

Constitution & Policies for St. Mary Athletic Association

St. Mary Catholic Church - Delaware, Ohio

According to Diocesan Policy all Board members, commissioners, coaches, and assistant coaches must complete an application and complete the required class on Protecting Gods Children.

The participants approved application; certificate of completion of Protecting Gods Children and fingerprints must be on file with the Parish Office.

I. Mission Statement

The Athletic Association (the Board) of St. Mary Delaware serves the students, parents, and parishioners of the St. Mary community (Parish, School, & PSR). The Board develops guidelines and resources that address and serve the needs of all students, the concerns of the parents, and the expectations of the coaches and the leagues. The Board works within the rules, regulations, bylaws and guidelines established by St. Mary Parish and the Diocese of Columbus. The Board of St. Mary is subject to the approval and authority of the School Parish Organization (SPO) and the pastor of St. Mary Parish.

For students, the Board endeavors to provide them with an opportunity for a positive athletic experience. Students in this program will have the opportunity to learn the fundamentals of the game, develop their skills and experience team play, teamwork, sportsmanship, and Christian values. The fourth, fifth and sixth grade programs are designed to serve the developmental needs of the student athlete. The seventh and eight grade programs allow students the opportunity to participate in a more competitive environment.

For parents, the Board operates as an oversight group. Through the Board parents concerns are heard and addressed.

For coaches, the Board works with them to develop guidelines that provide direction to carry out the mission of the Parish Community and the Association.

For everyone in contact with children, parents, coaches, fans, and/or bystanders from St. Mary or other Diocesan teams, the Board works to stress and enforce Christian values and subsequent actions when children are involved. Grievances must be handled in a Christian manner, always, in accordance with paragraph X. H. "Confrontations" of any sort are inexcusable anywhere and anytime, and will be dealt with by the Board or Executive Committee per this Constitution.

II. Executive Committee

The role of the Executive committee is to provide direction, and oversee all Athletic activities in an effort to support the growth of the St. Mary Parish. The Executive Committee is accountable to the Pastor and is responsible to ensure communication, coordination and consistency among all groups of the St. Mary Parish community.

The Executive Committee will be comprised of the following individuals:

SMAA President

SPO President

School Principal

Director of Religious Education

School Representative (as designated by the School Principal)

III. Board Responsibilities

- A. The responsibilities of the Board are as follows:
 - 1. Instill Christian values in developing athletic programs open to all students for participation who are members of St. Mary parish; and/or attend St. Mary School; or Parish School of Religion (PSR).
 - 2. To provide a program that is conducive to skill development for all participants and that prepares the athlete for higher levels of competition and participation.
 - 3. Administer the various athletic programs in the parish and to raise the necessary monies for these programs.
 - 4. Both programs are dedicated to:
 - a. Development of fundamental skills
 - b. Concentration of teamwork and fair play through competition
 - c. Development of self-confidence, self-esteem and self-discipline

IV. Eligibility for Board Membership

A. General Membership

The parents/guardians of every student athlete are members of the SMAA and are expected to participate in the required volunteer efforts as outlined at the beginning of each school year.

B. Board Membership

- 1. To be eligible to be considered as a Board Member, an individual must be a member of the parish or the parent of a student at St. Mary School or Parish School of Religion and be in good standing with the Parish and the School.

2. A potential Board Member may also be a member of a feeder parish, a member of a merging parish (as defined by the diocese) or a teacher at St. Mary or a merging parish.
3. No less than two thirds (2/3rds) of the members of the Board shall be individuals who have a child enrolled at St. Mary School or the Parish School of Religion.
4. In accordance with Columbus Diocese policies, all members will be required to complete the following forms:
5. Board Member Application / Volunteer Information Form
 - i. In accordance with Columbus Diocese policy, all members will be required to complete a Volunteer Information Form
 - a. All members who wish to be considered as a Board Member must complete a Board Member Application.
 - b. All Volunteer Information Forms and Board Member Applications will be kept on file in the Parish Office.

V. *Composition of the Board*

- A. The composition of the Board shall consist of not less than ten (10) members. The Board shall be organized in the following manner:

President, Officer	One (1) year term
Vice President, Officer	One (1) year term
Secretary, Officer	Two (2) year term
Treasurer, Officer	Two (2) year term
Athletic Director (s)	Two (2) year term
Facility Supervisor	One (1) year term
Volunteer Coordinator	One (1) year term
Uniform / Equipment Manager	One (1) year term
Concessions Coordinator	One (1) year term

No less than three (3) At-large members One (1) year term
- B. The Officers of the Board shall consist of the President, Vice-President, Secretary and Treasurer. All officers must be elected by a majority vote of the Board at the regular May meeting. The officers will take office July 1 and conclude June 30 of the following year, which coincides with the fiscal calendar. All officers are limited to two consecutive terms in their respective offices.
- C. Any member may be removed with or without cause at any time by the affirmative vote of the members in office or by the Pastor and/or his appointed designees.
- D. Any member of the Board may resign at any time by giving written notice to the President or Vice-president.
- E. Each sport will have a commissioner that must be approved by the Board. The commissioners may be active members of the Board or only attend meetings, as directed by the President, for their sport. If attendance is not full-time, Commissioners may only vote on Coaches

- and matters directly related to their sport. It is preferred that commissioners are not the head coach within their respective sport. When Commissioners are coaches, parents will be notified to direct grievances IAW Paragraph X. H. 1. to the Athletic Director or President.
- F. At least six (6) members must be present for a vote to take to place and five (5) positive votes are required to pass.
 - G. Applications for membership will be accepted in April, with the election to be held in May. Prior to the election, applications will be reviewed by the Board, approved by SPO and then given to the Pastor for his approval.
 - H. Voting members of the Board include all members that have been voted in as a full-time member IAW Paragraph V. G. Full-time active membership includes all Board Officers as shown in paragraph V. A. to include At-Large members. To remain an "Active Voting Member", members must attend 70% of the meetings in a fiscal year and hold one of the Board positions (i.e. paragraph V. A.) within a 2 year period. Exceptions to this policy can be made by the current President.

VI. *Duties of Officers*

A. President

The President shall preside at all meetings of the Board. The President shall exercise a general supervision over the affairs of the Board and shall perform generally all duties incident to the office. With Board approval the President shall be the authority to assign additional duties and responsibilities to individual Board members.

He/she is responsible for collecting agenda items and shall make certain that each Board member and the SPO President has a copy of the agenda for the upcoming meeting at least three (3) days before the meeting. It is the responsibility of the President to attend the scheduled SPO meetings and report financial and operational information of the Board as required by the SPO President.

B. Vice President

The Vice President in the absence of the President shall assume the duties of the President. The Vice President will be responsible for coordination of all fund-raising activities and events.

C. Secretary

The Secretary shall keep a record of the proceedings and attendees of all meetings of the Board and shall have charge of all minutes and agenda's. He/she is responsible for taking and distributing minutes from the meetings to each board member, and the President's of SPO, PSR, and School Board within 10 business days after their approval by the Board. The Secretary is responsible to coordinate communications within the school and parish by using various

mechanisms (i.e. Newsletters, Bulletins, Web Site, etc.). He/she will coordinate certificates and other awards for athletic participation.

D. Treasurer

The Treasurer shall receive all funds of the Board and pay all approved bills. Two signatures are required on all checks written on behalf of the Board. The Parish business office will determine the designated signatories. The Treasurer along with the Athletic Director (s) may approve expenditures up to \$100.00 per sport without board approval. This can be done a maximum of three (3) times between Board meetings. The Treasurer shall submit a report at each meeting as well as an annual report. The Treasurer working together with the members of the Executive Committee will submit an annual budget to the Pastor. Monies collected over the approved budget are to be gifted to the Parish General Fund at the end of the fiscal year (June).

VII. Duties / Responsibilities of Board Members

A. Athletic Director(s) Responsibilities

The Athletic Director(s) may not be a coach.

The Athletic Director(s) shall be appointed by the Athletic Association Board and approved by the Executive Committee.

The Athletic Director(s) shall exercise, subject to the control of the Board, a general supervision over the affairs of the Board, and shall perform generally all duties incident to the office and such duties as may be assigned to him/her from time to time by the Board.

The Athletic Director(s) shall be responsible for all communications with the Diocesan Recreation Association. The Athletic Director(s) will also be responsible for all communications between the commissioners, executive committee, coaches, association and school/parish families. He/she will appoint/nominate commissioners for each sport with the approval of the board and the executive committee. As well as being responsible for the commissioners performing their duties for the individual sports. This responsibility includes assuming the Commissioner role and duties, in the absence of a board approved nominee.

The Athletic Director(s) will also be responsible for all communications between the executive committee, coaches, school and parish families and the Athletic Association. The Athletic Director(s) is responsible for ensuring the successful completion of the duties outlined in the Athletic Program Seasonal Timeline (Attachment 1), and other activities

associated with a successful athletic program. This includes, but is not limited to:

1. The Athletic Director(s) along with input from the commissioners of the sports ensures that each team has fair and adequate practice times.
2. The Athletic Director(s) keeps the coach informed of coaching training programs offered by the Diocese, and encourages the coaches to attend.
3. The Athletic Director(s) is responsible for advising the coaches of required safety training and monitoring their attendance.
4. The Athletic Director(s) keeps the coaches and parents informed of sports camp opportunities.
5. The Athletic Director(s) is responsible for obtaining, reporting, and enforcing academic eligibility. Reviews should be performed prior to the beginning of the season, and performed every two weeks thereafter. PSR student attendance should be checked with the PSR Director.
6. The Athletic Director(s) along with the Athletic Association Treasurer and approve requested expenses for a sport up to \$100.00 a maximum of three (3) times between Athletic Association board meetings.
7. The Athletic Director(s) will work with the commissioners to develop a budget for each sport and submit the budgets to the Board.

B. Commissioner Responsibilities

Each individual sport will have a commissioner, appointed by the Athletic Director, approved by the board and the Executive Committee. The commissioner will complete the duties outlined in the Athletic Program Seasonal Timeline (Attachment 1), and other activities associated with a successful athletic program. This includes, but is not limited to:

1. The commissioners are responsible for ensuring that all coaches are familiar with and comply with the rules and regulations of the Diocesan Athletic Board.
2. The commissioners are responsible for ensuring that all coaches are familiar with and comply with the rules and regulations of the St. Mary Athletic Association. This includes working with Board and coaches to determine the minimum number of players for sports teams.
3. The commissioners will coordinate the scheduling and supervising the end-of-season sports banquets with the Facility Supervisor
4. The commissioners will work with the Equipment Manager to implement and administer program to replace old worn equipment and uniforms.

5. The Equipment Manager is responsible for ensuring that the current equipment and uniforms are kept in a state of good repair.
6. The commissioners are responsible for ensuring that the parents receive printed schedules of practice and game times and locations in a timely manner.
7. The commissioners are responsible for registration for sports and for submitting a budget to the Athletic Director prior to May 1 for fall sports, September 1 for Winter sports and February 1 for spring sports.
8. The commissioner will coordinate the pre-season player evaluations and oversee the evaluation process conducted by the coaches, as described in section X.F. of this Constitution. Evaluations will be performed under the guidance of the Board and the Executive Committee.
9. If there are enough players in a grade to form more than one team the Coaches and the sport's Commissioner will meet to distribute the athletes, in accordance with Section X.F. of this Constitution. The team distribution will be performed under the guidance of the Board and the Executive Committee.

C. Facilities Supervisor

The Facilities Supervisor will complete the duties outlined in the Athletic Program Seasonal Timeline (Attachment 1), and other activities associated with a successful athletic program. This includes, but is not limited to:

1. Ensure that the Gym/Facility Policy as outlined in section X.I, is communicated and adhered to by the Coaches, parents, and participants.
2. Secure meeting, practice, and game facilities as outlined by the Seasonal Timeline and Checklist.
3. Administer the distribution and post-season collection of facility keys to/from the coaches with the Parish Office.
4. Ensure the preparation of St Mary facilities prior to games, and coordinate the cleanup of the facility upon completion of that day's events.
5. Coordinate the activities on on-site supervisors, during the course of athletic events at St Mary facilities.

D. Volunteer Coordinator

Volunteer Coordinator will be in charge of scheduling workers for the concessions and gym for SMAA events. With assistance from the Athletic Directors, Commissioners, and Coaches, the Coordinator will distribute and collect volunteer forms prior to the first practice. Volunteer

schedules will be created and distributed in advance of the first events. The Coordinator will contact people by e-mail or phone to schedule and remind people of when they will be working and what job they will do.

E. Equipment Manager

The Equipment Manager will complete the duties outlined in the Athletic Program Seasonal Timeline (Attachment 1), and other activities associated with a successful athletic program.

The Equipment Manager is responsible for distributing uniforms and equipment to the respective coaches. The coaches shall provide the uniforms to each participant. It is the responsibility of the players and parents to keep the uniform in good condition and return the uniform, as appropriate, to the respective coach or the Equipment Manager. Coaches will collect the uniform from the participant and return them to the Equipment Manager.

If a participant does not return a uniform or any part of the uniform, as required, that individual, and other individuals in his/her family shall not be permitted to participate in any activity at St Mary parish that is under the jurisdiction of this Board. Additionally, in coordination with the School Principal, grade cards for the individual may be withheld until the St. Mary uniform or equipment is returned or financial restitution is made.

The Equipment Manager will maintain a list of uniform items and equipment, by sport, the Board will purchase or provide. In addition, the list will include uniform items/equipment that must be supplied by the parent or team (and whether it needs to be purchased through the Board).

F. At-Large Members

At-Large Members may be any eligible person, IAW Paragraph IV., elected as an Active Voting Member. The At-Large member will assist in communicating with parents and the parish community regarding Sports programs and Activities. He/she should always solicit opinions and evaluations of past, present, and current operations of the Board especially for their grade level or the parish community. He/she will help to recruit new members and volunteers for activities and Board positions. At-Large members are responsible to assist with open Board positions or other volunteer duties, as needed.

VIII. Parliamentary Authority

The rules contained in Roberts Rules of Order, Revised, shall be the parliamentary authority of this Association in all matters to which they are applicable unless they are inconsistent with this Constitution.

IX. Amendments

This Constitution may be amended at a regular meeting by five (5) positive votes of the members of the Athletic Association Board present and voting, provided the proposed amendment has been submitted to the Secretary and read at the previous meeting. All amendments to the Constitution will be given to the Executive Committee, SPO President and the Pastor for approval. Amendments to the Constitution proposed and not passed will not be reconsidered for at least one (1) year.

X. Policies, Procedures & Guidelines

It shall be the responsibility of the Board to establish a program of operating procedures and policies consistent with the philosophy of the Board. These policies, procedures and guidelines shall be adopted by five (5) positive votes of the Board. These policies, procedures and guidelines may be subject to review from time to time. Any member of the Board may make recommendations or suggestions regarding these policies, procedures and guidelines.

A. Meetings

Meetings will be held on a monthly basis and will be arranged as follows:

1. The place and time of the each meeting will be published in the Parish Bulletin, St. Mary School and Parish School of Religion communications at least two days prior to the meeting date. An attempt will be made to establish a permanent time and place for the meetings.
2. A written agenda will be prepared for each meeting.
3. The Treasurer at each regularly scheduled meeting will submit a financial report.
4. To place an item on the agenda it must be submitted to the President in writing three days prior to the meeting date.
5. A Board Member may request an emergency or auxiliary meeting by contacting the President.

B. Participant Eligibility

Any child registered as a St Mary School or PSR student is eligible to participate in the parish athletic programs regardless of where they attend school. Children, who are members of neighboring parishes that do not provide a sports program, are eligible to participate by submitting a signed consent form from their parish pastor. These

programs must be accessible to young people with disabilities and open to their full participation, according to their capacity. Physical contact restrictions or disabilities that place a child's physical welfare in question, may require formal written acknowledgment of the risks and a waiver of liability to be signed by the parent and the Athletic Director. Any actions must always take into consideration the parents' and child's wishes to participate.

C. Participant / Player Registration

1. All Communication regarding the parish athletic program or a particular team must reflect that it is associated with the parish and not a school.
2. Notification of sign-ups for each sport will be in writing and made available by various means through the School, Religious Education office and the Sunday Bulletin. The Board shall set the date(s) that registration forms must be submitted. Registration forms and fees must be submitted by the registration deadline. Participants who submit forms and fees after the deadline may be placed on a waiting list.
3. The decision to add an athlete after the season has begun will be reviewed by the Executive Committee. The coach will also be consulted and included in the decision. All decisions with regard to player add ons should be made with Christian consideration.

D. Participant Fees

1. All athletic fees are due at the time of registration.
2. Athletes may not begin practice until all fees have been paid, or alternative arrangements have been made with the Parish Office, the St. Mary School Principal or the Religious Education Director.
3. A late fee of \$25 will be charged for any fees received after the registration deadline.
4. An athlete will not be eligible to participate in future Parish athletic programs until all delinquent fees have been paid, or alternative arrangements have been made with the Parish Office, the St. Mary School Principal or the Religious Education Director.
5. Refund of participation fees will be made unless the Athletic Association incurs any direct cost, i.e., uniforms, etc. The Board will review extenuating circumstances regarding fees, such as refunds, financial assistance, or scholarships on an individual basis

E. Participant / Player Participation

The amount of playing time will be determined by the coach using the guidelines established by the Diocesan Athletic Board. This includes all tournament and playoff games.

(Columbus Diocese guidelines for each sport will be distributed with the schedules. Additional copies will be available in the Parish Office)

F. Team Formation and Player Selection

1. The policy of the St. Mary Parish is that all who wish to participate in the athletic programs offered through St. Mary Parish and this Board will be allowed to do so provided that they meet the requirements and criteria established by this Board and its policies, St. Mary Parish, the Diocese of Columbus and these Bylaws.
2. Teams will consist of a reasonable number of participants. Appropriate team size will be determined by the Executive Committee with input from the coaches. The team sizes for the upcoming year will be established no later than June 30, and will be publicized through school. Parish and PSR communications.
3. When team size exceeds a reasonable number of participants, a second team will be formed for that sport.
4. All teams in fourth, fifth, and sixth grades will be divided equally by talent since these are developmental programs. All players will be evaluated prior to the formation of the teams and the commencement of league play to ensure equality. Evaluations will be coordinated and conducted by the Commissioner of the specific sport. The Athletic Director and/or Commissioner will set up the drill and/or game playing criteria (speed, skill, agility, physical capabilities, and/or physical characteristics - height, etc.), while soliciting player's capabilities from the coaches. The impartial Athletic Director and/or Commissioner will be the final recommendation authority for the Board. There may be circumstances where a participant may have an opportunity to move up to the next level. These situations will be reviewed and approved on a case-by-case basis. Such matters will be discussed between the Athletic Director, the Commissioner, the affected coaches, the parents, and the specific child, with consideration of skill level, physical attributes, and maturity. Final approval must be granted by the Board. Formal written acknowledgment of the risks and waiver of liability must be signed by the parent and the Athletic Director.
5. Teams consisting of seventh and eighth grade students will be divided into Green and White teams, if, and only if, the number of participants are sufficient to form more than one team; and, provided that the policies of St. Mary Parish, the Diocese of

Columbus and this Board so authorized. Additionally, no decisions will be executed without the approval of the Executive Committee. The criteria for dividing and designating teams shall be determined by the Board and these teams need not be divided equally by talent. All players will be evaluated and tryouts will be conducted to determine which players are assigned to each respective team. The respective Athletic Director/Commissioner will arrange the tryouts and will be the final recommendation authority for the Board. In the case of a conflict of interest, an impartial representative will be assigned by the President. Each participant will be evaluated by drill and/or game playing criteria developed for that sport (speed, skill, agility, physical capabilities, and/or physical characteristics - height, etc.), while soliciting player's capabilities from the coaches.

G. Coach and Volunteer Requirements

All individuals who will have contact (i.e., coaching, transporting, supervising, etc.) with student-athletes will undergo BCI & I fingerprinting, background check and must have completed "*Protecting God's Children*" training before they have any contact with student-athletes. This will be done at the individual's expense. The background screening documents will be secured in the Parrish Office and used for no other purpose than ensuring the safety of St. Mary student-athletes.

No individual will be permitted to have contact with students until all requirements have been completed.

H. Grievance and Complaint Policy

Grievances and complaints will be addressed through the following procedure:

1. Comments or complaints are to be addressed initially with the coach at a time and place separate from all players, fans, et al. If issues are placed in writing, the coach or recipient will respond within 3 days acknowledging receipt and identifying the follow-on process. If a grievance persists, concerns must be presented in writing including the nature of the grievance to the commissioner or Athletic Director (AD) of the sport within one week of addressing the issue with the coach.
2. If the parent or coach is not satisfied with the resolution or none is agreed upon, a meeting of the coach, parent and Commissioner/AD may be called and could include the Board President, dependent upon potential conflicts of interest. It will be at the discretion of the Athletic Director to determine if it is appropriate to have the athlete present. If not done so earlier, the information concerning the grievance will be shared with the Executive Committee.

3. If there is no resolution at the previous step then the parent or coach may submit the grievance in writing to the Athletic Association Board and it will be reviewed at an executive session.
4. If the grievant is not satisfied, the case will be referred to the Pastor. We should attempt to resolve this prior to bringing issues to the Pastor's attention. In all cases, every individual involved must show Christian respect both publicly and privately, in actions and speech.

I. Gym / Facility Policy

The following rules / procedures apply to all practices and games - at St. Mary and other gyms.

1. Players may NOT enter the gym without the coach or a parent
2. Players may NOT arrive at practice more than 15 minutes before the practice begins, unless requested otherwise by the coach.
3. Parents should confirm that a coach and another adult are present at practice prior to leaving the child.
4. Siblings and other children who are not practicing may NOT be left at practice; the coaches are not there to baby-sit, and are not responsible for children not on their team.
5. If siblings are at practice, the child must be supervised by the parent at all times.
6. All players, parents, children are expected to clean up when leaving the gym.
7. The use of softballs and baseballs will be limited and highly supervised. It is recommended that indoor practice balls or wuffle-style balls be used in the gym. A best practice involves having balls remain "green wall -height" or below in the gym. An adult coach must operate the pitching machine, at all times.

Violation of these rules by the players or their parents/guardians may result in suspension of the player or the team for one game.

J. Practice Time Policy

Because these are Parish teams any team that includes Student Athletes that attend PSR, the team will not be permitted to practice before 4:00PM on Weekdays.

K. Athletic Awards Program

St. Mary Athletic Awards program will be structured according to the following guidelines:

1. A student-athlete qualifies for the year-end individual award by being a member of the team, demonstrating satisfactory attendance at practices and games during the season, and exhibiting sportsmanship reflective of the standards of St. Mary School and Parish

2. Awards may be presented at the season-end sports banquets or a Pep Rally just prior to scheduled games.
3. Student-athletes will receive a SMAA certificate for each sport in which they qualify, grades 4-8.
4. Grades 4-6 will receive the SMAA certificate for their award.
5. Grade 7 athletes will receive an award denoting junior varsity level participation in the specific sport (e.g. magnet).
6. Participants in Varsity level sports and/or 8th graders will receive an award (e.g. Varsity specific magnet) denoting active participation in practices and preparation for games. Awards may be given during or just prior to any scheduled games.
7. When a team wins or ties for first place in either the Regular Season Division or the Diocesan Tournament Championship, the Board will purchase trophies for all team members. Track and field trophies will only be purchased for first place in the Diocesan Championship meet for all members of the event or relay.
8. Eighth grade scholar athletes will be selected for each sport during the academic year, a boy and a girl. As such, the school principal or designated teacher (i.e. Academic Representative) will identify an active student athlete with the highest grade point at the time of the sport. A minimum of a 3.0 grade point average is required to be eligible for the award. If St Mary is not able to field a team due to an insufficient number of athletes for the academic year, and the St. Mary student plays with another diocesan team, that athlete may be considered for the scholar athlete award.

If within the academic year, duplicate winners may be substituted by an athlete with the next highest GPA. In all cases, the athlete will need to demonstrate leadership in academic and athletic pursuits for consideration. Input from the President of the Athletic Association, Athletic Director, Commissioner, Board's representative, and an Academic Representative will be used to select the scholar athlete.

L. *Athletic Apparel*

1. The SMAA Board, in conjunction with St. Mary School and PSR will designate / approve vendors for all athletic apparel associated with the St. Mary athletic programs.
2. All logos, graphics, etc. must be approved by the Executive Committee.

M. *Addition of New Sports Teams*

Any party interested in establishing an additional sport must submit a request for the establishment of the sport and a budget for the sport to the Saint Mary's Athletic Association Board before the yearly budget is submitted in March and at least 150 days prior to the beginning of the sport's season.

Important Note: Before a sport can be established by the Saint Mary's Athletic Association Board, it must be first approved by the Executive Committee and the Pastor.

N. Coach's Responsibilities

The coaches/advisors bear the greatest responsibility for the development of sportsmanship as they have the greatest influence on the attitudes and behaviors of the players, parish and the community. Coaches/advisors must value the sportsmanship and teach it through their words and through example. The Coach will complete the duties outlined in the Athletic Program Seasonal Timeline (Attachment 1), and other activities associated with a successful athletic program. This includes, but is not limited to:

1. All Coaches and Assistant Coaches are required to attend the Protecting Gods Children Class, submit fingerprints and receive a background check through BCI&I, that is required by the Diocese. All coaches must submit an application. Coach applications will be reviewed by the Board. The Board's recommendation will be reviewed and approved by the Executive Committee. Applicants may address the Executive Committee regarding the coaching decisions.
2. All coaches should attend and successfully complete a Sports Medicine and CPR certification course; and keep the certification in good standing.
3. The coaches must have a Player, Parent meeting to discuss Parent responsibilities and requirements for Player participation.
4. There will be no individual team or sport fundraisers.
5. Head coaches need to be present at the majority of practices. An adult assistant coach or an adult designee must be present in the absence of the head coach.
6. Coaches are expected to promote teamwork, sportsmanship, and a desire to learn the sport and compete.
7. Coaches are expected to promote and encourage Christian fellowship among players during all practices and game play.
8. Coaches are expected to set an exemplary model for athletes, parents and spectators in all situations. Failure to set an acceptable model could result in suspension from coaching for a period determined by the Executive Committee and the Diocese. Reinstatement to coaching, even if approved by the Diocese, must be approved by the Executive Committee. It is the responsibility of the highest-ranking Board member in attendance to immediately notify the Board, the Executive Committee, and the Pastor of the situation.
9. Coaches should be adequately knowledgeable about the sport he/she is coaching.

10. Coaches are expected to ensure the participation in each game of each player according to the guidelines of the Diocese.
11. Decisions involving a team member's behavior will be made in a fair and impartial manner regardless of the probable effects on the winning or losing contests. Coaches having problems with a child's behavior will contact the commissioner and parents before administering any action that could affect a child's participation in a game.
12. The coach is responsible for the conduct and sportsmanship of him/herself and the team.
13. Abusive and/or foul language by the coach or his/her assistants at practices and/or games will not be tolerated and will result in disciplinary action by the Athletic Board.
14. Coaches are accountable for any equipment issued to them. Equipment must be returned to the Equipment Manager of the sport within two weeks and inventoried.
15. Coaches will provide practices, which stress the development of skills and techniques at specific levels of age and ability. Coaches in our 4th, 5th, and 6th grade developmental programs will stress fundamentals, skill development, discipline, and teamwork without losing sight of Christian values.
16. Coaches are expected to attend the diocesan coaches meetings and the St. Mary Athletic Commissioner's meetings for the sport they are coaching.
17. Each coach will provide to the Athletic Director the following as soon as available:
 - a. Amended Diocesan rule changes for the sport
 - b. A schedule of practice and game times and sites
 - c. Projected referee fees
 - d. A roster of players with assigned uniform numbers
 - e. A schedule of tournaments
18. Each coach will provide a written schedule for parents of the team members of all games and practices. This schedule will be provided in a timely manner. All attempts will be made to notify families/parents of changes.
19. Coaches or his/her representative must remain at the practice/game site until all team members have been picked up/accounted for.
20. Coaches do not have to play an athlete if the athlete's actions or conditions are not consistent with Diocesan guidelines:
 - a. Academically ineligible
 - b. Sick/ill
 - c. Unexcused missed practice
 - d. Absent
 - e. Suspended by Diocese
 - f. Other (Coaches or Athletic Association rules)

21. No player can be penalized for attendance at religious education functions and activities.
22. Coaches should communicate with the Diocesan Recreation Association directors through the St. Mary Athletic Director or St. Mary Athletic Commissioner.
23. Coaches are expected to attend the awards ceremony for their sport.
24. Coaches are to submit budget requests to the athletic director for an upcoming season within 30 days of the just completed season. Budgets not turned into the athletic director within this time period will be determined by the athletic director and the Saint Mary's Athletic Association Board.
25. The coach will work with the commissioner and conduct the pre-season player evaluations, as described in section X.F. of this Constitution. Evaluations will be performed under the guidance of the Board and the Executive Committee.
26. If there are enough players in a grade to form more than one team the Coaches and the sport's Commissioner will meet to distribute the athletes, in accordance with Section X.F.5 of this Constitution. The team distribution will be performed under the guidance of the Board and the Executive Committee.
27. Because these are Parish teams any team that includes Student Athletes that attend PSR, the team will not be permitted to practice before 4:00PM on Weekdays.

O. *Player's/Cheerleader's Responsibilities*

The following constitutes the responsibilities of the St. Mary Athletic Association players/cheerleaders:

1. Each player is expected to conduct his/herself in a manner which positively reflects Christian sportsmanship at all times during all practice, games, and tournaments and in the community.
2. Each player is expected to participate in all practices and games unless previously excused by the coach. It is the responsibility of the player to notify the coach at the earliest possible time of intended absence.
3. A student must be in school for a full day in order to attend practice, or to play a contest, or participate in any school related activity on that day. If a student is out of school on Friday for an excused absence, they are still permitted to play on Saturday or Sunday. If a student is away from school the day of a game for an approved purpose, the student is eligible to play provided they get permission from the principal or pastor. If a student misses school and goes home sick, they are not able to play, regardless of any permission.

4. If a student misses school due to an unexcused absence, they may not play in games on Saturday or Sunday,
5. Players are expected to arrive at the game site prior to the game the amount of time designated by the coach.
6. Abusive or foul language at practice or games is subject to immediate disciplinary action, which could result in suspension from the team. If a player is ejected from a game or contest, the Diocesan Recreation Association states that such a violation automatically carries with it a suspension from the next contest.
7. The purpose of practice is to develop skills, not to horseplay or socialize. Disrespectful or disruptive actions are considered unacceptable behavior. A player can be benched for the remainder of a practice and/or game if his/her behavior is not in the best interest of the team, in the judgment of the coach. All instances resulting in such action will be discussed with the parents and Commissioner. Players are expected to arrange their own transportation to and from practices and games.
8. Uniforms and equipment issued are the property of the St. Mary Athletic Association and are provided to the player for that sport's season only.
9. Proper care must be taken of all uniforms and equipment issued.
10. Any item lost or damaged through negligence, beyond reasonable wear, must be replaced at the player's expense.
11. All uniforms must be returned clean prior to the awards ceremony for that sport.
12. Uniforms are to be returned according to the instructions given by the coach.
13. Players quitting the sport are required to turn in the uniforms and/or equipment immediately.
14. Players who do not promptly return uniforms and/or equipment will not be permitted to play or practice another sport at St. Mary until they have returned or paid for the uniform in question. In coordination with the School Principal, grade cards may be withheld until the St. Mary uniform or equipment is returned or financial restitution is made.
15. Uniforms may only be worn for games, inter-school scrimmages, or team pictures unless otherwise authorized by the coach.
16. Any Student wishing to participate in a parish athletic team at St. Mary must abide by the Drugs, Alcohol and Tobacco policy of St. Mary School revised 6/15/99.
17. Players will wear appropriate attire for practices. Protective equipment (i.e. knee pads for volleyball, batting helmets for softball/baseball, and pads for football, etc.) must be worn unless otherwise noted by the coach. Clothing must be appropriate, with no vulgar sayings or symbols, spaghetti straps, cut-off jeans, or other

revealing clothing. Primarily, if it would not be allowed at School/Physical Education, it is not allowed at practice.

P. Requirements for Participation

1. To maintain academic eligibility, grades and student behavior will be checked by the Athletic Director at the beginning of the season and every two weeks thereafter. If a student is not meeting or exceeding the academic and behavioral standards in more than one subject the student goes on probation.
2. If a student is not meeting or exceeding the academic and behavioral standards in more than one subject the following two weeks the student then becomes ineligible until they are meeting or exceeding the academic and behavioral standards in all but one subject. If a student goes on probation twice during the season for not meeting or exceeding the behavioral standards that student immediately becomes ineligible for a two-week period of time.
3. An ineligible student will not be permitted to practice with the team or play in the games for a period of two weeks.
4. The students' principal, Athletic Director and/or coach/advisor have the right to suspend for any length of time a student athlete from participating in any sports activity as an appropriate disciplinary action for behavior that would reflect back on the student athlete as behavior not fitting a St. Mary Parish athlete.
5. All parish students are responsible for providing proof of eligibility. The student will not practice or play games until proof is given to the Athletic Director.
6. The Athletic Director has complete authority to implement and enforce the Parish Athletic Policy. Any situation that may arise and not covered by this policy will be reviewed by the Athletic Association within a two-week period.
7. The Athletic Director may ask the Athletic Association Board to review a situation and the Board will bring the situation to the attention of the Pastor. The Pastor's decision is final.
8. Players must be a member of St. Mary Church, enrolled in and attending PSR or a student at St. Mary School. The only exception would be those who are members of a nearby Catholic Church that does not have a team and are enrolled and attending PSR at their church.
9. Freshman High School eligibility for athletics is dependent upon the last quarter grades (8th grade). This is verified by the School Principal and transmitted to the new school IAW OHSAA requirements.

Q. Parent's Responsibilities

The following constitutes the responsibilities of the parent(s) of the children who participate in St. Mary Athletic Association events.

1. Parents are members of the St. Mary Athletic Association and are expected to meet minimum volunteer requirements established at the beginning of the school year. This includes supporting the Association activities by assisting with the fundraising activities and other functions. Examples of other functions include, but are not limited to collecting gate receipts for games, assisting with concessions stand, etc.
2. Parents are encouraged to volunteer their knowledge as coaches and assistants to permit maximum learning and playing opportunities for players.
3. Parents are expected to support the coaches and athletes. Parents are not to undermine the coaches in front of children or others since we are expected to project a Christian example, at all times. Grievances or comments will follow paragraph X. H.
4. Parents are responsible for making transportation arrangements to and from all practices and games so that the player arrives and leaves at the designated times. Coaches are not expected nor required to provide this service.
5. Parents are to pick their children up on time from practices and games.
6. At games, parents are to remember that they are the guests of the host school whether their team is playing at home or at another school. Spectators reflect upon the image of St. Mary and are expected to show respect to their opponents and game officials.
7. Parents are expected to attend any parent information meetings regarding the sport that their child is playing.
8. If a child fails to return a uniform and/or equipment issued to him/her, the parent(s) is/are responsible for its replacement cost before that child will be permitted to play any other sport at St. Mary.
9. Parents and relatives may be made to leave a game site if their conduct is found to be intolerable by an official. According to guidelines of the Diocesan Recreation Association, failure to leave can result in forfeiture of the contest. It is the responsibility of the highest-ranking Board member in attendance to immediately notify the Board, the Executive Committee, and the pastor of the situation. The parent's failure to comply with Diocesan guidelines could

- jeopardize the team's ability to compete in the future and may result in a suspension from game attendance for a period determined by the Executive Committee and the Diocese.
10. Abusive or foul language or behavior by parents, when around children or other members of our Diocese and parish community, is intolerable. Overall, parents, family members, and/or friends of St. Mary athletes are expected to set an exemplary model for other athletes, coaches and spectators in all situations. Any failure to set an acceptable model could result in expulsion from the activity or exclusion from future sporting events and/or suspension or exclusion from coaching a sport for a period determined by the Executive Committee, Pastor, and/or the Diocese. Reinstatement, even if approved by the Diocese, must be approved by the Executive Committee.
 11. Parents should encourage their children to finish the season if a child registers for a sport. Quitting a team during the season could jeopardize the team's ability to compete.