

**BY-LAWS OF THE ST. CHARLES BORROMEIO
ATHLETIC ASSOCIATION**

**ARTICLE ONE
NAME, PURPOSE, AND PRINCIPLES**

Sec. 1.1: NAME –The name of this organization shall be St. Charles Borromeo Athletic Association (the “Association”).

Sec. 1.2: PURPOSE AND ADMINISTRATION – The Association is formed to provide various athletic programs for the children of the residents within the boundaries of St. Charles Borromeo parish. A Board of Directors (the “Board”) in accordance with these bylaws will administer the Association.

Sec. 1.3: PRINCIPLES – The Association is a Catholic-sponsored organization that provides an opportunity for all eligible children to participate equally irrespective of the child’s level of skill or ability. The objectives of the program are for each child to discover and experience the fun of playing sports while receiving competent guidance and instruction in the basic skills and strategies of the game. The primary emphasis of the program is placed on the physical, social, emotional, and moral development of the children and not on the won-lost records they attain, therefore allowing equal participation in each game.

Parents and coaches play a very important role in achieving the objectives of the athletic program, by realizing that the benefits derived from the program, as a whole, will endure far longer than the outcome of a single game or season. The participants in the program are not miniature adults, but children, and a game should never become more important than those who are playing it. By creating such an atmosphere, all participants will be winners.

ARTICLE TWO MEMBERSHIP AND MEETINGS

Sec. 2.1: MEMBERSHIP – Any individual is automatically a member of the Association if they are the parent or guardian of a child enrolled to play any sport offered by the Association, or if they actively donate time to activities of the Association.

Sec. 2.2: REGULAR MEETINGS – Regular meetings of the members of the Association shall be held monthly at such a place designated by the Board.

Sec.2.3: SPECIAL MEETINGS – The President or three Directors of the Board may call special meetings of the membership. Members may request the Board hold a special meeting. Special meetings shall be held at a place designated by the Board.

Sec. 2.4: NOTICE OF REGULAR MEETINGS – Notice of all regular meetings stating the time, place, and date of such meetings shall be placed in the bulletin of the parish in advance of the meeting.

Sec. 2.5: MEMBERSHIP RESPONSIBILITIES – Members of the Association are encouraged to attend all regular meetings and donate time to the Association as coaches, instructors, field workers, referees or such other positions as may be required from time to time by the Board.

ARTICLE THREE BOARD OF DIRECTORS

Sec. 3.1: GENERAL POWERS AND NUMBER – The property and business of the Association shall be controlled and managed by a board of five directors: (1) President; (2) Vice President; (3) CYC Coordinator; (4) Secretary; and (5) Treasurer (collectively, the “Directors”).

Sec. 3.2: ELECTION OF DIRECTORS – Directors are elected to specific positions on the Board by the other Directors and Coordinators (see Article VII for list of Directors and Coordinators who are eligible to vote for the election of Directors). Directors are elected by a simple majority of the votes cast by the other Directors and Coordinators. Each Director, including any Director up for re-election, and each Coordinator is entitled to cast one vote for each position up for election. Directors and Coordinators need not be present at the election to cast a vote, but may submit their written absentee vote to one of the Directors not up for re-election prior to the time of the election.

No Director shall be a coordinator of a participating sport at the same time.

In case of death, termination or resignation of any Director, the remaining Directors may appoint a Director (“temporary Director”) by majority vote of the remaining Directors to fill the vacancy until a successor is elected. A successor Director shall be elected as soon as reasonably possible. Any successor Director shall be elected to fill the Director position only for the period of time remaining for the term of the Director who died, was terminated or resigned.

Before an election can be held for a Director, a notice must be placed in the parish bulletin which runs for at least two weekends and identifies the position available, provides a brief description of the responsibilities of the position and advises the date, time and location for the election. At the election meeting, all candidates shall in person or in writing (if absent from the meeting) introduce themselves to the Directors and Coordinators, advise the Directors and Coordinators as to why they are interested in the position and what value they can bring to the position. The Board and Coordinators will then be permitted to ask the candidates questions before a vote is taken by secret ballot. The ballots are to be counted and certified by at least two Directors who are not up for re-election.

Directors are elected to four (4) year terms. There is no limit on the number of consecutive terms a Director may hold his or her position on the Board.

Sec. 3.3: RESPONSIBILITIES OF THE BOARD OF DIRECTORS – The responsibilities of the Board include, but are not limited to, the following:

- a. To select the sports and age groups to be sponsored by the Association and to

- direct the operation of all sponsored athletic activities.
- b. To secure the necessary funding for the above activities by approving the participant fee structure and program budget for each sport and/or directing independent fund-raising events.
 - c. To operate the athletic program within the principles (Section 1.3) of the Association and in accordance with these bylaws.
 - d. To appoint (and/or remove) the coordinators for each sport.
 - e. To evaluate annually the coordinators of the Association to insure that they are performing their duties in a manner consistent with the Association.
 - f. Hear any motion brought to them by the membership.
 - g. To promote involvement in the Association.
 - h. To ensure monthly representation at district-level CYC meetings or other associations under which sports programs are offered.
 - i. To approve the budget.
 - j. To review and revise the by-laws as necessary.

Sec. 3.4: QUORUM AND POWERS OF THE MAJORITY – A majority of the Directors shall constitute a quorum for the transaction of business. The action of the majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board.

Sec. 3.5: TELE-PARTICIPATION AT MEETINGS –Directors may participate in a meeting of the Board by means of a conference call or similar communications equipment whereby all persons participating in the meeting can hear each other. Participation in a meeting in this manner shall constitute presence in person at the meeting.

Sec. 3.6: MOTIONS - Any motion brought to the Board shall be heard and discussed at the meeting at which the motion was presented or at the next scheduled meeting following the date on which the motion was made. After a full and complete discussion of the motion by the Board, the Board will either recess to vote on the motion in closed session and then return to the general meeting, vote on the motion in a closed session at the conclusion of the general meeting, or call a special meeting for the purpose of voting on the motion. Any decision made by the Board is final. At the next meeting if the motion is brought up again, the same policy will be followed. Any Director who is absent, will have an abstain vote unless it is put into writing and given to the Board before said meeting.

Sec. 3.7: REMOVAL OF BOARD MEMBERS –Directors may be removed by unanimous vote of the other Directors for materially failing to carry out his or her responsibilities as a board member. Due process (Sec. 4.8) shall apply.

ARTICLE FOUR OPERATION OF ASSOCIATION

Sec. 4.1: FISCAL YEAR – The fiscal year of the Association shall be May 1st to April 30th.

Sec. 4.2: FINANCIAL FOCUS – The Association is a not-for-profit organization. Any excess of revenues over expenses will be first used to maintain and upgrade the athletic facilities and equipment as needed. For emergencies or special parish needs, with Board approval, funds may be given or loaned to the parish.

Board approved sports programs fee schedules shall be established to cover current operating expenses, facilities upkeep/improvement and adequate funds for replacement of equipment, uniforms and other perishable assets.

Board approved fundraising activities shall be established as needed to support the revenues of the Association.

Sec. 4.3: FISCAL MANAGEMENT AND REPORTING –

a. The treasurer shall maintain the books and records in proper order to allow for preparation of a current balance sheet and statement of revenue and expenses at request of the Board. Upon completion of the fiscal year, a year-end financial summary of the preceding year shall be prepared for review and analysis by the Board. Other financial reports and budgets will be provided to the Board upon request.

b. All Association funds shall be kept in a checking account in the name of the Association at a local, federally accredited financial institution. The President, Treasurer and Parish Priest shall be signatories on the account. The Association may place Association money in a CD or other savings or investment vehicle upon Board approval.

c. *Reimbursements:* All Association expenses must be approved by the Board. Prior to the beginning of each sports season, the coordinators shall provide a list of expected operating expenses for Board approval. All reimbursement requests must be accompanied by a valid receipt. Expenses will not be pre-paid without a valid, written estimate. All checks written for expenses of \$250 or more must be signed by the Treasurer and President. The Treasurer shall not sign a check to reimburse herself or himself for any expenses. Only the President has authority to sign a check on behalf of the Association for the purpose of reimbursing the Treasurer for an approved expense of less than \$250. For reimbursements to the Treasurer for expenses of \$250 or more, the President and a second Board member must sign the check.

Sec. 4.4: PLAYER ELIGIBILITY – Participation in Association programs will be in accordance with the current eligibility rules described in the CYC Athletic Association Archdiocese of St. Louis Constitution. Non-parishioner players may be sought only to fill out teams in need of players. Once accepted, a non-parishioner player may continue in the program through subsequent years. The Association reserves the right to charge a higher fee for non-parishioner players. All eligible players who meet published deadlines will be placed on a team within the limits of roster development as defined in section 4.11, while allowing preference to returning players versus new players. Those who apply late may be assessed a late fee (as described in the late fee policy attached in section 4.15) and placed on a team provided they do not cause the team to carry an unwieldy number of players (see section 4.11 for further description of roster limits).

A player's eligibility status is determined exactly according to the Archdiocese of St. Louis CYC eligibility rules and generally as follows:

- a. Player's family is registered in the parish or attends the school as a full-time student.
- b. Player's family is a non-registered resident within the boundaries of the parish. A player who is neither a registered member of either parish, nor a full-time student enrolled in the regional school, nor a resident of the geographical boundaries of the parish can only be allowed to play for this organization with a signed, written release from the participant's home parish in question, according to the St. Charles District CYC Constitution.

This non-resident player will be allowed to play without a release for a team sponsored by the Association only when his/her resident parish does not offer a team for such sport in his/her age group. The exception to this rule is that under no circumstances will a non-resident "open" player (someone who participates on another team of the same sport during that same sports season) be allowed to participate on a team; reference the CYC Constitution for further definition. A player retained a grade or more in school, may not be more than one year older than the grade level of the team for which he desires to play.

Sec. 4.5: COACH ELIGIBILITY - Participation by adults in the athletic programs as coaches is a privilege not a right. As such, there may be training prerequisites established by the parish, district and/or archdiocese that must be met prior to performing actual coaching duties. Failure to abide by these prerequisites will result in the removal of noncomplying coaches.

Sec. 4.6: RULES OF CONDUCT – All people, including coaches, referees, players, and spectators, who are in any way connected to this Association, shall at all times (before, during and after any sports event) conduct themselves as true Catholic sportsmen/sportswomen and reflect the purposes and principles of this Association.

The following rules of conduct are not designed to be all-inclusive, but are merely the type of conduct expected of persons connected with the Association:

- a. All coaches shall pray with their players before each game.
- b. All referees and umpires are to have authority on any field, court, or area of play until the referee/umpire leaves the area. Managers, coaches, and team captains are the only ones who may confer with the referee/umpire. The referee/umpire shall be shown respect at all times. This is an essential part of the training of our players.
- c. All spectators are the responsibility of the coaches of the respective teams.
- d. The idea of any game is to play according to the rules, not to cause bodily harm.
- e. No fighting or pushing of coaches, referees, players, or spectators will be tolerated. Any person connected with this Association will be severely disciplined by the board for a fighting infraction.
- f. The coordinator of each sport shall have the responsibility to notify any person (coach, referee, player or spectator) of their suspension from the Association for any violation of the disciplinary guidelines listed in Appendix 1. Any person so suspended, may request the board review such suspensions in a **TIMELY** manner.
- g. Appendix 1 establishes guidelines the Board may use to determine appropriate punishments for infractions of the rules of conduct. Such guidelines are established for consistency. The guidelines are not binding on the Board. The Board is expected to use its discretion in determining punishments for rules of conduct infractions.

Sec. 4.7: GRIEVANCES – Members may file a grievance with regard to infractions of these bylaws or action inconsistent with the purpose and principles of this Association in accordance with the grievance procedures as established from time to time by the Board. Any member may bring a grievance for Board review by putting such grievance in writing and stating the problem or issue and desired action by the Board. Depending upon the matter, it will be addressed during the next scheduled meeting or by a special meeting(s). Additional information may be requested by the Board to fully understand the matter.

Sec. 4.8: DUE PROCESS – Removal of board members, coordinators, managers, coaches, players and others involved in Association activities will allow for due process for all parties involved. Such due process may include one written warning from the Board or coordinators and a statement of consequences for future problems with the involved individual. Prior to formal and final action by the Board, a face-to-face opportunity will be made available to the involved parties to present the facts, issues and their respective positions.

Sec. 4.9: SPORTS COORDINATORS – The Board shall appoint a head coordinator for each sport sponsored by the Association. The head coordinator shall serve as long as he or she wishes to serve subject to approval of a majority of the Board. Some sports may require more than one coordinator. The Board is free to name as many

people as may be necessary to adequately sponsor a particular sport. The coordinator is also permitted to appoint assistant coordinators to assist in coordination of the sport. The assistant coordinator(s) will have none of the voting rights of the head coordinator. The head and assistant coordinators may be terminated from their positions by a majority vote of the Board.

The head coordinator shall have overall responsibility for the sports program. While not intended to be inclusive, below is a list of several of the specific responsibilities of the head coordinator.

- a. Report to and communicate with the Board as to all significant or special issues, particularly issues not covered in the by-laws.
- b. Arrange for Association teams' participation in the CYC league and to coordinate activities and schedules with the league.
- c. Supervise registration of players and coaches.
- d. Assign players and coaches to individual teams (see Sec. 4.11). Prior to players being assigned, the coordinator may discuss with all the coaches any anticipated potential problems with regard to the upcoming season.
- e. Obtain and assign adequate facilities for team practices.
- f. Coordinate with the scheduling of regular season games, make up games, and any post-season league tournaments, and communicate such schedules to team coaches in a timely manner.
- g. Ensure that our children receive competent guidance and instruction.
 - i. Have coach certification and other training available.
 - ii. Require all coaches to be certified or otherwise deemed competent.
 - iii. Annually assess coach performance and conduct.
 - iv. Require all coaches complete training deemed necessary by the respective parishes or the archdiocese.
 - v. Enforce the requirement that no head coach can participate in their role without their prior completion of the "Coaching to Make a Positive Difference" training class and submission of the supporting documentation. Enforce the requirement that no head coach or assistant coach can participate in their role without their prior completion of the "Protecting God's Children" training class and submission of the supporting documentation.
- h. Maintain vehicles to obtain feedback from parents, coaches, and players.
- i. Following season completion, prepare a post-season report to include participation information, equipment and facilities overview, and any other information that will be useful in designing future sports programs.
- j. Obtain the needed volunteers or vendors to assist in providing or administering the sports program.
- k. Ensure that the sports programs are maintained within the purpose and principles of this organization and that the conduct of coaches, players and fans are appropriate.
- l. Coordinate official/referee assignments with the league.
 - i. Ensure adequate training and certification for officials/referees.

- ii. Support officials/referees throughout the sports program on any problem that may arise.
- m. Equipment and facilities coordinators may exist and will be responsible for those areas as agreed to by the board.
- n. Submit documentation for Association-responsible expenses related to the sports season to the Treasurer.

Sec. 4.10: GOVERNING RULES FOR EACH SPORT – Each sport shall be operated according to a set of written rules, which are available to sports coordinators and coaches. These bylaws are part of such rules. Where a conflict exists between the governing rules of this Association and the league in which the team is enrolled, the leagues rules will take priority.

Sec. 4.11: FORMATION OF TEAMS – The Association sponsors recreational, not select sports programs. A and B teams are not permitted. In situations where there are enough players for multiple teams in a grade, it is the goal of the Association that the teams be divided as evenly as reasonably possible according to player ability. To reach that goal, the following rules will be applied in forming teams where there are enough players for multiple teams in a grade:

- a. There will be no tryouts.
- b. For teams in first grade and below in soccer, fourth grade and below in volleyball and third grade and below in basketball, teams will be selected at random after the head coach's child is placed on his or her team (i.e., pick names out of a hat).
- c. For teams in second grade and above in soccer, fifth grade and above in volleyball and fourth grade and above in basketball, teams will be formed by coaches selecting players for their team with the goal of making the teams as even as possible. The head coach's child (or children) will be automatically placed on the head coach's team. The coaches will determine who chooses first by coin flip. The coaches alternate choosing players until all players are selected.
- d. At the conclusion of the seasons for each sport for teams in first grade and above, the head coach will identify each player's best position and rate each player's ability using a 1 through 4 rating system. 1 = excellent; 2 = good; and 3 = fair; and 4 = poor. The player rating are to be provided to the sport coordinator by the head coach within 30 days of the head coach's last game of the season. The rating are to be kept confidential by the coordinator until needed by coaches for the team selection process and then only disclosed to the coaches.
- e. The ratings will be used by the next season's coaches as a guide when selecting players. The goal is for each team to have an approximately equal number of similarly rated players on each team. The previous season's coach's rating of a player is only a guide and the selecting coaches may deviate from the ratings by agreement.

- f. Any disagreements with regard to this process will be resolved by the sport coordinator with input and approval of the Board.
- g. The player selection process will be done at the beginning of each new season.
- h. After players have been selected but before rosters have been submitted to the CYC, players can request a transfer. If there is only one other team to transfer to, it must be approved by the coordinator, the coach of the players' existing team, the coach of the team the player would like to transfer to, and a majority of the Board. Such a transfer cannot put another team over the roster limits that have been set below.

If there is more than one team to transfer to, it must be approved by the coordinator, the coach of the player's existing team, all other coaches in that grade, and a majority of the Board. If all agree, then the player is selected to move to a team where they have the least amount of players. If teams are at even limits then player is drawn at random to see which team they will play for. If any team is at its roster limit, then that player will not go to that team. If all teams are at roster limits, the player may not be able to transfer.

All transfers of players will require a Team Change Form to be filled out and signed by all affected parties, reference Appendix 2. This form must have the signature of three board members before approval will be granted. If at any time one of the above parties disagrees with the outcome of their transfer request, they may file a grievance per Sec. 4.7 or ask for a refund.

- i. Rosters will generally be limited to the following number of players per particular sport:

VOLLEYBALL	6-9 PLAYERS
SOCCER (preK – 2nd grade)	9-15 PLAYERS
SOCCER (3rd grade and up)	14-22 PLAYERS
BASKETBALL	8-15 PLAYERS

- j. The sports coordinators, with Board approval, may limit a team roster to the maximum number of players identified in section 4.11(i).

In such cases, team formation priority shall be given as follows:

- (i) parishioners;
- (ii) Borromeo student (whether parishioner or not);
- (iii) non-parishioner existing players - an existing player is defined as a player who previously participated in any sport sponsored by the Association;
- (iv) non-parishioner new player – a new player is defined as any player who has never previously participated in any sport sponsored by the Association.

In the event a registered player is not permitted to play a sport because of roster

limits, a refund will be given .

Sec. 4.12: PLAYERS PLAYING UP AND DOWN GRADE LEVELS – A player is eligible to move up one grade level above his or her school grade level in instances where the player’s team from which the player will be moving up has more players than the maximum roster number set forth in section 4.11 (i), above, and the team to which the player is moving up to has less than the minimum number of players on its roster as set forth in section 4.11 (i), above.

The maximum number of players permitted to move up in the instance described above is the number of players who will get the higher grade team to its minimum roster limit as set forth in section 4.11 (i), above, and will not cause the lower grade team to fall below its minimum roster limit as set forth in section 4.11 (i), above.

The player(s) who are permitted to move up shall not be chosen by coaches, the subject sport coordinator or anyone else. Instead, the players who are permitted to move up will be chosen at random with all players on the lower grade roster having equal chance at being selected. Once the necessary number of players is selected at random from the lower grade, the sport coordinator will contact the parent(s) and/or guardian of the selected players to discuss with them the process and seek parent/guardian permission/approval for the selected player to play up. A player may not play up without permission/approval being granted by the player’s parent(s)/guardian. If permission/approval is not granted, the process will continue with the next selected player until the roster limits are met.

One exception to the random selection rule is that a coach’s child, if requested by the coach, may be chosen to play up from a lower grade before the random selection process begins if the coach is coaching the higher grade level team and the coach has a child on the team to which the lower level player is moving. The coach’s player who moves up is counted against the roster limits just as a randomly selected child would be counted against the roster limits.

Playing down one grade level from the grade the player is in school is discouraged by the Association. However, players may play down one grade level under special circumstances if requested by the players parent(s) or guardian, approved by the Board, approved by the subject sports coordinator, approved by the CYC and approved by the coach of the team on to which the player will be placed. As a general rule, a player should only play down in situations where the team to which the player will be going to is below its minimum roster limit as set forth in section 4.11 (I), above.

Sec. 4.13: EQUIPMENT AND UNIFORMS - An annual review, preferably at the end of the sports program year will be performed by the sports program coordinator and/or equipment coordinator. A written or verbal report of the equipment, uniform and facilities during the year and needs for future years will be made to the Board. At a minimum, the report will include an inventory of equipment and uniforms and projected remaining useful years or seasons of service. This update

may be included on the sports coordinator's post-season report of the equipment coordinator.

Sec. 4.14: ATHLETIC ASSOCIATION PAYMENTS FOR TOURNAMENTS – The Athletic Association will pay for one tournament, per sport, per team, per grade, except for 8th grade. With respect to 8th grade teams, the Athletic Association will pay for two tournaments, per sport, per team.

Sec. 4.15: PARTICIPANT FUNDRAISING RESPONSIBILITIES – Each family who has a child participating in a sport of the Association is required to participate in one designated fundraising activity per school year as deemed appropriate by the Association. These fund-raising requirements may be amended from year to year based on specific Association needs and the number of parents contributing to the work effort. Any buy-out fee option will be specifically detailed at the time of registration. Any family who fails to participate in the designated fundraising activity and fails to pay the buy-out fee must pay the buy out fee before any family member of that family can register for another sport.

Sec. 4.16: LATE FEE POLICY - A \$25 late fee shall be applicable to participants who either submit or have post-marked their registrations after the designated due date, unless special circumstances dictate waiving the late fee as approved by the coordinator for the subject sport or President of the Board. Special circumstances may include, but are not limited to: financial circumstances of the participant's family, family just moved into area, medical needs and/or participant signing up late as a result of participant being solicited to fill a short roster.

Coordinators or the President of the Board are the only persons authorized to waive late fees and Board approval is not needed.

Sec. 4.17: REGISTRATION REFUND POLICY - All registration fees will be non-refundable except in cases where the player withdraws from the team for any reason before the team rosters are submitted to the CYC, and for any special circumstance approved by the Board.

Sec. 4.18: BOARD MEMBER AND COORDINATOR REGISTRATION FEE EXEMPT POLICY -

The children of the following are exempt from paying a registration fee at the time of registration:

- a. Board Members;
- b. Coordinators as follows:
 - i. Soccer (2 max)
 - ii. Volleyball (2 max)
 - iii. Basketball (2 max)
 - iv. Referee Coordinator

- v. **Registration Coordinator**
- vi. **Equipment Coordinator**
- c. **Any CYC Board Member in the parish**
- d. **Special cases as approved by Board for service done for the Association.**

The exemption applies while the above-referenced individuals occupy the position. If the registration deadline is before the individual's term ends, the individual will be exempt.

Sec. 4.19: UNIFORM RETURN POLICY – If a family fails to return one or more of their children's uniforms on or before the designated uniform turn-in date, the family will not be eligible to register any of their children for any sports until all uniforms are turned in or the family pays a penalty of \$25.00 per each piece of the unreturned uniform(s).

ARTICLE FIVE AMENDMENTS

Sec. 5.1: AMENDMENT OF BYLAWS – The bylaws of this Association may be amended, repealed, supplemented, or replaced entirely only by a vote of the Board. Any member wishing to propose an amendment to these bylaws must submit such proposal to the Board. The Board will make such proposals available to the membership for review and discussion at the next scheduled or special meeting of the Association. Subsequent to member input and discussion at these meetings, approval, defeat, or action on a modified version of said amendment will be voted on no later than at the next scheduled meeting and must attain a favorable vote of seventy-five percent of the Directors present to be approved.

At minimum, a mandatory bylaw review must be performed once a year at the May meeting to ensure familiarity with the Association’s governing rules and compliance in actions with these rules.

ARTICLE SIX OVERSIGHT OF ATHLETIC ASSOCIATION

Sec. 6.1: OVERSIGHT – All activities and programs of the Association are subject to review by the pastors of St. Charles Borromeo Parish. All activities, programs, etc. must be consistent with overall parish direction, needs, and standards.

Pastors may disband the Association or withhold use of parish facilities. In the event of disbanding of the Association, all assets and liabilities will be assumed by the successor organization (if any), or by the parish.

**ARTICLE SEVEN
ST. CHARLES BORROMEIO
ATHLETIC ASSOCIATION POSITIONS**

DIRECTORS OF THE BOARD – 5

**PRESIDENT – 1
VICE PRESIDENT – 1
CYC COORD.,- 1
TREASURER – 1
SECRETARY - 1**

COORDINATORS – 6

**SOCCER – 1
VOLLEYBALL – 1
BASKETBALL – 1
REF/OFFICIAL - 1
EQUIPMENT- 1
REGISTRATION - 1**

Roles Defined:

The President is responsible for oversight for all SCBAA activities.

The Vice President is in charge of the designated fundraising activity and coordinating fundraising with the fundraising committee.

The CYC Coordinator is the liaison between the CYC and the Board.

The Treasurer is responsible for periodic financial reports, writing checks for approved expenses and maintaining and protecting the Association bank account.

The Secretary is responsible for communication of all Association activities to participants and parishioners and maintaining the Association web site.

The Sports Coordinators are responsible for coordinating the activities of their respective sports including fields, gyms, coaches, volunteers, referees and league involvement.

Roles are further defined at Appendix 3.

CHANGE HISTORY

Rev. Date	Section(s)	Description of Change
July 2008	All	Complete revision of By-Laws
Sep 2009	4.11(l) / Article VII	# players; # board members and coordinators
Sep 2011	All	Complete revision of By-Laws
Jan 2012	4.2 / 4.3 / 4.4 / 4.11 / 4.14 / 4.16 / Article VII	Finances; Reimbursements; Player Eligibility; Team Formation; Fundraising; Registration Refunds; Vice Pres. Duties
July 2013	Appx. 1 and 4.14	CYA to CYC; penalties for technical and red cards; tournament payments
Oct. 2013	3.2 and 4.9	Term imits for Directors / Assistant Coordinators

Appendix 1 DISCIPLINARY GUIDELINES

The following guidelines are the basis for disciplinary decisions from the Athletic Association Board of Directors involving any coach, player or spectator representing the St. Charles Borromeo Athletic Program. Actual reported circumstances may cause a decision to be more or less severe. Suspensions for games are applied to the next PLAYED game(s).

<u>Violation</u>	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
Fighting – physical altercation between players, coaches or spectators	4 games	8 Games	Expelled
Striking – or attempting to strike an opponent, colleague, spectator An official	2 Games 1 Year	4 games Expelled	Expelled
Throwing – objects at an opponent, colleague, spectator An official	2 Games 6 Games	4 Games 1 Year	Expelled Expelled
Spitting – at an opponent, colleague, spectator An official	2 Games 6 Games	4 Games 1 Year	Expelled Expelled
Verbal Threats – for harm towards an opponent, colleague, spectator An official	2 Games 4 Games	4 Games 1 Year	Expelled Expelled
Foul/ Abusive- language or gestures towards an opponent, colleague, spectator, official	1 Game 2 Games	2 Games 4 Games	Expelled Expelled
Ejection – from a game	1 Game	2 Games	Expelled
Refusals – to surrender ID cards when requested (players/ coaches/ managers) by an authorized league official or to sign a game card/ score sheet	1 Game 1 Game	2 Games 2 Games	Expelled Expelled
Refusals - to complete required training for coaches	2 Games	Expelled	
Refusals – to play each child the minimum playing time allotted per sport as set forth in the CYC rule book	2 Games	Expelled	
Technical Foul / Red Card	Remainder of game and 1 Game suspension	Remainder of game and 1 Game suspension	Expelled

Participating in a game while under suspension:

- A player will receive an additional 4 game suspension – the team will forfeit the game
- A coach/ manager who allows a suspended player to participate – 4 games and team forfeit
- A coach/ manager who participates while under suspension – 6 additional games

Illegal Player(s):

Upon proof of participation – player(s) will be suspended for an equal number of games, team will forfeit all games that player(s) participated in. A manager/ coach may be disciplined in a similar manner.

Disciplinary decisions may have a period of time and/ or a number of games for suspensions, and may be accompanied with probation. During a probationary period, violations will result in disciplinary decisions that are generally more severe than the guidelines suggest. **SUSPENSIONS CARRY FORWARD TO SUCCEEDING PLAYED/COACHED SPORT SEASONS UNTIL THE TOTAL TIME OR GAMES HAVE BEEN COMPLETED.**

The St. Charles Borromeo Athletic Association reserves the right to discipline coaches, managers, spectators, players and officials as it deems necessary, for the purpose of upholding the Bylaws of both the CYC and the SCB Athletic Association with regards to promoting good sportsmanship and Christian values. As such, in the

absence of disciplinary action implemented by the CYC district and in conjunction with any district-issued discipline, the Board reserves the right to utilize and implement these disciplinary actions.

Appendix 2:

TEAM CHANGE FORM

NAME _____

SPORT _____

GRADE _____

BOYS/ GIRLS _____

NO. OF PLAYERS ON OLD TEAM _____

NO. OF PLAYERS ON NEW TEAM _____

REASON FOR CHANGE:

OLD COACH _____

NEW COACH _____

PARENTS _____

COORDINATOR _____

BOARD MEMBER _____

BOARD MEMBER _____

BOARD MEMBER _____

DATE _____

This form needs to be filled out and signed by all effective parties before a change will be approved. All signatures are not a guarantee of an approved move. Moves are at the sole discretion of the Board. No moves will be granted after the start of the season.

Appendix 3: Directors' and Coordinators' Responsibilities

* Please see www.borromeopairsh.com/Athletic%20Association.htm for responsibility list.