

ST. FRANCIS BORGIA PARISH ATHLETIC ASSOCIATION

Constitution & By-laws

Revised and Approved April 2021

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1. MISSION STATEMENT

- a. The mission of the St. Francis Borgia Parish Athletic Association is to promote the health, fellowship, teamwork and Christian values of all students who participate in our parish’s programs. This is done through the organizing of extra-curricular, instructional, and interscholastic athletic activities, as well as the funding of curricular and extracurricular physical fitness and athletic events.

2. ORGANIZATIONAL STRUCTURE

a. Membership:

- i. The board is composed of two groups of members: executive board members and general members.

1. Executive members:

- a. The President, Vice President, Secretary, and Treasurer form the Athletic Association’s Executive committee.
- b. The executive committee is primarily responsible for the general operations of the Athletic Association, particularly those matters which concern every sport.

- c. The executive committee also serves as a final decision making body for the whole board concerning insignificant matters or matters on which the board as a whole cannot come to an agreement.
 - 2. General members:
 - a. The Scheduling coordinator, Worker coordinator, and Sports coordinators serve on the board as general members.
 - b. These board members are primarily responsible for the specific operations of the Athletic Association that have been delegated to them.
 - 3. Additional non-board members:
 - a. The board may also solicit the help of members of the community to assist with general duties as directed.
- b. Requirements to be a Board Member
 - i. The Athletic Association Board is composed of individuals of good character who are either parishioners of St. Francis Borgia Parish and/or parents of students in any grade of St. Francis Borgia Grade School or the PSR Program.
 - ii. Board Members are not permitted to be coaches of St. Francis Borgia teams while they serve their term on the Athletic Association.
 - iii. Board members must attend a Protecting God's Children workshop or other necessary safe environment training as required by the parish or Archdiocese for volunteers who work closely with parish youth.
 - iv. All Association members should also complete a Coaching Concepts webinar when possible.
- c. Expectations of Board Members:
 - i. All board members are expected to act with Christian virtue towards other board members, coaches, parents, and players.
 - ii. 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.
 - 1. The names of specific students should not be used during public meetings.
- d. 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.
- e. Selection of board members:

- i. Board members for the subsequent school year are nominated and selected by the current year's board.
 - 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.
- ii. Elections:
 - 1. When there is a vacancy in an executive committee role, that vacancy is filled by an election in which all current board members have an opportunity to vote for a candidate. As with all voting, the president's vote is retained as a tiebreaker only.
 - a. When multiple individuals run for one position, this election should take place by a secret ballot election.
 - b. Each member seeking a specific position on the board will be allotted an opportunity to be heard before any vote takes place.
 - 2. General board members need not be elected to their roles unless an election is deemed necessary.
 - 3. In the event a position on the board is vacated before the officer's term is completed, the remaining board members will nominate a new person and hold an election to replace the missing member.
- f. 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.
- g. Finances:
 - i. The Association is funded through revenues from admissions charges, concessions, tournament fees, fundraisers and general donations.
 - ii. 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 council and pastoral council, per existing Pastoral Council policy for all parish organizations and operations.

3. BOARD MEMBER RESPONSIBILITIES

- a. General duties:
 - i. Board members are expected to attend regular and special committee meetings.

- ii. 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.
 - iii. All board members are expected to be actively involved in the operations of Association activities, particularly home games, tournaments and fundraisers.
 - iv. At least one board member should be present at every game or tournament in order to resolve disputes and ensure that games run smoothly. Duties at these events include, but are not limited to:
 - 1. unlocking the gym and setting up for events
 - 2. making sure events run according to the scheduled times
 - 3. making necessary announcements at the beginning or end of games
 - 4. overseeing parent volunteers
 - 5. cleaning up after events are finished
- b. 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. reaching out to athletic directors at other schools to plan sporting events
 - d. maintaining contact with the school administration 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.
 - 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.
 - a. 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.
 - 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 the parish can provide proper tax documentation to workers and so that there can be smoother transitions between athletic association treasurers.
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.
4. The treasurer is responsible for coordinating the fundraising activities of the athletic association (e.g. Burger Nights, the Turkey raffle, the Ham raffle, etc.). Responsibility for these events can be delegated to another board member as the treasurer sees fit.
5. The treasurer is responsible for overseeing the operations of the concessions stand.
 - a. He/she is responsible for ordering products for the concession stand and for forming a budget for the concessions stand.
6. Each year in May, the treasurer 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 Finance Council.

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.
 - a. The secretary should ensure that the athletic association has a list of contact information and emergency contact information for each player. (Ideally, this can be gathered at the mandatory pre-season parent meeting.)

- b. The secretary also verifies that coaches and sports coordinators have access to the emergency contact information for their players.
 - 4. He/she prepares and distributes upcoming meeting agendas to board members prior to the meetings and adds/removes topics as requested by members and approved by the President.
 - 5. The secretary coordination communication 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.).
 - 6. In late February or early March, the secretary prepares and distributes a sports interest form to parents and students of the Borgia sports community in order to gauge interest in sports for the next athletic seasons.
 - 7. He/she promotes Borgia sports, fundraising events, and other athletic events within the school community and the community at large. He/she may also publish the game results of Borgia teams with the larger community through appropriate platforms.
- v. Scheduling Chair:
 - 1. The scheduling chair organizes the sports schedule by attending regional scheduling meeting(s) and arranging games with opposing teams.
 - 2. In conjunction with the president, the scheduling chair also contacts individual sport coordinators, coaches, and athletic directors from other schools to schedule additional games, competitions, practices, and tournaments as needed.
 - 3. He/she works with the coaches of the sports for each season to establish an equitable division of gym availability for practices.
 - 4. He/she should maintain close contact with the parish and school staff in order to facilitate availability.
 - 5. He/she coordinates with the parish to make sure that all games, practices, and other events are added and updated on the parish sports 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
 - g. Cleaners
2. He/she also creates a schedule for the board members so that at least one board members can be present at every athletic association event.
 3. He/she collaborates with the sports coordinators to organize a way for parents to sign up for volunteer spots. (Ideally, this happens at the mandatory parent meeting at the beginning of the season.)
 4. He/she is responsible for training the parent volunteers and providing job instructions to them so that they know how to do their job well when they volunteer. (Ideally, this training happens as part of the mandatory parent meeting at the beginning of the season.)
 5. He/she works with the Safe Environment coordinator at the Parish to ensure that all refs and volunteers have taken the necessary Protecting God's Children training in order to work with children.
 6. He/she contacts workers and notifies them of scheduled shifts.
 7. He/she holds parents accountable to their scheduled shifts (see worker responsibilities below).

vii. Sport Coordinators

1. Sport coordinators are responsible for the operation of groups of teams for a particular sport at St. Francis Borgia (e.g. Boys Basketball, Girls Basketball, Boys Volleyball, Girls Volleyball, Cheerleading, Track, etc.).
2. In collaboration with the scheduling chair and coaches, he/she schedules games, competitions, practices, and tournaments for the group of teams under his/her supervision.
3. He/she presides over the mandatory pre-season parent meeting for his/her respective sport.
4. He/she works to form new and existing teams with coaches, while maintaining proper team sizing.
5. He/she addresses issues and 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 the needed equipment (e.g. jerseys, game balls, nets, mats, etc.) for their sport.
7. He/she coordinates with the secretary and the principal to host spirit events and game promotions at our school and athletic events (pack the gym, 'blue' outs, etc.).
8. He/she is knowledgeable of the rules and regulations regarding their respective sport.

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).
 - ii. Board members must attend a Protecting God's Children workshop or other necessary safe environment training as required by the parish or Archdiocese for volunteers who work closely with parish youth.
 1. All coaches are required to sign a child abuse screening form each school year, as required by Missouri state law.
 - iii. Coaches must also complete a Coaching Concepts webinar through the Catholic Youth Council of St. Louis (CYC).
- c. If multiple coaches would like to coach the same team, the athletic association will work with the individuals involved to find a solution.
 - i. Ideally, a compromise can be made so that both coaches can have some involvement in the instruction of the team, either as co-coaches or as head coach and assistant coach.
 - ii. When a compromise is not possible, the athletic association may explore other alternatives with the coaches (e.g. allowing one individual to coach for a year, and the other individual to coach the next year; establishing two separate teams, etc.).
 - iii. If all means of compromise fail, the athletic association has the right to interview the individuals involved to determine which one should coach the particular team.
 1. In these interviews, consideration should be given to:
 - a. How effective a coach is at teaching the fundamentals of the game and managing a team
 - b. Players a particular coach may be related to
 - c. How long a coach has been with the program
 - d. The input of parents of players about an individual's coaching style
 2. The athletic association may interview these coaches as a board or create a smaller committee of three members resolve this issue.

- a. Any board member with a close family member involved or a son or daughter who plays on the team in question should recuse themselves from this decision making process so as to prevent any conflict of interest or the appearance of a conflict of interest.

5. STUDENT-ATHLETES

a. Overview

- i. Each year, students will sign and abide by the player expectation form (see exhibit #2) outlining their commitment to be good students and good athletes.
 1. As good students, all athletes participating in Association interscholastic athletic programs must agree to comply with the Association “Guidelines for Student Athletic Programs” outlined in this section.
 2. As good players, all students are expected to maintain Christian standards of sportsmanship and respect in dealing with players, coaches, officials, parents, and spectators.

b. Guidelines for Student Athletic Programs

- i. Player eligibility
 1. St. Francis Borgia Grade School extracurricular interscholastic sporting programs are open to students of the day school and PSR program. Students of the wider community may join teams on a case-by-case basis as the Athletic Association sees fit.
 2. School attendance: Students must attend a full day of school on the day of a game in order to participate. If absent for a full or partial day due to illness, the student may not participate in games or practices on that day.
 3. Other sports: SFB 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 SFB team their first obligation.
- ii. All athletes are subject to the academic and disciplinary guidelines listed below. The Association will consult with school administration for additional, updated, or individual-specific penalties:
 1. Academic guidelines: Students with deficient academic performance during any reporting period (quarter or mid-quarter) will be subject to the following consequences:
 - a. Two D’s—one-game playing suspension
 - b. One F—two-game playing suspension
 - c. Game suspensions will begin the day the student receives his/her mid-quarter or quarter report.

2. Disciplinary guidelines: A behavior infraction resulting in In School Suspension or Out of School Suspension will result in a playing suspension for the duration of the ISS or OSS.
 - a. The playing suspension will begin on the day the student receives the disciplinary suspension.
 - b. If additional disciplinary measures are necessary, this should be handled by a conversation with the President of the Athletic Association and the school administration.
 3. Simultaneous academic & disciplinary guidelines: 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.
- iii. Guidelines on penalties:
1. Maximum academic penalties: The maximum penalty for academic deficiency during any given reporting period (quarter or mid-quarter) is a two-game playing suspension.
 2. Maximum disciplinary penalties: The maximum penalty for disciplinary deficiency during any given reporting period (quarter or mid-quarter) is a two-game playing suspension.
- iv. Reporting of deficiencies:
1. Students have the responsibility to report deficiencies to their coaches.
 - a. For academic infractions, this should be done as soon as a student receives his/her quarter or mid-quarter report.
 - b. For disciplinary infractions, this should be done as soon as possible before the next sporting event.
 - c. It will be the responsibility of the student and his/her parent or guardian to know the student's standing on the day grades are sent home from school or a school suspension is received.
 2. At each reporting period (quarter or mid-quarter) teachers will notify the Principal of any student who has earned two D's or 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 a disciplinary suspension, parents and students will be informed of the automatic game suspension, and the Principal will inform the Athletic Association president.
 - a. 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 to report that immediately to the coach.

3. Penalty for failure of student to report:
 - a. If an ineligible player continues to participate in games, the number of games that student is suspended will automatically double.
- v. Expectations of ineligible students:
 1. Students who receive game suspensions:
 - a. Should attend practices
 - b. Should attend games in which they cannot play
 - c. Will not be able to “dress out” for the games in which they cannot play
 - d. Should sit on the bench during the games in which they cannot play
- vi. Misconduct at or en route to events:
 1. Any misconduct in another gym or while riding on the bus en route to or from a game is subject to review by the Athletic Association and may result in suspension from an extracurricular activity.

6. PARENTS

- a. Expectations:
 - i. All parents of student-athletes participating in Association interscholastic athletic activities are expected to meet the “Worker Responsibilities” guidelines outlined below in this section.
 - ii. Each year, parents will sign and abide by the parent expectation form (see exhibit #2).
 - iii. Parents are expected to maintain Christian standards of sportsmanship in dealing with officials, coaches, players, other parents and spectators.
 - iv. If parents do not adhere to these policies or other expectations discussed in the mandatory parent meeting before each season, the SFB Parish Athletic Association will contact the school principal and pastor, and they will decide whether a meeting with the parent(s) and/or a written warning is warranted.
 1. 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.
- b. Complaint & Appeals Process:
 - i. Concerning 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.

- ii. Concerning issues with coaching: Parents are urged to bear in mind that SFB 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:
 - 1. Resolution of a specific concern regarding a coach, player or other situation is best reached through communication between the coach and the player/parent 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 a coach. If the result of this conversation is unsatisfactory, the parent may then approach the sport coordinator to try to find an acceptable solution.
 - 2. 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.
- c. Worker responsibilities
 - i. Why volunteer workers are necessary:
 - 1. In order for our parish to host athletic events, a number of volunteers are needed at each game: to assist with the clock, with line judging, with keeping our facilities clean and safe, etc. The help of all parents throughout the season is essential in making these athletic events possible for our students.
 - 2. Additionally, the SFB Parish Athletic Association supports interscholastic athletic programs in a variety of sports, 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 SFB teams to work assigned shifts at home games.
 - ii. 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.

1. 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.
- iii. Volunteer worker scheduling:
1. For each season athletic season (i.e. volleyball, basketball, cheerleading, track), the worker coordinator will determine the number of volunteer positions necessary to make each event run smoothly (e.g. concession workers, gate workers, hall and stage monitors, cleaners, etc.).
 2. The worker coordinator will then provide parents with a schedule of assigned shifts or arrange an opportunity for parents to sign up for shifts for that particular sport season.
 - a. When the worker coordinator assigns shifts, he/she will try to schedule parents on days/nights their children are playing, when possible. This is not always possible during tournaments.
 - b. When two parents are named on the schedule, both are expected to work their individual shifts.
- iv. Expectations of workers:
1. When assigned for a shift, workers should arrive no later than 30 minutes before the scheduled game time to set up for their role and help open the gates. Tournament days may require parents to arrive 45 minutes early.
 2. Those who cannot work a shift are expected to find their own replacement. A child not yet in high school is an unacceptable replacement.
 3. Those who fail to work an assigned shift or find a 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.

7. GUIDELINES FOR FAIR AND SAFE PLAY

- a. Maximum roster size limit: In the interests of maintaining manageable roster sizes, volleyball, basketball, and cheerleading rosters will be limited to 13 players or cheerleaders per team/squad. If more than 13 try out, cuts will be made down to 10 players. Players who are cut 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 the appropriate team if there are available spots still remaining on that team's roster.

- i. When possible, cutting players should be avoided. This can often be accomplished by asking players to play up to fill vacancies in older teams or by trying to form additional teams (e.g. splitting a combined age groups or forming a Blue team and a Gold team for an age group).
 - ii. If cuts are deemed necessary, 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 (public school teams, select teams, etc.). Players who are unable to play for other organizations should be given additional consideration.
- b. Minimum roster size limits: The minimum roster sizes for 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.
 - i. Cheerleaders brought up from a lower grade level must be selected through an open tryout process.
 - ii. 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.
 1. If coaches are unable to come to an agreement on which players should be brought up to meet minimum number of players necessary for an older team, the athletic association reserves the right to establish a compromise.
 - a. The athletic association may do this together as a board or create a smaller committee of three members resolve this issue.
 - b. Any board member with a close family member involved or a son or daughter who plays on the teams in question should recuse themselves from this decision making process so as to prevent any conflict of interest or the appearance of a conflict of interest.
- c. Guidelines for playing time: All players and coaches must adhere to guidelines of “fair playing time” defined as follows:
 - i. All players who faithfully attend 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 may not necessarily play an equal amount time in each game. Instead, playing time is allocated according to player ability, effort, attitude, and game situation.

- ii. When coaches make decisions about playing time throughout the course of the season, they should afford opportunities both for the individual growth of all players and for the success of the team as a whole.
- d. Cheerleading safety guidelines:
 - i. For the safety of all participants, cheerleading activities must meet the necessary safety guidelines according to USA Cheer.
 - ii. In addition to these guidelines, the St. Francis Borgia Parish Athletic Association also expects these rules to be followed:
 - 1. The only permissible “toss” is a basic four-person “basket toss” with no twists or other modifications.
 - 2. Any stunt involving a cheerleading participant who is raised above the knee level must include at least one spotter for each participant raised.
 - 3. Any participant who is involved in lifting another participant must have both feet on the floor.
 - 4. Cheerleaders may not practice any activities which involve lifting or tossing without a moderator, or another responsible adult approved by the moderator, present.
 - iii. The Board reserves the right to review and prohibit any other cheerleading activity it deems to be potentially hazardous.

8. 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.
- 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.

Attached:

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

SFB Parish Athletic Association Constitution & By-laws

Exhibit #1: Code of Conduct for Coaches

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: _____

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: _____