

# St. Catherine of Alexandria Athletic Association By-Laws



Founded & Adopted: 1972  
Revised: May 2023

## **Article I    Name**

This organization shall be known as the St. Catherine of Alexandria Athletic Association: Hereafter referred to as the Athletic Association.

## **Article II   Purpose, Function, and Duties**

### **Purpose**

The purpose of this organization is to provide both a competitive and instructional sports program as an extension of the St. Catherine of Alexandria academic and religious programs. The Athletic Association will assist in the task of educating children to become Christian adults by providing physical training and supervised recreation.

### **Functions**

Insofar as the operation of the physical and educational facilities of the Parish are concerned, the function of the Athletic Association is to maintain and improve the level of physical education and to create a better understanding and support of Athletic Education within the framework of the Archdiocese regulations.

### **Duties**

The duties of the Athletic Association are as follows:

1. Assist the Pastor and the Principal with the school athletic program
2. Have approval of Head Coaches.
3. Develop rules under which the coaches will work to provide maximum participation for the participants.
4. Encourage the utilization of outside athletic programs and schedules within the limits of the financial budget.
5. Establish guidelines for the evaluation of the program, and evaluate the overall effectiveness of the program.

6. Develop guidelines and procedures to regularly monitor and evaluate the coaches in the performance of their duties.
7. Develop and communicate an Emergency Plan for unexpected occurrences at games and practices.
8. Establish committees on a standing or ad-hoc basis according to needs.
9. Perform such other duties as the Athletic Association shall from time to time deem necessary or advisable to perform the functions specified above.

### **Article III Program Eligibility**

All full-time students of St. Catherine's School shall be eligible to participate at the appropriate grade levels subject to the requirements established by the Athletic Association and the academic requirements established by the school principal. In addition, currently registered CCD students who attend CCD classes or had been a full-time student at St. Catherine the prior year will also be eligible to participate in the St. Catherine Football & Soccer programs under the same conditions as afforded full-time St. Catherine's students.

A child of a St. Catherine school family (family with children who have enrolled in St Catherine School) who is unable to attend St. Catherine due to academic special needs, may also participate in all sports programs. The Athletic Board reserves the right to request verification of the special needs which otherwise prohibits St. Catherine School enrollment. At the discretion of the board, such a child may be prohibited from St. Catherine team participation if he or she is concurrently playing for their school in the same sport.

## **Article IV Membership, Elections, Terms of Office, Vacancies, Coaching Eligibility**

### **Membership**

Members of the Athletic Association shall consist of the Pastor (permanent ex-officio) or his designated representative, the Principal (executive, non voting), the Past President (advisory, non-voting), and 15 elected members. All Members must be registered as parishioners and at least twenty-one (21) years of age.

### **Nominations and Eligibility**

The Board shall establish a process with regard to nominations. An *ad hoc* committee on Board Membership consisting of the Principal and three (3) Board members appointed by the Board President shall seek out and prepare a slate of prospective Board member nominees who meet the following criteria:

1. Assist in the task of educating children to become Christian adults by providing physical training and supervised recreation.
2. Availability to attend meetings and special events
3. Availability to participate fully in Board and committee work.
4. Commitment to the various goals and objectives of the Board and an ability to devote the necessary and substantial time commitments to achieve those goals.
5. Ability to maintain high levels of ethics, integrity and confidentiality.
6. Ability to objectively assess data and make recommendations for the greater good of St. Catherine of Alexandria Athletic Program.
7. Ability to work positively with others to achieve consensus.

## **Nominations Process**

Members of the school community may submit a nomination, either their own or another's (with his/her permission), to the *ad hoc* Board Membership Committee or any member of the Board.

All nominees will be required to complete an interview application form, which will be completed digitally though emailed questions.

The *ad hoc* Board Membership Committee (current athletic board) will review applications for eligibility and recommend nominees to the Principal and Pastor.

In the event, more than three applicants apply for the vacancies the current board will vote based on the applicant's responses from their interview Application.

Nominees who are approved by the Principal and Pastor will receive an electronic Board appointment letter via email.

The newly appointed Board members shall assume their responsibilities at the last official Board meeting of the school year, in the month of June.

A new member's role on the board will be determined by the current board, aligning each new member to the position best suited to them based on vacancies, skills and experience. Current Roles Include:

1. President
2. Vice President
3. Treasurer
4. Secretary
5. Football Coordinator
6. Boys Basketball Coordinator
7. Girls Basketball Coordinator
8. Girls Volleyball Coordinator
9. Boys Volleyball Coordinator
10. Golf Coordinator
11. Soccer Coordinator
12. Volunteer Coordinator

Members may be asked to serve in multiple capacities. Many sports will have 2 coordinators assigned.

## **Appointment and Terms**

Each member of the Athletic Association shall serve a term of office of three (3) years. The terms shall expire in May of each year. Current members, with board, principal and pastor approval, shall be allowed to continue in their current capacity for a second term without going through the nomination process. The President and Vice President will be selected by the current board and will serve office for three (3) years.

No person shall be elected to serve more than six (6) consecutive years as a member of the Athletic Association. However, board members that have served 2 consecutive terms may serve a 3rd consecutive term if there are not enough new people running to fill all the vacant seats. Those who have filled vacant seats are eligible to renew membership for 2 subsequent terms once they fulfill the current vacant roles remaining term.

## **Resignation and Vacancies**

Any member may resign by tendering written notice of such resignation to the President of the Athletic Association. In consecutive meetings or from four (4) regular meetings during the course of the Association's year (June through May), without the previous approval of the President of the Association, the remaining members may determine and declare that a vacancy exists. Upon declaration, the absent member shall be deemed to have resigned.

Vacancies of members of the Association, which may occur for a reason of death, resignation, or any other reason than by regular expiration of the term of office, shall be filled by a board nominated individual for the remainder of the unexpired term by a majority vote of the remaining Athletic Association members.

## **Coaching Eligibility**

The president of the Athletic Association is not eligible to be a head coach for a team of any sport. Coordinators will be eligible to coach their sport if no other individual volunteers to coach. Coordinators are eligible to be assistant coaches.

## Article V Officers

The **PRESIDENT** shall preside at all regular and special meetings of the Athletic Association; shall schedule matters to be considered by the Athletic Association before final action; shall have the authority to assign (with Administration approval) additional duties and responsibilities to individual Association members for the furtherance of the program of the Athletic Association.

The **VICE PRESIDENT** shall, in the absence of the President, perform all duties of the President.

The **SECRETARY** shall prepare and distribute an agenda for all meetings; shall conduct official correspondence on behalf of the Athletic Association; shall maintain a written record of all meetings; shall perform such duties as directed by the Athletic Association.

The **TREASURER** shall have custody of any funds that the Athletic Association may have. She or he must keep an accounting of any and all funds to provide quarterly, and annual reports, including a budget, to the Principal and Parish Finance Committee.

The position of the **PAST PRESIDENT** is that of an advisory role.

## **Article VI Meetings, Minutes, Petitions**

### **Meetings**

The Athletic Association shall meet regularly at a date and time to be decided by the Association in a Parish meeting hall. All meetings will be open. Special Meetings may be called only if a majority of the voting members will be in attendance.

All meetings of the Athletic Association shall be conducted in accordance with the following order of business:

Prayer  
Call to Order  
Reading and approval of the minutes  
Treasurer's Report  
Unfinished Business  
Report of Committees  
Approval of Reports  
New Business  
Open Discussion  
Adjournment  
Prayer

The above order of business may be changed, altered, or modified at any meetings by the unanimous vote of the members present at said meeting.

Robert's Rules of Order shall govern the procedures of the Athletic Association meetings unless specified by the Athletic Association.

### **Minutes**

Minutes of the meeting, setting forth all action taken by the Athletic Association, shall be retained as a permanent record of the Athletic Association and kept by the Secretary.



## **Petitions**

Any member of the Parish may petition the Athletic Association requesting consideration of any proposal, recommendations, or any other matter relating to the operation of the Athletic Programs of the Parish. Such petition may be discussed with any member of the Athletic Association, provided that such petition is submitted to the Secretary of the Athletic Association in writing for formal consideration by the Athletic Association.

The right of non-members to address the Athletic Association on petitions being acted upon shall be limited to those whose petitions have been approved for the agenda in advance of the meeting.

## **Article VII Quorum**

For the purpose of transacting official business, it shall be necessary that at least more than half of the voting members of the Athletic Association be present at a meeting in order for a vote to be taken or the Athletic Association to call a meeting.

In the event that a voting member of the Athletic Association cannot be present for a valid reason, a proxy vote for a specific item on the agenda will be accepted other than for the election of new officers. This proxy vote must be submitted to any other officer of the athletic association in writing prior to the meeting.

## APPENDIX A

### **St. Catherine's Athletic Association Coaching Expectations & Selection Guidelines**

#### **Coaching Expectations**

In order to coach any team at St. Catherine's an individual must meet the following criteria.

1. Adhere to the criteria of coaches as per the Archdiocese handbook. The criteria for the selection of coaches will include the following:
  - a. The ability to model Catholic Christian values;
  - b. The ability to articulate and model the philosophy and goals of the program;
  - c. The ability to supervise and instruct the youth in his or her care responsibly;
  - d. An understanding of the basics of the sport to be coached;
  - e. The ability to develop the potential, confidence, and skills of each athlete and;
  - f. The ability to separate winning from the more important goals and values of the program.
2. Submit to and pass the Archdiocese criminal background check and Virtus Training.
3. Complete the Archdiocese Volunteer Application.
4. Clearly inform players and parents of "playing time" philosophy.
5. Adhere to all Southside Conference and various league and tournament rules and regulations.
6. Maintain and communicate to each team the Emergency Plan for unexpected occurrences at games and practices.

#### **Coach Selection Guidelines**

When selecting coaches for our teams, an attempt should be made to follow the guidelines below.

1. A notice will be placed in the School Newsletter asking for volunteers to coach
2. All candidates must complete an application
3. If there is more than one candidate for a position, candidates should submit a letter providing further detail about their qualifications.
4. All candidates must have completed the Virtus training.
5. The Association votes for the best qualified candidate.
6. Head coaches may pick their own fully qualified assistant to be approved by the association.

## **APPENDIX B**

### **Athletic Association Responsibilities**

Procedures to evaluate the athletic programs and their effectiveness will be ongoing. The duties of the Athletic Association are to see that the programs are a natural extension of the school's curriculum. Providing a well rounded physical education program should enhance and compliment the school's overall objectives. Monitoring the programs on a continuous basis will ensure these goals are met.

The Athletic Association governs the scope and direction of the extra-curricular sports program and student participation in such programs. Responsibilities include the following:

1. To assist the Pastor and the Principal with the school athletic program
2. To act as a liaison between all parties-coaches, parents, and school.
3. Have approval of Head Coaches. Develop rules the coach will work under to provide maximum participation for the participants.
4. To set criteria, screen, present for approval to the Association, inservice, monitor and evaluate coaches.
5. To communicate effectively the philosophy of the program and ensure that it is clearly understood and followed.
6. To coordinate, schedule, and supervise other program volunteers.
7. To determine league participation, the number of games and tournaments.
8. To determine how teams will be slated when the number of eligible players is large or their skills are greatly varied.
9. To coordinate the scheduling of practices, games and or tournaments.
10. To prepare and present a budget upon request for Pastor/Principal approval and set participation fees.
11. To submit regular Financial Reports upon request to the Pastor/Principal.
12. To participate in fundraising as needed.
13. To develop and communicate an Emergency Plan for unexpected occurrences at games and practices.
14. To develop and maintain a mandatory program in which parents are expected to contribute their time and service in support of the athletic program.

## **APPENDIX C**

### **Problem Resolution Process**

The Athletic Association has the right to immediately terminate the tenure of a coach if his/her actions are in direct conflict with the Association Bylaws, the Archdiocese Athletic handbook, and or the Coaching Expectations (Appendix A).

#### **Step 1:**

It is the Association's policy that any disputes between parents/students and coaches be resolved promptly, amicably, and equitably. If a parent or student believes a coach is not complying with the Association Bylaws or Sports Philosophy, the parent/student should first promptly attempt to resolve the issue with the coach in private away from other parents and students.

In no case should a parent approach a coach regarding a complaint during a game. Parents/students should also attempt to resolve issues as soon as they arise and not wait until after the season ends when it is too late to rectify the problem.

If, after attempting to resolve any issue in private with the coach, they are not satisfied with the results, or if they deem it not feasible to approach the coach directly, the parent/student may then seek the assistance of the sports coordinator.

Sports coordinators will work to resolve the problem quickly, and formal written complaints will be addressed by the Association at the next scheduled meeting if needed. Any person who wants to lodge a complaint against a coach has the right to do so within 30 days of completion of the season. To have the complaint brought before the Athletic Association for review, it must be in writing, signed, and delivered to the representative Sports Coordinator or Board Officer. Upon verification, this will be considered a formal complaint.

#### **Step 2:**

The Sport Coordinator will contact the coach for his/her view of the complaint. The complaint will be brought by the individual's Sport Coordinator to the next Association meeting for review.

**Step 3:**

There will be a 5 member subcommittee of indirectly involved Athletic Board members, appointed by the Vice President, who will meet with each of the parties involved (parents & coaches) to hear the nature of the complaint and the response to the allegations. This committee will be charged with the responsibility of reporting to the Board as to the nature and responses to the allegations. At that time, the Board will determine the appropriate actions in accordance with the Bylaws.

**Step 4:**

A vote will be taken by the entire Board when all information regarding the complaint is completed. If the majority votes yes, the complaint will then be considered an “*Official Registered Complaint*”. (Only one of the Official Registered Complaints per incident will be recorded regardless of the number of complaints.)

**Step 5:**

The coach will be notified of documentation of any Official Registered Complaint.

**Any coach who receives three “Official Registered Complaints” during his/her entire tenure as a coach will be terminated IMMEDIATELY upon being informed of the last complaint.**

## APPENDIX D

### Registration Guidelines

1. Registration for sports will take place as follows:

SEASON	SPORT	REGISTRATION
Fall	Football, Girls' Basketball, POMS, & Golf	Before May Meeting
Winter	Girls' Volleyball & Boys' Basketball	Before September Meeting
Spring	Boys' Volleyball, Soccer & 8th grade Golf	Before January Meeting

2. If a player does not register by the deadline stated and the Coordinator has already entered the teams into the Leagues, the Coordinator may place the athlete on a team at his/her discretion.
3. If a player/family chooses to withdraw from a sport after evaluations, due to disagreement in team placement or preference of a coach, they may not participate in that sport the following school year.

## APPENDIX E

### Team Selection Guidelines

Evaluation dates will be set in advance and students will be given sufficient notice as to when evaluations will be held.

Evaluations for volleyball and basketball will consist of two separate evaluations and will be set a number of days apart.

#### No Evaluations:

Football, POMS, Golf, and Soccer

#### Evaluations: Teams to be split evenly

Girl's Basketball:	4th and 5th grade teams and B teams
Girl's Volleyball:	4th and 5th grade teams and B teams
Boy's Basketball:	4th and 5th grade teams and B teams
Boy's Volleyball:	4th and 5th grade teams and B teams

#### Evaluations:

Girl's Basketball:	6th, 7th and 8th grade teams
Girl's Volleyball:	6th, 7th and 8th grade teams
Boy's Basketball:	6th, 7th and 8th grade teams
Boy's Volleyball:	6th, 7th and 8th grade teams

When splitting teams into A & B teams, an attempt should be made to follow the guidelines below:

1. The Coordinator should obtain an outside evaluator who does not have personal knowledge of the players to perform the Evaluation. The compensation amount to the Evaluator should be decided by the Athletic Association.
2. The Coordinator shall determine the number of evaluation dates needed, however, at least one mandatory evaluation date shall be set. A player who wants to be considered for an A team must attend at least one evaluation. However, under exceptional circumstances, if a child is unable to attend any evaluation, that child may be placed on the "A" team at the discretion of the Coordinator in consultation with the current and prior year's coaches.

3. When evaluations have occurred and two B teams are expected, the Evaluator should be asked to split the remaining B team players into two equal teams. If a player did not attend the evaluations, he/she should be placed on a team at the Coordinator's discretion.
4. After evaluations the athletes / parents will be notified as to team placement. Notification will occur within one week after the final evaluation date.



## **APPENDIX F**

### **League Fees**

League fees will be determined by the coordinators based on the conference fees, average tournament fees, and need for new equipment/supplies for the season.

### **Tournaments**

No tournament can be entered without the approval of the Coordinator.

See below the maximum number of tournaments entered on all sports:

<b>Grade</b>	<b>Tournament</b>
4th	1
5th	1
6th	1
7th	2
8th	3

\*\* Teams can participate in additional tournaments if they wish. If teams participate in more than what is listed above, each team will be responsible for paying the associated entry fee.

## **APPENDIX G**

### **Team Size**

The size of the teams for each sport will be determined by the Coordinator, with the help of the Board, based on that particular sport, total number of participants, and availability of acceptable leagues and coaches. The Coordinator should use his/her discretion based upon the circumstances relevant to that grade.

#### **Girls / Boys Basketball:**

- If a grade has more than 13 kids sign up to play girls or boys basketball, there will be two teams split based on the above guidance. If more than 20 kids sign up to play, there will be 3 teams. If the Board is aware that there will be a lot of conflicts and teams will struggle to field a team for games, the Board has authority to make the final decision on the number of teams.

#### **Girls / Boys Volleyball:**

- If a grade has more than 14 kids sign up to play girls or boys volleyball, there will be two teams split based on the above guidelines. If more than 21 kids sign up to play, there will be three teams. If the Board is aware that there will be a lot of outside conflicts and teams will struggle to field a team for games, the Board has authority to make the final decision on the number of teams.

## PLAYING TIME

### Equal Playing Time (not applicable to football)

- All teams in 4th and 5th grade and ALL B teams will have equal playing time throughout the regular season. If a player regularly comes to practice and participates to the best of his or her ability, his or her playing time will be equal to all other players each game.
- Playoffs / Tournaments: each player must play at least 25% of the game or match.

### A Teams

- Playing time is earned and is based on coach's discretion, but a player must not sit an entire game (for basketball) or an entire match (for volleyball) as long as the player regularly shows up for practice and participates to the best of his or her ability.
- This includes regular season games and playoff / championship games

Each coach will be required to sign a form indicating their understanding of the playing time rules.