

ST. AUGUSTINE OF CANTERBURY ATHLETIC ASSOCIATION BYLAWS

1. MISSION STATEMENT

The St. Augustine Athletic Association is an unincorporated association of volunteers who function without a paid staff for the purpose of organizing, directing and financing the youth sports program of St. Augustine's School. The Athletic Association also works closely with the parish and school to instill Christian values into all sport activities.

2. ATHLETIC ASSOCIATION BYLAWS

All Athletic Association bylaw revisions and/or additions must be reviewed and approved by the St. Augustine's School Principal and Pastor before being implemented.

3. GOVERNING BOARD RESPONSIBILITIES

The Governing Board is responsible for overseeing the youth sports program and the revenue and expenses associated with running the program. The board operates during the school year (September-June), and holds meeting once a month.

The Board consists of:

Athletic Director

***Schedules and runs monthly meetings.**

***Acts as liaison between Governing Board, School, Principal and Pastor.**

***Prepares yearly calendar for Parish office.**

***Recruits coaches, league and tournament directors, and special event coordinators.**

***Calls for and votes on organizational policies and procedures.**

***Appointed by Pastor.**

Parentscheduler

***Coordinates parental participation for St. Augustine's Saturday League, tournaments and special events.**

***Delegates responsibility to volunteers as needed.**

***Attends all board meetings.**

***Votes on all organizational policies and procedures.**

Secretary

***Prepares Agenda with input from board and coaches.**

***Records meeting minutes and sends electronic copies to all board members, coaches, and committee members.**

***Prepares memos as needed.**

- *Distributes and keeps copies of records, memos, rosters, schedules, etc.**
- *Attends all board meetings.**
- *Delegates responsibilities to volunteers as needed.**
- *Votes on all organizational policies and procedures.**

Treasurer

- *Prepares annual budget.**
- *Presents monthly financial reports.**
- *Makes recommendations and advises Governing board on all financial matters and concerns.**
- *Keeps detailed account of revenues and expenditures, issues checks, and generates reports as necessary.**
- *Gets approval of all expenditures from the Pastor, and must obtain the Pastor's signature on every check issued.**
- *Attends all board meetings.**
- *Votes on all organizational policies and procedures.**

NOTE: Seats on the Governing Board can be by invitation or applied for, but the final selection is made by the School Principal and Pastor.

There is no time requirement for a person to serve on a subcommittee. However, it is recommended that a volunteer serve at least one year on a subcommittee before accepting a position on the Governing Board.

4. BOARD SUBCOMMITTEE RESPONSIBILITIES

The Board Subcommittees are responsible for running the St. Augustine's basketball leagues and tournaments, coordinating kitchen food and supplies as needed, and coordinating Athletic Association special events and activities.

The Board Subcommittees are:

Diocesan League Director/Site Manager

- *Coordinates pre-season Coaches and Parents' meeting.**
- *Delegates responsibility to volunteers as needed to cover all games in St Augustine's gym.**
- *Coordinates use of gym for Diocesan League's regular and Post season games.**
- *Keeps the Governing Board and coaches aware of any changes in rules, games, etc.**

Tournament Subcommittee

- *Consists of one director, who delegates responsibility to**

volunteers as needed.

- *Develops the program, rules, scheduling for the tournament, and purchases tournament awards.**
- *Sends out invitational letters to other schools for participation.**
- *Submits updates to Governing board re entrance fees, rules, dates, etc.**
- *Coordinates with Parent scheduler to insure coverage of all games.**
- *Responsible for contacting and scheduling referees.**
- *Responsible for crowd control and security of the school during the tournament.**

Kitchen Subcommittee

- *Shops for all kitchen food and supplies and replenishes as needed.**
- *Updates and changes the menu as needed and spot checks the running of the kitchen for safety and cleanliness.**
- *Attends all board meetings.**

Equipment Manager

- *Inventories all equipment before start of season.**
- *Notifies board of any equipment that needs to be repaired or replaced.**

Annual Pep Rally

- *Organizes the event, develops the menu and purchases supplies for the event.**
- *Responsible for setup and cleanup of the event.**
- *attends all board meetings.**
- *Gives updates to the Governing board on status of event.**

Annual Awards

- *Organizes the event, develops the menu and purchases supplies for the event.**
- *Responsible for setup and cleanup of the event.**
- *Attends all board meetings.**
- *Gives updates to Governing board on status of event.**

Publicity Subcommittee

***Responsible to gather information regarding teams for posting on website and sending to the local newspapers.**

***Contact local papers for important events (i.e. tournaments, Pep Rally, etc.), so they can send a photographer.**

***Coordinates with chairperson of events to help advertise.**

Other Subcommittees

Volunteers will be asked to serve on other subcommittees, when needed, and be responsible for all activities associated with the event.

4. ATHLETIC ASSOCIATION MEMBERSHIP

Membership Eligibility

All St. Augustine school parents whose children participate in the Youth Sports Program are members of the Athletic Association. Parents are invited to attend all association monthly meetings, are able to ask questions or raise issues, but **do not** have voting privileges regarding organizational policies and operating procedures.

Membership Requirements

***All parents/guardians whose children participate in the Sports Program are required to work during the season.**

***The number of days required will be determined by the Governing Board.**

***Failure to fulfill work requirements is grounds for a player to be declared ineligible to participate in any St. Augustine's Sport Program.**

Any parent who fails to report for scheduled volunteer duty without finding a replacement volunteer acknowledges that their child(ren) will be suspended for the duration of 1 week's practice and 1 weekend of games. If any parent fails to report for scheduled volunteer duty more than once, the parent has forfeited their child(ren)'s right to participate in the St. Augustine Athletics Program.

*** If there is an emergency situation in which a parent cannot fulfill their volunteer duty on a scheduled day, the Director of Athletics reserves the right to suspend the aforementioned policy.**

5. ST. AUGUSTINE'S YOUTH PROGRAMS

The following programs are currently offered by the school:

***Junior Varsity Basketball Program-includes students in Grades 3-6. At present there are separate Third and Fourth grade teams for girls and boys. Both girls and boys have 5/6 grade**

teams.

***Varsity Basketball Program-7/8 grade girls play in two Leagues-Diocesan League and St Matthew's League; 7/8 grade boys play in Diocesan League and another league.**

*** Girls Cheerleading Program (supports the Varsity/Junior Varsity Basketball Programs).**

***Varsity Girls Softball Program (6th -8th grade girls).**

***Intramural Volleyball Program (6th-8th grade boys and girls).**

NOTE: Each student is invited to participate in all sports. If multiple teams are needed on a certain level (i.e.5/6, 7/8), the coaches **will choose teams that are equal in ability.** Once the teams are formed, they must be approved by the Athletic Association Governing Board.

Youth Program Eligibility

***Each student interested in playing on one of the teams must attend St. Augustine's School.**

***The parents/guardians must be willing to work as scheduled during the season.**

***The Pastor/Principal reserves the right to remove a student due to academic or behavioral problems at school or in the parish, or if the Pastor perceives that Mass attendance is a concern.**

***In teaching and reinforcing the importance of teamwork and the personal commitment that each student has made to his/her coach and teammates, each student athlete is expected to attend all practices and games on time and as scheduled.**

6. COACHING ELIGIBILITY AND RESPONSIBILITIES

Eligibility

- Any St. Augustine School parent, adult, parish member or any adult who loves to coach can be considered for a coaching vacancy.
- The candidate must be certified by completing required Diocesan courses for safety.
- He/she must also complete a Volunteer application, background check, and the Protecting God's Children workshop mandated by the diocese.
- CPR/AED training is mandatory and is available from Donna Hermosilla, R.N., certified on-site trainer.

Responsibilities

- All coaches are required to follow and enforce both School and Athletic Association Policies and Procedures.
- Coaches are an extension of both the St. Augustine's Church and School and must act accordingly.
- All coaches are required to have an assistant coach.
- All team practices must have two adults, (i.e. coach, assistant coach or team parent) in attendance at all times. Otherwise, practices must be cancelled.
- Coaches are responsible for making School the "**Number one priority**", to teach the game and good sportsmanship.
- A coach or team representative from each team should attend all Athletic Association meetings to ensure good communication.

7. ST AUGUSTINE'S GYM

*It's the responsibility of every Athletic Association member to make sure that the gym is maintained, properly cleaned and secure at all times. Failure to do so may result in loss of gym privileges.

*It is also the responsibility of the Governing Board, St. Augustine's Pastor and School Principal to make sure that all athletic events, parish functions and school activities are coordinated to prevent conflicts.

8. ATHLETIC ASSOCIATION OPERATING PROCEDURES

The Governing Board determines the following by majority vote and at least four Board Members must be present to vote:

Review and selection of Coaches for each Team

All coaching positions will be applied for annually.

- First consideration will be given to the existing coach if the individual wants to continue and has met all Athletic Association coaching requirements.
- If the existing coach steps down, consideration will be based on seniority and any recommendations submitted to the Governing Board.

- Based on the number of applications, the selection of coaches will be voted on by the Governing Board and approved by Pastor and Principal.

Annual Athletic Association Budget

- The treasurer will prepare an annual budget which will be reviewed by the Governing Board prior to submitting budget to the St. Augustine's Pastor for approval.
- The Pastor gives the final approval for all expenditures.
- At the end of the fiscal year all bank statements and checks will be reviewed by the Pastor and the parish accountant.

Outside tournament participation

- Outside tournaments should be included in the annual budget, if possible.
- Each team is usually allowed two tournaments annually.
- Any requests for additional tournaments must be approved by the Governing Board **prior** to registering for the tournament. Coaches are NOT allowed to ask parents to pay for additional tournaments. If a team is already playing in two leagues, tournaments may be limited.

Any violation of such policy should be brought before the Governing Board for review; may incur possible disciplinary action.

Uniform Selection, Control and Proper Care

- It's the responsibility of the uniform chairperson and coaches to select all uniforms as long as the cost is within budget and meets School guidelines.
- All uniform costs must be approved by the Governing Board.
- Uniform chairperson is in charge of uniform inventory and replacements as needed.
- All coaches are responsible for informing team members and parents about proper care for uniforms (i.e. washing instructions, only used for games, etc.)
- Parents are responsible for lost uniforms and are required to reimburse the Athletic Association for replacement.
- Coaches are responsible for collecting uniforms at the end of the season.

Academic Performance Decisions

If a student receives a check mark on the report card for behavior, an accountability form, or a grade below a 75 in any subject, he/she is not allowed to participate in any extracurricular activities for a minimum of two weeks until improvement is shown. This includes all athletic practices and games.

Registration Fee

An annual registration fee is collected per family, not child, to help defray the expense of uniforms and equipment.

9. SPECIAL EIGHTH GRADE AWARDS

There are several special awards reserved for graduating eighth graders. Presently, these are the following awards:

Bob Bauer Scholar Athlete – presented to an eighth boy who is not only a good athlete, but also an excellent student. There is only one Scholar Athlete overall.

Hugh Mahony Scholar Athlete – presented to an eighth girl who is not only a good athlete, but also an excellent student. There is only one Scholar Athlete overall.

James Brennan Sportsmanship – presented to one eighth grader on each team who exemplifies good sportsmanship.

Frank Perna Most Valuable Player – presented to one eighth grader on each team who has been the Most Valuable Player.

Jack Dolan Most Improved Player – presented to one eighth grade girl and one eighth grade boy on the basketball teams who has shown the greatest improvement.

The coaches give their nominations for these awards to the Athletic Director. The Pastor and Principal must approve the nominees.

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