

# ST. FRANCIS BORGIA GRADE SCHOOL ATHLETIC ASSOCIATION

## Constitution & By-laws

### 1. MISSION STATEMENT:

- a. The mission of the St. Francis Borgia Grade School Athletic Association is to promote the health, fellowship, teamwork and Christian values of the students of St. Francis Borgia Grade School. This is done through the administration of extra-curricular, instructional, and interscholastic athletic activities, as well as the funding of curricular and extracurricular physical fitness and athletic events.  
(April 2003)

### 2. ORGANIZATIONAL STRUCTURE:

#### a. Membership:

- i. The Board is composed of twelve members who are either parishioners of St. Francis Borgia Parish and/or parents of students in any grade of St. Francis Borgia Grade School. The work of the board is divided up between these twelve according to these elected positions: president, vice-president, secretary, treasurer, scheduling chair, worker coordinator, a coordinator for each sport (4 in total), a concessions coordinator, and spirit coordinator.
  1. The board may also solicit the help of members of the community to assist with general duties as directed. (June 2020)
  2. Board Members are not permitted to be coaches of St. Francis Borgia teams while they serve their term on the Athletic Association.
- ii. Board members for the subsequent school year are nominated and selected by the current year's board.
  1. Prospective members should be of good character, with no history of child abuse.

#### b. Expectations of Board Members

- i. All board members are expected to act with Christian virtue towards other board members, coaches, parents, and players.
- ii. If conflicts arise, they should be handled through the proper channels. Individual board members are called to publicly support decisions made by the entire board, even if they personally disagree with the decision.
- iii. Board members are expected to maintain confidentiality when discussing matters of individual athletes. (June 2020)

- c. Meetings:
    - i. The Association meets on a monthly basis during the school year. Additional meetings may be held on an as-needed basis. Meetings are open, but those who wish to speak on a topic at a meeting must contact the president or other board member in advance of the meeting to be added to the agenda. These guests should speak only during open forum time or when otherwise designated on the agenda. Closed meetings may be called if the need for discussion of sensitive issues arises. (June 2020)
  - d. Finances:
    - i. The Association is funded through revenues from admissions charges, concessions, tournament fees, fundraisers and general donations. (April 2003)
  - e. Budget & Oversight:
    - i. Each year in May, the Athletic Association Board shall produce a written operating budget for the next school year to outline projected revenues and expenditures for the upcoming year. The financial operations of the Association, including the budget, are subject to oversight by the Parish Board of Education, Pastoral Council and Finance Commission.
    - ii. Additionally, any expenditure for a non-budgeted capital item in excess of \$1,000 must first be submitted on a Major Expense Request Form to the Parish Board of Education for subsequent approval by the finance commission and pastoral council, per existing Pastoral Council policy for all parish organizations and operations. (June 2020).
3. ATHLETIC ASSOCIATION BOARD:
- a. General duties:
    - i. Board members are expected to attend regular and special Committee meetings.
    - ii. All board members are expected to be actively involved in the operations of Association activities, particularly home games, tournaments and fundraisers. At least 2 board members should be present at every game or tournament in order to resolve disputes and ensure that games run smoothly. These duties include, but are not limited to, running the score clock, overseeing parent volunteers, and setting up for and cleaning up after all home games and tournaments.
    - iii. All board members have the ability to vote on matters of the athletic association with the exception of the president whose vote is retained as a tiebreaker only. (June 2020)
    - iv. In compliance with Missouri State law, all Board members and auxiliary members must complete and sign a state child abuse screening form each

school year. Board members must attend a Protecting God's Children workshop or other training as required by the parish or Archdiocese for volunteers who work closely with parish youth. All Association members will also be required to complete a Coaching Concepts webinar. (April 2012)

b. Term of office:

- i. Board members serve on the board for three-year terms. After their term expires, board members may choose to run again for another term. Board members may serve in different roles on the athletic association board during their term. (June 2020)
  1. A simple majority vote by the current board members is needed to approve candidates who seek to begin a term as a board member.
  2. If more candidates seek to join the board than positions which need to be filled, the board members will vote to determine which candidates should be admitted.
- ii. Positions within the board are to be voted on by the members of the board with a simple majority vote needed for approval.
  1. Each member seeking an specific position on the board will be allotted an opportunity to be heard before any vote takes place. (June 2020)
- iii. In the event a position on the board is vacated before the officer's term is completed, the remaining board members will hold an election to replace the missing member. (June 2020)

c. Positions:

i. President:

1. The President oversees the administration of all athletic programs, tournaments, and any other Association activity.
2. He/she serves as the Association's primary contact between the SFBGS school administration, the athletic association, athletic directors of other schools, and St. Francis Borgia parish.
3. The President's other responsibilities include, but are not limited to:
  - a. presiding over Athletic Association meetings
  - b. oversight of volunteer coaching staff and officials
  - c. presiding over pre-season mandatory parent meetings
  - d. maintaining contact with school administrators to ensure student compliance with the Academic & Disciplinary Guidelines for Student-Athletes

4. The President shall operate in consultation with the board members and may delegate some of the aforementioned responsibilities to other board members or auxiliary members. (June 2020)
- ii. Vice-president:
1. The Vice-president assists the president and the other members of the athletic association.
  2. He/she presides over meetings in the president's absence, and replaces the President after the President's term is completed. (April 2012)
  3. For the sake of a smooth transition, care should be taken that the terms of the President and Vice President do not end at the same time.
- iii. Treasurer:
1. The Treasurer – in conjunction with the Parish Business Manager - keeps accurate financial records of disbursements and receipts of all money received by the Athletic Association (including concessions and fundraisers) and reviews and reconciles the bank statements monthly.
  2. He/she gives financial reports at meetings and submits an updated financial report to the board members.
  3. He/she communicates with the business manager to ensure that refs and other paid workers receive compensation in a timely manner.
    - a. Following Archdiocesan policy, the Athletic Association does not have its own checkbook. Accordingly, all checks need to be written through the business manager. This is done so that proper tax documentation can be provided from the parish and so that there can be smoother transitions between athletic association treasurers. (June 2020)
- iv. Secretary:
1. The secretary is responsible for keeping all books and records of the Athletic Association in an organized and concise fashion, including the minutes of the meetings.
  2. He/she provides copies of the meeting minutes to each member.
  3. He/she facilitates communication between the athletic association, the parish administration, coaches, and parents. (April 2003)

4. Prepares and distributes upcoming meeting agenda to board members prior to scheduled meetings and adds/removes topics as requested by members and approved by the President. (May 2020)
- v. Scheduling Chair:
1. The scheduling chair organizes the sports schedule by attending regional scheduling meetings and arranging games with opposing teams.
  2. He/she also contacts individual sport coordinators/coaches to schedule additional games, competitions, practices, and tournaments.
  3. He/she should maintain close contact with the parish and school staff in order to facilitate availability.
  4. He/she works with the coaches of the sports for each season to establish an equitable division of gym availability for practices.
  5. He/she coordinates with the parish to make sure that all games, practices, and other events are added to the institutional calendar.
- vi. Worker Coordinator:
1. Once game schedules are made, the worker coordinator schedules the necessary workers and volunteers for the games and tournaments hosted at St. Francis Borgia facilities, including:
    - a. Referees
    - b. Line judges (for volleyball)
    - c. Scorekeepers
    - d. Concession stand workers
    - e. Gate workers
    - f. Hall & stage monitors
  2. He/she also creates a schedule for the board members so that two members can be present at every athletic association event.
  3. He/she contacts workers and notifies them of scheduled shifts.
  4. He/she contacts the sports coordinators to let them know that all positions have been filled.
  5. He/she holds parents accountable to their scheduled shifts (see worker responsibilities below).
- vii. Sport Coordinators (Basketball, Volleyball, Cheerleading, Track):
1. The sports coordinator is responsible for the operation of each team of a particular sport at St. Francis Borgia.
  2. He/she schedules games, competitions, practices, and tournaments with the scheduling chair and coaches.

3. He/she works to form teams with coaches, while maintaining proper team sizing.
4. He/she attends the meetings necessary to maintain their respective program.
5. He/she addresses issues or concerns with parents, coaches, or athletes and acts as a liaison between the involved parties and the athletic association board.
6. He/she coordinates with coaches to provide them with needed equipment (e.g. jerseys, game balls, nets, etc.).
7. He/she is knowledgeable of the rules and regulations regarding their respective sport

viii. Concessions Coordinator:

1. The Concessions Chairperson oversees the operations of the concession stand, including the training and management of volunteer staff. Establishes needed training tools (instructions, checklists, pictures, etc.) in order to successfully operate the concession stand.
2. He/she is responsible for ordering products for the concession stand, forming a budget with the treasurer, and maintaining and cleaning the concession stand. (April 2003)

ix. Spirit Chair:

1. The Spirit Chair works with the sport coordinators and the principal to host spirit events and game promotions at our school and athletic events (pack the gym, 'blue' outs, etc.).
2. He/she promotes Borgia sports and shares sports results with the larger community.

4. COACHING VOLUNTEERS:

- a. All coaches in Association athletic programs and instructional camps are unpaid volunteers. These volunteers are nominated, selected and reviewed by the athletic association board prior to assuming coaching responsibilities. Coaches should be knowledgeable in the sport, hold values in keeping with a Christian environment, and be willing to commit the time necessary to coach games and practices as appropriate for their team's grade level. Coaches will be reviewed by the Board on an annual basis, at the end of each school year or season.
- b. Coaching requirements:
  - i. Each year, all coaches are required to sign and abide by the coaching expectation form (see exhibit #1). (June 2020)
  - ii. All coaches are required to sign a child abuse screening form each school year, as required by Missouri state law.

- iii. Coaches must also attend a Protecting God’s children workshop or other training as required by the parish or Archdiocese for volunteers who work closely with parish youth.
- iv. Coaches also must complete a Coaching Concepts webinar. (April 2010)

5. STUDENT-ATHLETES:

- a. All student-athletes participating in Association interscholastic athletic programs must agree to comply with Association “Guidelines for Student Athletic Programs” as outlined at the end of this section. Each year, they will also sign and abide by the player expectation form (see exhibit #2). Additionally, all students are expected to maintain Christian standards of sportsmanship and respect in dealing with players, coaches, officials, parents and spectators. (June 2020)
- b. Guidelines for Student Athletic Programs
  - i. Player eligibility: St. Francis Borgia Grade School extracurricular interscholastic sporting programs are open to students of the day school and PSR program. They are subject to academic, disciplinary and other guidelines, as follow (The Association will consult with school administration on penalties.): (Oct. 2019)
  - ii. Academic guidelines: Students with deficient academic performance during any reporting period (quarter or mid-quarter) will be subject to the following consequences:
    - 1. Two D’s—one-game playing suspension
    - 2. One F—two-game playing suspension
  - iii. Behavior infraction resulting in In School Suspension – Same day practice or game suspension.
- c. Maximum academic penalties: The maximum penalty for academic deficiency during any given reporting period (quarter or mid-quarter) is a two-game playing suspension.
- d. Maximum disciplinary penalties: The maximum penalty for disciplinary deficiency during any given reporting period (quarter or mid-quarter) is a two-game playing suspension.
- e. Simultaneous academic & disciplinary deficiencies: In the event a student is deficient in both academic and disciplinary areas during the same reporting period (quarter or mid-quarter), the penalties for each will be added together. For instance, a student receiving an academic F and a ISS during the same reporting period would be subject to an four-game playing suspension (2 games for the academic deficiency, 2 games for the disciplinary deficiency.)
- f. School’s reporting of deficiencies: At each reporting period (quarter or mid-quarter) teachers will notify the Principal of any student who has earned two D’s, an F. The Principal/CRE shall then notify the President of the Athletic

Association with the names of ineligible students. The appropriate coaches will receive the names of such students from the Athletic Association. In the case of an in-school suspension, parents and students will be informed of the automatic game suspension by phone call, and the Principal will inform the Athletic Association president.

- g. Student's responsibility to report deficiencies: Game suspensions will begin the day the student receives his/her mid-quarter or quarter report, or receives an in-school suspension. It will be the responsibility of the student and his or her parent or guardian to know the student's standing on the day grades are sent home from school or an in-school suspension is received. While the Athletic Association will make every effort to notify coaches of a student's ineligibility, it will be the responsibility of the student and his/her parent or guardian to know the child's standing and any appropriate consequence and to immediately report that to the coach.
- h. Penalty for failure of student to report: If an ineligible player continues to participate in games, the number of games that student is suspended will automatically double.
- i. Expectations of ineligible students: Students who receive game suspensions:
  - i. Should attend practices
  - ii. Should attend games in which they cannot play
  - iii. Will not be able to "dress out" for the games in which they cannot play
  - iv. Should sit on the bench during the games in which they cannot play
- j. Misconduct at or end route to events: Any misconduct in another gym or while riding on the bus end route to or from a game is subject to review by the Athletic Association and may result in suspension from an extracurricular activity.
- k. School attendance: Students must attend a full day of school on the day of a game in order to participate. If absent for full or partial day due to illness, they may not participate in games or practices on that day. (April 2012)
- l. Parent expectations: Parents/guardians will be expected to work a minimum of two shifts during regular season home games, possibly more. If their child's team is involved in a home tournament, they will be required to work additional shifts during that particular tournament. A fine established by the athletic association will be charged for a parents'/guardians' failure to work a game for which they have been scheduled and not found a suitable replacement. If the fine is not paid, the parents'/guardians' child will not be allowed to participate in the next game or any future games until it is paid. (May 2015)
- m. Other sports: SFBGS practices and games are to be considered the primary sports activity of the student. Students may be on other outside teams, but are expected to make the SFBGS team their first obligation.

("Guidelines for Student Athletic Program" amended and approved by the SFBGS Athletic Association, April 2012.)

6. **PARENTS:**

- a. Expectations: All parents of student-athletes participating in Association interscholastic athletic activities are expected to meet the "Worker Responsibilities" guidelines, as outlined at the end of this section. Each year, parents will also sign and abide by the parent expectation form (see exhibit #2). Accordingly, parents are expected to maintain Christian standards of sportsmanship in dealing with officials, coaches, players, other parents and spectators. (April 2003)
- b. Complaint & Appeals Process: Parents are urged to bear in mind that SFBGS coaches are volunteers and that coaching decisions are not only difficult, but often highly subjective in nature. They are also urged to bear in mind that it is often hard for a parent to be objective when dealing with issues of his or her own child. If, however, after honest consideration, a parent believes that a coach is not following established Athletic Association guidelines, is being genuinely unfair to a given player or players, or if he or she has any other legitimate complaint or concern, the following complaint and appeal process should be followed:
  - i. Resolution of a specific concern regarding a coach, player or other situation is best reached through communication between the coach and the player involved. The parent should first approach the coach with his or her concerns to try to find a solution (a 24-hour cooling off period is recommended before discussing any issue with the coach). If the result is unsatisfactory, the parent may then approach the sport coordinator to try to find an acceptable solution.
  - ii. In the result of an unresolved conflict, the athletic association board may establish a grievance team composed of two athletic association members and one member of the parish staff to address concerns and come to a resolution. (June 2020)
- c. Regarding matters of general policy (i.e. not involving a specific person or situation), parents may choose to bring their concern to one of the athletic association's monthly meetings, but must first contact the president or other board member to be placed on the agenda (see, Organizational Structure, Meetings). (May, 2003).
- d. If parents that do not adhere to these policies or the items discussed in the mandatory parent meeting before each season, a recommendation will be made by the SFBGSAA to the school principal and pastor, and they will decide whether a meeting with the parent(s) and/or a written warning is warranted. If a written

warning is given and the poor behavior continues, the principal and pastor will decide if the offending parent(s) should be removed from the gym and instructed to not attend any more team activities. If the poor behavior persists further, their child may be removed from the team. (May 2015, amended April 2019)

7. Worker responsibilities

- a. Why volunteer workers are necessary: The SFBGS Athletic Association supports interscholastic athletic programs in volleyball, basketball and cheerleading, as well as providing funding and equipment for P.E. classes and playground use. The largest source of funding for these activities comes from admission charges collected at home games and profits from concession sales. In order to host games and operate a concession stand, it is necessary for parents of children on SFBGS teams to work assigned shifts at home games.
- b. Volunteer worker scheduling: For each season in which your child participates—i.e. volleyball, basketball, cheerleading, track—you will receive a schedule of assigned shifts.
  - i. When two parents are named on the schedule, both are expected to work.
  - ii. The Association will try to schedule parents on days/nights their children are playing, when possible. This isn't always possible during tournaments.
  - iii. Workers should arrive no later than 30 minutes before scheduled game time. Tournament days may require parents to arrive 45 minutes early. (Oct. 2019)
  - iv. Those who cannot work a shift are expected to find their own replacement.
  - v. Those who fail to work an assigned shift, or find a replacement to do so (a child not yet in high school is an unacceptable replacement), will be subject to a fine determined by the athletic association. If the fine is not paid by the time of the next game, the parents'/guardians' child will not be allowed to participate in that game or subsequent games until the fine is paid.
- c. Concession workers: Concession workers are responsible for preparing concession items (i.e. pretzels, pizza, hot dogs) and selling them. Those working the last game should also help with cleanup of the concession stand and the surrounding snack bar area. Workers will also be asked to tally up the concession money after each night's games and report the results on specific forms provided by the Treasurer (September 2014).
- d. Gate workers:
  - i. One gate worker will be scheduled to do the following:
    1. Collect admissions fees from incoming spectators.

2. tally up the gate money after each night's games and report the results on specific forms provided by the Treasurer (September 2014)
3. assist in cleanup of entrance and snack bar area after last game
- ii. Coaches, players, members of the Athletic Association Board, preschoolers, and clergy will not be charged admission. All other spectators, including shift workers, must pay admission.
- e. Hall and Stage Monitors:
  - i. Hall and stage monitors are in charge of supervising the hallways and stage area of the gym. These responsibilities will include:
    1. Making sure there are no children playing on the stage or in the area in front of the stage
    2. Keeping an eye out for rowdy behavior in the student area of the bleachers
    3. Periodically check the lower level restrooms and hallways located by player changing areas
    4. Assisting with gym cleanup after the last game is finished

*(Adopted September 2002, amended April 2012 and August 2014, amended Oct. 2019, amended June 2020)*

## 8. GUIDELINES FOR INTERSCHOLASTIC ATHLETIC ACTIVITIES

- a. Roster size limit: In the interests of maintaining manageable roster sizes, 6th, 7th & 8th grade volleyball, basketball (including 5th) and cheerleading rosters will be limited to 13 players or cheerleaders per team or squad. If more than 13 try out, cuts will be made down to 10 players — “cut” players will be invited to become team managers. If the situation arises where a student transfers into the school prior to the start of an athletic season, but after the tryout process has been completed, they will be allowed to try out for their appropriate team, if there are available spots still remaining on that team's roster. (September 2014, Amended April 2019).
  - i. When cutting players, consideration should be given both to the athletic abilities of the players involved and to the availability of the student-athletes involved to play on other teams. Players who are unable to play for other organizations (public school teams, select teams, etc.) should be given additional consideration. (June 2020)
- b. Minimum roster size limits: The minimum roster sizes for interscholastic 6th, 7th & 8th grade teams are as follows: 8 for basketball, 9 for volleyball and 10 for cheerleading. In the event there are not enough players trying out at one grade

level, players can be brought up from the next lower grade level, but only to the extent needed to meet, but not exceed, the minimum roster size limit for that activity. Cheerleaders brought up from a lower grade level must be selected through an open tryout process. The selection of volleyball or basketball players brought up from a lower grade level must be agreed upon by coaches of both grade levels, subject to Board review. For those coming from a grade level where no tryout has taken place, an open tryout must be held. (April 2003)

- c. Guidelines for playing time: All interscholastic 5th, 6th, 7th & 8th grade teams must adhere to guidelines of “fair playing time”, defined as follows: All players who have faithfully attended practice, actively participate in practice, and are in good standing with the team, school and Athletic Association will play at least a reasonable amount of time in each game, including tournament games, as determined by the coach and situation. All players do not play equal time, but instead playing time is allocated according to player ability, effort, and attitude.
    - i. Coaches may, from time to time, allow players of lesser ability to play disproportionately in some game situations. (April 2012)
  - d. Cheerleading safety guidelines: For the safety of all participants, cheerleading activities must meet safety guidelines as established by the Athletic Association Board, as follows: The only permissible “toss” is a basic four-person “basket toss” with no twists or other modifications. Any stunt involving a cheerleading participant who is raised above the knee level must include at least one spotter for each participant raised. Any participant who is involved in lifting another participant must have both feet on the floor. Cheerleaders may not practice any activities which involve lifting or tossing without a moderator, or another responsible adult approved by the moderator, present. The Board reserves the right to review and prohibit any other cheerleading activity it deems to be potentially hazardous. (April 2003)<sup>\*\*\*1</sup>
9. AMENDING CONSTITUTION & BY-LAWS:
- a. Proposed amendments or revisions to the Association’s constitution and by-laws must be presented to the Athletic Association Board at least one meeting in advance of any vote. Amendments must be approved by the pastor or his representative and by a 2/3 majority of the board members in order to be adopted. (June 2020)
  - b. Since the Athletic Association is an entity of St. Francis Borgia Parish, the pastor has the capacity to amend these by-laws as necessary without holding a vote of the athletic association board. (June 2020)

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<sup>1</sup> \*\*\*This paragraph was not approved in June 2020.\*\*\*

Attached:

1. Exhibit #1: Coaches Expectation Form
2. Exhibit #2: Parent and Student Expectation Form

*SFBGS Athletic Association Constitution & By-laws*

Exhibit #1:

## ST. FRANCIS BORGIA CODE OF CONDUCT FOR COACHES

I hereby pledge as a St. Francis Borgia Coach to abide by the following Code of Conduct:

- Remember to do all for the glory of God.
- Sports competition exists for athletes to learn sportsmanship, leadership and teamwork; coaches should set the example of good sportsmanship.
- Coaches must complete all training requirements of the St. Francis Borgia Athletic Association before coaching a team.
- Every athlete is equally important. Coaches must make every effort to ensure their athletes receive an adequate amount of playing time (following the Athletic Association's regulations).
- Coaches should always conduct themselves as an example of Christian behavior, both at the field/court and away from it.
- Coaches should be supportive and encouraging in everything they do and say; they should never assault others verbally or in writing. Coaches should promote the athletes' competence through positive strategies and refrain from practices that belittle and humiliate the athletes.
- Coaches should address concerns with officials in a calm manner during dead ball situations.
- Coaches should address their players in a manner consistent with how a reasonable person would expect their own children to be addressed. A coach is never to address a player from another team unless in a sincere congratulatory or helpful tone.
- Coaches will know and follow the rules of the game and the policies of the St. Francis Borgia Athletic Association.
- Coaches should ensure that teams do not run up a score in unreasonable ways. In one-sided games, the team with the advantage should use substitutions and alter play to avoid injury, embarrassment, and harassment of members of competing teams.

At the conclusion of the scheduled contests, all coaches, players and spectators must refrain from confronting the Game Officials about the outcome of the contest. Any person that refuses to follow this rule may be suspended for the season from coaching, playing or attending further contests. Concerns regarding the game or officials must be directed to the St. Francis Borgia Athletic Association.

I understand that, ultimately, all of my team's players, coaches and spectators are my responsibility.

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SPORT COACHING: \_\_\_\_\_ GRADE: \_\_\_\_\_ BOYS OR GIRLS: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Exhibit #2:

## **Parent and Athlete Agreement**

### **Athlete**

1. I will make every attempt at attending all team events (practices, games, etc.). I will inform my coach if I have to miss a team event as soon as possible.
2. My school team comes before all other teams I may be playing on. (My Borgia Grade School team is a priority over any select or club team not affiliated with the school). If I choose to not play in an SFB game, I understand I may be required to sit for a minimum of one half in the next game.
3. I agree to follow the school's academic and disciplinary guidelines that are outlined in the school handbook. It is up to the athlete to let his or her coach know if there is an issue.
4. I agree to show good sportsmanship towards my teammates, coaches, opposing team, referee's and fans.
5. I agree to have fun!!!

### **Parents**

#### **Concessions and working shifts**

By signing up my child to play sports at St. Francis Borgia, I agree to volunteer my time to make the sporting events for my child possible. Parents makes these events possible by working the necessary number of shifts as a concession worker, a gate worker, a scoring table worker, or a hall and stage monitor. Working shifts is an integral part of being involved in SFB athletics. There is no "buy out" option for this duty. Shifts must be filled by you or covered by a suitable replacement. A \$50.00 fee is assessed for each missed shift, and athletes may be benched until the fee is paid. The athletic association worker coordinator will contact all parents with information on how to sign up for the appropriate number of shifts.

#### **24 Hour Rule and Sportsmanship**

If you feel it is necessary to speak to a coach about a decision made during a game, please wait 24 hours before speaking to the coach. This allows cooler heads to prevail and hopefully gives all parties an opportunity to resolve the conflict. If you have spoken to the coach and still feel that the issue is not resolved, please bring your concern to the relevant sport coordinator or to the athletic association president. These athletic association officers will listen to the concern and take the steps they deem appropriate to resolve the conflict in an equitable manner.

I will promise to always show great sportsmanship towards players, coaches, referees and fans whether they are on an SFB team or an opposing team. I understand that I'm representing SFB when I attend athletic events.

**Academic and Discipline related issues**

I will make sure that my child and I notify the coach of any violation of the school's policy for extra-curricular activities.

Athlete Signature: \_\_\_\_\_

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

Parent Signature: \_\_\_\_\_

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