster, including reaching out to past players and coaches. • Coordinate practice times and local area track use. • Organize coaches meeting before season begins. • Coordinate coach training requirements. • Coordinate payments to league for students competing and end of season party coordination (typically with spring soccer in late May). <p><u>Time requirements:</u></p> <ul style="list-style-type: none"> • Attend quarterly Booster meetings. • Attend league meetings (typically monthly Dec-May). • Most effort January-February (developing teams and rosters, practice coordination, equipment needs, uniform needs), March-May (as needed coordination between practices/games), <p><u>Communication:</u></p> <ul style="list-style-type: none"> • Primarily via Team Snap as well as email as needed to convey information; may need to reach participants via telephone/text.



Boosters Parent Leadership

prmathletics@gmail.com

President: Shannon Dunphy - dunphy.shannon@gmail.com

Treasurer: Andy Freeze - prmboostertreasurer@gmail.com

Meetings: June, October, and February (all are invited to attend)

Current Athletic Coordinators:

Soccer: Laura Dingeldein - laura_kempf@yahoo.com and
Annie Coates - annieglan@hotmail.com

Little Roadrunners Soccer: Andy Freeze - atfreeze@gmail.com

Volleyball League and Clinic: [NEED](#)

*Tennis: Marissa Rowley - marissa.rowley@gmail.com

Cheer: [NEED](#)

Basketball: Marissa Gelehtrter - mlgelehrter@gmail.com and
Allison Goodman - ALGoodman3@aol.com

Baseball/Tee-ball: Beau Craig - craigrobertw@gmail.com

Track & Field: Clint Bourgeois - bourgect@gmail.com

Brain Bowl: Jackie Bonfield - bonfieje@cpsboe.k12.oh.us

PRM Boosters Handbook

Revised as of 04/10/2024

Soccer League – Fall (~1st – 6th grade) * Registration May - July

Season: Practices start mid-August and season goes through October

Coordinators: Laura Dingeldein – laura_kempf@yahoo.com and
Annie Coates – annieglan@hotmail.com

Soccer Little Roadrunners – Fall (PreK and K) * Registration May - August

Season: Starts mid-September; four Saturday mornings

Coordinator: Andy Freeze – atfreeze@gmail.com

Volleyball League – Fall (3rd – 6th grade girls) * Registration May - July

Season: Practices start mid-August and season goes through October

Coordinator: **NEED**

Basketball – Winter (2nd – 6th grade) * Registration September - October

Season: Practices start in early November and season goes through February

Coordinators: Marissa Gelehrter - mlgelehrter@gmail.com and
Allison Goodman - algoodman3@aol.com

Cheer – Winter (4th – 6th grade girls) * Registration September - October

Season: Practices start late October, go through February; cheering at home basketball

Coordinators: **NEED**

Soccer League – Spring (~K – 5th grade) * Registration February

Season: Practices start mid-March and the season goes through May

Coordinator: Laura Dingeldein – laura_kempf@yahoo.com and
Annie Coates – annieglan@hotmail.com

Soccer Little Roadrunners – Spring (PreK) * Registration February - March

Season: Starts after spring break; four Saturday mornings

Coordinator: Andy Freeze – atfreeze@gmail.com

Volleyball League – Spring (3rd – 6th grade girls) * Registration February

Season: Practices start in March

Coordinator: **NEED**

Track & Field – Spring (K – 6th grade) * Registration January - February

Season: Practices start early March and the season goes through early May

Coordinator: Clint Bourgeois – bourgect@gmail.com

Baseball/Teeball – Spring (~K – 6th grade) * Registration January - February

Season: Practices start in late March and seasons goes into June

Coordinator: Beau Craig – craigrobertw@gmail.com

Brain Bowl (4th – 6th grade) * Academic team, by try-out/invitation only

Coordinator: Jackie Bonfield – bonfiejj@cpsboe.k12.oh.us