

Archangel Gabriel Athletic Association

By-laws & Policy Manual

(Established June 2019)

PURPOSE

Archangel Gabriel Athletic Association, also known as AGAA exists to organize and promote the development of respectful, faith-filled athletes through participation in interscholastic sports. The AGAA exists:

- To organize, supervise and promote the Athletic Programs among the youth of Archangel Gabriel School in conjunction with the Pastor and Principal.
- To promote education in citizenship and combat juvenile delinquency through organized athletics.
- To support all Athletic participants of Archangel Gabriel School.
- To comply with Diocesan Regulations and all rules of any league that it shall belong to.

MEMBERSHIP

Membership in the Association is open to the parents or guardians of school students that participate in Association programs. To be a member in good standing with voting privileges registration members must attend five (5) of the ten (10) regular meetings in a year.

The membership and the Principal will be vested with the power to remove any officer or office for just cause. Such removal must be accomplished by a two-thirds (2/3) vote of members in good standing. The President shall abstain from voting in any matter involving the removal of an officer or office of the Association.

The membership and the Principal shall have the power to sanction any member, by suspension, for conduct which in the opinion of the membership is contrary to the principles of this association. Said sanction will be imposed only by a two-thirds (2/3) vote of the membership. All ballots will be by secret voting.

OFFICERS

The officers shall consist of the President, Vice-President, Treasurer, Secretary, Registrar and At Large members. Officers shall be elected on a rotating schedule at the annual business meeting held yearly at the regular April meeting and shall serve for a term of one (1) year. Officers will be voted upon annually-nominations to take place in March, voting to take place in April, new term to start in May with the prior board member. All officers must be Association Members, at least 21 years of age and are obligated to attend all of the Associations current year's meetings with the exception of extenuating circumstances (job, illness, etc.). All Members shall have a vote and all votes shall carry equal weight.

President

- Shall be the Chief Executive Officer of the Association
- Shall preside at all General Meetings, shall have general and active management of the business of the Association, shall see that all orders and resolutions are carried into effect.
- Shall have the right to appoint all committees subject to the Principal's approval.
- Shall be ex-officio member of all committees subject to the Principal's approval.
- Shall have the power to appoint a member to fill any office made vacant during his/her term of office subject to the Principal's approval.

Vice President

- The Vice-President, in the absence of the President, shall preside at the meetings of the Association and shall have all the powers of the President.
- Shall, in the event of any emergency, automatically move up into the vacated President's office.
- Shall be ex-officio member of all committees.

Treasurer

- Shall have custody of the Association's funds and shall keep full and accurate accounts of receipts and disbursements in a book belonging to the Association, and shall keep the money of the Association in a separate bank account.
- Shall disburse the funds of the Association, taking proper vouchers for such disbursements, and shall render to the President, Pastor, Principal and Finance Council, at the regular meetings, or whenever they may be required, an account of all his/her transactions as Treasurer and of the financial condition of the Association. The Annual Budget and all expense reports must be submitted to the Pastor and the Parish Finance Council.

Secretary

- Shall attend all sessions of the membership meetings and act as Clerk thereof, keep minutes in a book to be kept for that purpose, and shall perform like duties for all committees when required.
- Shall give or cause to give, notice of all meetings of the membership and shall perform such other duties as may be required by the President.

Registrar

- Shall attend all sessions of the membership meetings.
- Shall be responsible for setup and tracking of all team registrations via selected registration process.

At Large Members

- Shall attend all sessions of the membership meetings,
- Shall help with organizing uniforms, concession stand maintenance, recruiting team parents for each sport team as well as other duties as needed.

NOMINATIONS & ELECTION OF OFFICERS

Nominations for any office may be made from the floor by any member in good standing. During the March business meeting, candidates will be nominated, for each of the following offices: President, Vice-President, Treasurer and Secretary, Registrar and At Large on a rotating basis. Nominees must be members in good standing, and must agree to accept, if elected, the office he/she is nominated for before his/her name is placed on this nominated list. The election and officers will be at the April meeting with their terms commencing in May.

The annual election shall be held at the annual business meeting, which is the April regular business meeting. The President will appoint a member in good standing to supervise and oversee the election, making sure all Association by laws are followed during such election. The election shall be held in such a manner that the nomination and election of each office will be separate. The Officers elected at the time of the annual meeting shall take office at the May regular meeting and shall serve for the term previously set forth, or until their successors are elected.

Only in the event that no one is nominated for an Officer position will more than one member of a family be permitted to be nominated and voted into that position

AMENDMENTS

Amendments to the By-Laws and policies will be presented and open for discussion at a AGAA monthly meeting. Each individual amendment will be voted on at the following meeting. Approval must be by two/third (2/3) of members present that are in good standing with the AGAA.

BANKING

The Association shall have one (1) checking account. All disbursement checks must carry two (2) signatures. The signatures of the President and Treasurer are required for all withdrawals. In the event that the Association dissolves for any reason whatsoever, any funds, equipment, etc., belonging to the Association will be given to the school.

SPORTS OFFERINGS

Sport	Grades	Season Begins	Season Ends	Practices per week
Cheerleading JV**	5-6	June	May	1-2
Cheerleading Varsity**	7-8	June	May	1-2
Cheerleading Pep Squad	1-2	September	Early March	1-2
Cheerleading Developmental	3-4	September	Early March	1-2
Cross Country (co-ed)	4-8	July	October	2
Basketball Developmental	2-4	November	Early March	2
Basketball Girls JV	5-6	October	Early March	3-4
Basketball Boys JV	5-6	October	Mid-March	3-4
Basketball Girls Varsity	7-8	October	Early March	3-4
Basketball Boys Varsity	7-8	October	Mid-March	3-4
Soccer Developmental (co-ed)	1-4	Fall: Late August Spring: Late March	Fall: October Spring: Early June	2
Soccer JV (co-ed)	5-6	Fall: Late August Spring: Late March	Fall: October Spring: Early June	2
Soccer Varsity (co-ed)	7-8	Fall: Late August Spring: Late March	Fall: October Spring: Early June	2
Track and Field (co-ed)	3-8	Late March	May	2-3
Volleyball JV - Girls	5-6	August	October	2
Volleyball Varsity - Girls	7-8	August	October	2
Volleyball Developmental - Girls	3-4	August	October	1
Volleyball - Boys	7-8	Mid-March	Early May	2

**Cheering programs differ as we offer game cheer squad & competitive cheer squad

ATHLETES

Instructional teams shall consist of 2nd-4th grade students. K-1st may be invited to attend at the instructor's discretion. Junior Varsity teams shall consist of 5th and 6th grades unless the number of team members is not enough to make a team at which time lower grade athletes may be asked to play up on the Junior Varsity team. Varsity teams shall consist of 7th and 8th grades unless the number of team members is not enough to make a team at which time, lower grade athletes may be asked to play up on the Varsity team.

Playing Up

Players should only 'play-up' if there is truly a need for additional players to field a team. If a team needs a player (or players) to establish a team, the coach must make a formal request to the athletic board. Coaches must make this request to the board before the start of the season. If injuries or other factors leave a team short-handed, the request can be made during the season. Players will not 'play-up' simply because of talent/skill level. A coach or parent asking for an exception to this rule must present their case to the athletic board. Final decision in this matter will be made by the athletic board.

COACHES

All coaches must set a good example for their teams. Coaches must keep temper, language and behavior in check at all times. Each Head Coach will be appointed by the AGAA and must be at least 21 years of age and current on all necessary clearances. The Head Coach will appoint his assistants with the approval of the AGAA and the Principal. Coaches are expected to attend all AGAA meetings that fall within their sport's season. The coach has the option to have younger grades try out for team, with the Principal's approval, where needed. Each coach is responsible for his/her issued equipment (balls, water bottles, ice packs, etc.). All coaches, along with designated association members, team and workers are responsible for returning the gym to the way it was found and securing the building. Diocesan Coaches' Evaluations Form shall be distributed to parents at the conclusion of the athletic program for that year.

PREREQUISITE FOR STUDENT PARTICIPATION

Every sport governed by the AGAA Board is required to conduct a pre-season parent meeting for all students interested in participating in that sport. At least one parent/guardian **MUST** attend the meeting as a prerequisite for their son/daughter participating. The student shall not be permitted to participate in practices/games if at least one parent/guardian does not attend the meeting until at least one parent/guardian meets with the coach of that sport. This does not apply to any open gyms that may occur prior to the start of regular practices.

A confirmation of attendance / parent's pledge will be passed out at the meeting. It is to be signed and returned to the coach at that meeting. Parents with students participating in multiple sports will be required to attend the meeting and sign the pledge for each sport.

ASSOCIATION POLICIES/ RULES

ACADEMIC ELIGIBILITY:

Athletics provide an educational opportunity in which students can learn essential life lessons to enhance those learned in an academic classroom. Academics are a priority at Archangel Gabriel School. Any student with poor grades may continue to participate in athletics upon review of the students grades between the principal and the parents. The principal will make the determination as to whether or not the student may continue to participate in athletic activities with support of the AGAA Board.

ATHLETE / STUDENT DROP-OFF:

Parents/Guardians are to provide transportation to all practice and games. Athletes need to arrive at the times designated by the coach and be picked up promptly afterwards. As practices are closed, parents are not required to remain in the building for practices, unless previously discussed with the coach.

No athlete/student/spectator, ages 8th grade and under, is to be dropped off unattended for games/events. All athletes/students must have one parent/guardian on site at all times. The AGAA is not responsible for the supervision of your child/children. Any child attending without a parent/guardian will be not be admitted and/or asked to leave.

We understand that due to schedules, carpooling is sometimes necessary and another parent (other than the student's parent or legal guardian) may bring an athlete/student to a game/event. When this occurs the athlete/student is in the care of that parent/adult and is considered their responsibility while at the game/event. Any problems will be brought to the attention of the parent/adult that brought them. Again the AGAA will not be responsible for them.

BULLYING:

Bullying will not be tolerated within the athletics of AGS. Bullying occurs when a child is exposed, repeatedly and over time, to negative actions such as nonverbal harassment in the form of stares and glares, cruel teasing/comments, malicious gossip, sexual harassment, ethnic slurs, unreasonable territorial bans, destruction of property, extortion, and serious physical assault, by one or more other students. Athletes who bully will be dealt with immediately and punishments will be given.

GRIEVANCES:

While we hope you have a wonderful and successful season we know that sometimes issues come up. Below are the procedures that are to be followed for complaints.

1. Reach out to / Meet personally with the coach, **waiting at least 24 hours AFTER the incident.**
2. Reach out to / Meet with the AGAA President
3. Meet with the AGAA President and the AGAA Board
4. Meet with the AGAA President, the AGAA Board and the School Principal

Appropriate concerns to discuss with coaches;

- The treatment of your child, mentally or physically
- Ways to help your child improve
- Concerns about your child's behavior

Issues not appropriate to discuss with coaches;

- Playing time
- Team strategy
- Play calling
- Other students/athletes

If you have an issue that cannot be resolved within the team please contact the AGAA President. Please do not take your complaints to Mrs. Militzer without first attempting to consult the AGAA President.

Under no circumstance is it acceptable for a parent or coach to contact the Diocese or Diocese Athletic Director without going through the above procedures.

HEALTH & SAFETY:

Demonstrating a level of physical conditioning and fitness sufficient to participate competently at practice and in games is very important. Children will not participate in the athletic programs without an annual physical examination. Under Diocesan Rules, permission forms signed by a physician and the parent must be returned before a child may participate in practices or competition. Physical forms will need to be submitted for the actual/current school year. Physicals cannot overlap school years. Physicals will not be offered at the school and should be completed by an outside physician. Physical forms will be sent home at the beginning of the school year in the student's new year packet as well as be available on the AGAA webpage.

Athletes must be honest with their coaches when it comes to reporting any injuries and accept their coach's decision on removing them from competition due to injury. If any player is hurt during a game or practice, the parents or guardians must be called. Any athlete who has sustained a concussion or other documented injury preventing sport play is not permitted to return to his/her team until a doctor's release is provided to the Head Coach.

PARENT RESPONSIBILITIES:

The AGAA encourages and needs the support of its members, parents, and guardians of the children participating in the athletic program. Most parents/guardians who are members of the AGAA are both working and donating their time in other organizations. They should realize that their time and talents are needed by the AGAA as well in order for it to continue to run effectively. Like all organizations, the AGAA cannot function effectively with only a few people doing all the work. The cooperation of parents/guardians, in volunteering, is strongly encouraged and truly appreciated.

Parent/guardian support of the AGAA can occur in two ways. Firstly, parents/guardians must agree to uphold and abide by these policies, the coaches and the team concept. Secondly, parents/guardians are required to volunteer their help during the games. This includes collecting gate, selling 50/50 chances, policing the facilities that are used, and keeping the clock and score book. A schedule will be sent out at the beginning of the season. If you are unable to cover the shift you are assigned, it is YOUR responsibility to find a replacement. Failure to work your assigned shift will be tracked and penalties can be assessed.

All parents/guardians working an AGAA game/event must have all of their clearances as required by the school. Failure to have clearances is not an acceptable excuse for missing assigned shifts. Failure to work your assigned shift will be tracked and penalties can be assessed.

PLAYING TIME:

At each level of every sport, players must recognize and appreciate that playing time may be affected by attendance at practice, behavior, effort and attitude. For developmental teams (grades K-4), a child is guaranteed equal playing time during each game throughout the season except in tournaments where variations in playing time can be determined by the coaches. For varsity and junior varsity teams, a child is not guaranteed playing time throughout the season. Athletes and parents will accept and respect the decisions of coaches and recognize that coaches are acting in the best interest of the team.

PRACTICE:

Students should understand that participation on an athletic team demands a commitment that involves both dedication and sacrifice and that you also appreciate the commitments and sacrifices made by parents and coaches to permit participation in sports. Practice is the most important part of the season and off season. Effective practice requires your attendance, concentration and dedication. Parents/Guardians are asked to communicate to the coach any other activity that the athlete will participate in that may conflict with their attendance at games or practice. If the athlete is playing a sport concurrent with the school sport it is the parent's responsibility to resolve the conflict with the coach of the other activity. Excessive missing of practice can result in suspension of games and/or removal from the team.

SCHOOL ATTENDANCE:

A student who is absent from school or who leaves during the school day prior to completing a ½ day may not participate in the day's athletic practice or games. A student must be in school at least a ½ day (arrive no later than 10am and be in school a minimum of 4hrs.) to be considered "present" that day.

If a student misses school on a Friday, they are not able to participate that day (Friday). However, it will be at the coach's discretion if they play the rest of the weekend (Saturday and Sunday) should there be games/competitions.

SCHOOL DISCIPLINE:

To play for Archangel Gabriel is a privilege and when students choose to become an AGS athlete, they have to accept

responsibility for their behaviors. Students will exhibit proper behavior and respect towards administrators, coaches, teammates, opposing teams, and officials.

Weekly monitoring of behavior in school will also be enforced. If 3 points are accumulated in one week (M-F), the student will be suspended from activities for one week (F-F). This means the student athlete may not participate in games, practices, etc. If the suspension occurs more than once in a season, permanent removal from the team may take place.

SPORTSMANSHIP:

An emphasis on both sportsmanship and Christian attitude will be expected from athletes, coaches, parents and fans. Players/coaches will recite the Diocesan athletic prayer before games with proper reverence. All players will line up to shake hands with the opposing team following all games.

All members of the AGAA, whether it be parents, coaches, or players, represent Archangel Gabriel School at all times. Any inappropriate behavior or conduct will not be tolerated by the AGAA. Any such behavior can jeopardize the entire AGAA's participation in any athletic program. Positively no abusive language by anyone will be accepted on the premises before/during/after any game or event. Any student, as a player or spectator, coach or parent found to be abusing, damaging or destroying property or equipment will be suspended temporarily or permanently.

No player, coach, AGS parent or visitor is to:

1. Verbally abuse an official for any real or imagined unjust decision or judgment, or verbally abuse a player (home or opposing team), coaches or another spectator.
2. Refuse to abide by official's decision.
3. Use of profane language or gestures.
4. Exhibit objectionable behavior, e.g. throwing equipment or any other foreign object or other forceful action.
5. Physically attack any player, coach, or spectator.

Penalties for above behavior:

- Violation of Rule # 1 – player and/or coach 1 – 2 game suspension, parent or spectator will be asked to leave the premises.
- Violation of Rule # 2 – player and or/or coach 1 – 2 game suspension, parent or spectator will be asked to leave the premises.
- Violation of Rule # 3 – player and/or coach 2 – 5 game suspension, AGS parent 2 – 5 games, spectator will be asked to leave the premises.
- Violation of Rule # 4 – player and/or coach 3 – 5 games suspension, AGS parent 3 – 5 games, spectator immediately ejected from the premises.
- Violation of Rule # 5 – player and coach suspension for remainder of season, AGS parent will be banned from attending remaining games, spectator will be immediately ejected (willingly or by the Kennedy Township Police) and the matter referred to his or her pastor/school principal.

UNIFORMS:

The uniform is to be used only by the Archangel Gabriel student athlete for Archangel Gabriel athletics and other AGAA assigned functions. The uniform is not to be worn for any practice or while eating! If an occasion arises where it is necessary to wear a uniform while not playing, a protective layer of clothing, which covers the entire uniform, shall be worn.

There will be a scheduled time set up before and after each sport's season, for all uniforms to be passed out and returned to the AGAA. If a uniform is not returned at the end of the sport season, the student cannot participate in any subsequent sports activity until it is returned. If all uniforms are not returned by the end of the school year in which they were received, parents will be billed the full cost of a replacement uniform. If payment is not received, report cards and/or records will be held.

Each participating student in the athletic program will be given various equipment or uniforms. It is the responsibility of each parent/guardian and student athlete to see that care is taken of their uniform throughout the season and that it is returned in the same state it was received at season's end. This means it is in clean and reusable condition. Washing instructions will be provided along with the uniform and should be followed when washing. Failure to return a uniform in the same condition in which it was given will result in billing to the parents the full replacement cost of the uniform.

The uniform cannot be cut or altered to fit the individual athlete without consent of the AGAA. You may "tuck" the uniforms with a few stitches of thread to help if they are too large.

All uniforms should be returned to the AGAA. Uniforms should be sent through the school office only as a last resort.

GENERAL RULES

1. **No one** other than athletes/coaches will be permitted on the gym floor at any time during any game (boys and girls games). This includes before, half-time and after the game.
2. While food/drink is permitted in the gym, it is the responsibility of the person consuming to discard of any and all garbage.
3. No one other than coaches & athletes should be in any locker/classroom during games/events. Those found to be in violation will be asked to leave.
4. No smoking, alcohol, illegal drugs or use of profanity is permitted on school property.