

**ST. THERESE ATHLETIC CLUB**  
**Southgate, Kentucky**

**REVISED BY-LAWS**  
**Adopted May 10, 2016**

***ARTICLE I***

This organization shall be known as the St. Therese Athletic Club.

***ARTICLE II***

**PURPOSE**

The purpose of this organization shall be an association of persons interested in the youth athletic and academic programs of St. Therese School and Parish; to support and cooperate in a Christian-like manner while maintaining all youth, athletic and academic functions of said school and parish.

***ARTICLE III***

**MEMBERSHIP**

1. Membership in this organization shall be open to all individuals eighteen (18) years of age and older.
2. Membership may be obtained by making proper application and paying the annual dues.
3. Membership year shall begin on August 1 and continue through July 31 of the following year. A member is defined as the family and the student athlete.
4. Members are considered “active” and “in good standing” if they have paid their dues and participated in the required minimum of three fund raising events. All members are required to attend at least three meetings based upon Athletic Club calendar year August through June.
5. Each member in good standing shall be entitled to one vote in the election of officers.
6. Membership may be revoked, with just cause, by a majority vote of the executive committee. Just cause is defined as – failure to either pay appropriate dues or failure to work the required minimum number of events if required.

## **DUES**

Dues of the St. Therese Athletic Club shall be as follows:

1. Full Member: \$20.00 per family per membership year plus working at three (3) athletic club fund raising events
2. Alumni Member: \$10.00 per membership year.
3. In the event of a returned check – the member shall pay an amount equal to the amount charged to the club by the club's bank for that returned check.

## ***ARTICLE IV***

### **OFFICERS AND ELECTIONS**

1. The officers of the organization shall be President, Vice-President, Secretary, and Treasurer . These officers shall be known as the "Executive Committee."
2. There will be an election of President, Vice-President, Secretary and Treasurer for the first year of this organization and two (2) Trustees at the passing of these By-Laws. Thereafter, each year, the Vice-President will become President and an election of Vice-President, Secretary, Treasurer and two (2) Trustees will be held.
3. Officers and Board of Trustees shall be elected by majority vote of the members in good-standing at the May meeting. Members must be present at this meeting to vote. No absentee ballots or proxies will be permitted.
4. Term of officers, except as below, and Board of Trustees shall be one year beginning with the new business of the August meeting and end at the close of old business at the August meeting of the following year.
  - a. The president, after his/her first term, can choose to serve a second term. He/she must announce his/her intention to serve or not serve a second term at the April meeting prior to Executive Board nominations for the following year.
  - b. Should the president declare that he/ she would like to serve a second term, a vote will be held to determine whether the club membership approves. A majority vote is needed to approve a second term.
  - c. Once the president has made his/her decision to serve a second term and approved by the membership, the vice president would then decide whether he/she would like to serve a second term. Should the vice president decide that he/she would like to serve a second term, a vote will be held to determine whether the club membership approves. A majority vote is needed to approve a second term.

d. Should the president choose not to serve a second term or is not approved by membership for a second term, the vice president will automatically become the president the next year.

e. Should the vice president choose not to serve a second term or is not approved by membership for a second term, nominations for the office will be accepted for that position for officer and trustee elections held in May.

f. The president can serve only two consecutive years. Following the second year, the vice president will automatically become the president the next year.

5. If a vacancy occurs, the President shall appoint a member to fill the office, with the approval of the club.
6. Nomination of officers and Board of Trustees will be accepted from the floor during the April and May meetings.
7. Individuals nominated must be in good standing with the Club by meeting all criteria as set forth by the Club and have attended one (1) meeting during the nomination year prior to being nominated for office.
7. Outgoing President shall oversee the election of officers to be held by written or hand count ballot during new business of the May meeting.

## *ARTICLE V*

### **DUTIES OF EXECUTIVE COMMITTEE AND TRUSTEES**

1. *President*
  - a. To preside over and conduct meetings.
  - b. Cast deciding vote in the event of a tie.
  - c. To appoint committees and be ex-officio member of such committees.
  - d. To call special meetings and handle emergency situations which may arise between regular meetings.
  - e. To preside over election of officers.
  - f. To assist in and oversee all functions for membership and sport sign-ups.
  - g. To attend all Athletic Club sponsored functions.
2. *Vice-President*
  - a. To perform the duties of the President in the absence of the President and discharge such other duties as may be requested of him or her by the President.
  - b. To become President of the organization the following year.
  - c. To Chair the membership committee.
  - d. To assist in membership and sport sign-ups.
  - e. To arrange and schedule all needed workers for any and all Athletic Club sponsored events, be it for general purpose or for fund raising.

3. *Secretary*
  - a. To record the minutes of all meetings.
  - b. To copy and distribute said minutes at each monthly meeting of the Club.
  - c. To handle correspondence of the organization.
  - d. To handle the disbursement of flowers, mass cards, etc. to any Club member in the time of need.
  - e. To assist in membership and sport sign-ups.
  - f. To oversee by preparing or delegating the submission of a monthly article for the Parish Communications Newsletter.
  
4. *Treasurer*
  - a. To maintain the financial records of the organization.
  - b. To pay all authorized bills, by check, when proper invoices or receipts are submitted.
  - c. To present a written financial report at all regularly scheduled monthly Club meetings.
  - d. To assist in membership and sport sign-ups.
  
5. **BOARD OF TRUSTEES --Two (2) Elected Trustees**
  - a. To assist equipment manager in equipment and uniform distribution.
  - b. To assist sports coordinators in the execution of their duties.
  - c. To assist awards coordinator in the execution of their duties.
  - d. To assist by-law committee in the execution of their duties.
  - e. To assist future planning committee in the execution of their duties.
  - f. To assist basketball tournament committee in the execution of their duties.
  - g. To assist the Executive committee in filling vacant standing committee positions.

## ***ARTICLE VI***

### **STANDING COMMITTEES**

1. *Membership*
  - a. Chaired by the Vice-President
  - b. Shall solicit yearly dues and keep an up-to-date record of all paid and active members' addresses and phone numbers.
  - c. To encourage membership in the organization by solicitation in parish bulletin and other appropriate means.
  - d. Shall maintain all records of membership, sport sign-ups, sports played, and sport fees paid.
  - e. Shall maintain all records of events worked, meeting attended by Club members.
  - f. Shall present on a monthly basis a record of all meetings attended by the Club members to ensure their Club eligibilites for special considerations.
  - g. This committee shall consist of three (3) persons.
  
2. *Equipment/Buying/Inventory*
  - a. Shall receive recommendations for equipment as may be necessary for each individual sport.

- b. Shall submit equipment purchase reports to President and membership for a vote.
- c. Shall have the authority to make emergency purchases up to \$200.00 per sport without the vote of the club membership.
- d. Shall take inventory and inspect all returned equipment at the end of each season.
- e. Shall keep inventory of all uniforms assigned to players/coaches.
- f. Establish a committee to conduct a physical yearly inventory of all items during the months of June and July.
- g. Shall report to the Club at the August meeting the results, and needs as realized from the physical inventory.
- h. Report to President and individual coaches uniforms not returned in timely manner

3. *Sports*

- a. Each sport shall have an oversight committee of the Executive Committee and the elected coordinator for that sport plus any additional member the President deems necessary. The following Sports Coordinators will be elected by the Athletic Club membership:

- i. Volleyball (One coordinator for both boys and girls)
- ii. Softball
- iii. Cross Country
- iv. Baseball
- v. Girls' Basketball
- vi. Boys' Basketball
- vii. Soccer (One coordinator for both boys and girls)
- viii. Cheerleading/Spirit Squad

- b. Each Sports Coordinator shall be responsible for:
  - i. Collecting and finalizing all rosters with Coaches.
  - ii. Providing a copy of all final rosters to Awards chairperson and Vice-President.
  - iii. Monitor the adherence of Coaches to all Coaches Policies & procedures as well as their conduct at practices and games.
  - iv. Submit to the Executive Committee recommendations of Coaches for approval ***PRIOR*** to the commencement of season activities.
  - v. Scheduling and coordination of all necessitated ability assessments.
  - vi. Attend any and all applicable league meetings when necessitated.
  - vii. Attend applicable Grievance Committee meetings
- c. Coaches shall be subject to the standing Coaches' Policies of the St. Therese Athletic Club as described in Article XII.

4. *Sports Coordinator Election Process:*

- a. All elected Sports Coordinator(s) will serve a 3 year term.
- b. Nominations for Sports Coordinator(s) will be accepted from 4/1-4/30 of each year

- for the following Athletic Club term year (8/1-7/31).
- c. Self-Nominations and Anonymous Nominations should be sent to the Vice President of the Athletic Club by midnight on April 30th.
  - d. The Vice President will prepare a ballot of candidates for review by the membership at the May meeting.
  - e. Sports Coordinator candidate(s) who are running in a contested election, will be given 3 minutes to speak at the May meeting.
  - f. The Vice President will prepare paper ballots, including the ability to write in candidates for the May meeting.
  - g. Voting will be secret paper ballot. Ballots will be available to members in good standing from 4:00pm-10:00pm on the day of the May meeting.
  - h. The Vice President will tabulate the voting results.
  - i. The Vice President will present the elected Sports Coordinator(s) to the Executive Board for final approval by June 1st.
  - j. Any ties in Athletic Club membership voting will be resolved by the Executive Board.
  - k. The Vice President will announce the Sport Coordinator(s) at the June Athletic Club meeting for the next Athletic Club Term Year (8/1-7/31).

5. *Awards:*

- a. Purchase awards for the participants in each sport as specified in the Awards policies.
- b. Shall recommend to the club, for its approval, the types of awards to be given to each participant.
- c. Maintain and update records for all awards received as well as for all awards to be received
- d. Will coordinate the obtaining of all applicable awards for presentation to the recipients at the varied times throughout the year
- e. Will coordinate the recommendations for the St. Therese Athletic Club Eighth Grade Awards as per the stated guidelines.

6. *Grievance*

- a. This committee shall consist of the Executive Committee and the coordinator of the particular sport or event involved in the grievance. In addition, two (2) active members at large shall be appointed with the approval of the club to serve on this committee. In the event the grievance involves a member of the committee, an alternate will be chosen in agreement with the complainant.
- b. This committee's purpose shall be:
  - i. The committee shall convene a hearing and investigation of any written grievance, complaint, or impropriety against a Coach, member or player as submitted from a direct family member (parent, sibling, or legal guardian), a St. Therese Athletic Club member, or from a St. Therese parishioner to a member of the Executive Committee or the corresponding Sports Coordinator.

- c. Any written grievance, complaint, or impropriety against a coach, player, or Club member that is submitted to a member of the Executive Committee or the corresponding Sports Coordinator by a person other than a member of the players' direct family, St. Therese Athletic Club member, or St. Therese parishioner, will be reviewed by the Executive Committee to determine what, if any course of action should be taken.
    - ii. Resolve any questions concerning a player's membership on any club sponsored team.
    - iii. Shall file a report of its findings and a course of action to be taken with all parties involved.
7. *By-Laws*
- a. Every two years the committee shall review by-laws of this organization.
  - b. Shall review all proposed by-law amendments and make recommendations to the club.
  - c. Shall present by-law amendments to the club for their approval.
  - d. Committee shall consist of not less than five (5) members.
8. *Future Planning*
- a. Articles to be determined.
9. *Basketball Tournament Committee*
- a. Subsections to be determined.

## ***ARTICLE VII***

### **PROCEDURE**

1. Robert's "Rules of Orders", revised, when not in conflict with these by-laws shall govern the proceedings of this organization.
2. The organization shall hold eleven (11) meetings a year. One each month, except July, on the first Wednesday of the month at 8:00 p.m. In an emergency situation, the President shall have the authority to change the meeting date, or time or call a special meeting.
3. Regular order of business:
  - Call to order.
  - Opening prayer.
  - Reading of and/or distribution of the minutes from previous meeting for approval of the Club Members in attendance at the meeting.
  - Report of Treasurer.
  - Report of Standing committees.

- Old business.
- New business.
- Father speaks.
- Motion for adjournment.
- Closing prayer.
- Sign-in of attendance of all Members physically in attendance.

## *ARTICLE VIII*

### **FINANCES**

All requests for expenditures must be submitted to the Treasurer, put in the form of a motion and voted upon by the membership at the meeting.

1. Coaches shall submit their request through the Equipment/Buying committee.
2. Requests for expenditures of \$200.00 or greater, shall be voted on by the membership at the next regularly scheduled meeting.
3. Any unauthorized person who spends money without the approval of the Club will be “solely” responsible for the bill.
4. Requests of any donation in excess of \$2000.00 must be read and approved by the Club. Members at large at two consecutive meetings with the majority vote of members in attendance at said meeting, must approve the proposal.

### **FUND RAISING**

1. Proposed fund raising events must be voted on by the membership.
2. The President shall establish a committee for each fund raising event as needed.
3. All fundraising ideas must be approved by the Parish Council prior to any activity taking place.

## *ARTICLE IX*

### **TEAM MEMBERSHIP**



Children shall be accepted on Club sponsored teams in the following order:

1. St. Therese School students whose parent(s) are members in good standing as described in Article III.
2. Children of parishioners whose parent(s) are active members in good standing as described in Article III and as long as corresponding league rules do not create a conflict.
3. Other children may be invited to join the team if an opening exists and provided the parent(s) pay the Club membership dues and the applicable equipment/sport fees. No fees or dues are charged for rosters determined by the league or where league fees are assessed.
4. In any sport where a league has a set limit to the number of players on a team, children of St. Therese School and Parish, as described above, will have first consideration for the team. If there are more children out for the team than allowed by league rules, the matter will be settled by the Sports Committee of the sport involved.
5. Every effort will be made to include any child from a St. Therese sponsored team.
6. Fees for each sport per child will be determined annually prior to sign-ups as approved by the membership or set by the league.
7. All participants on all St. Therese Athletic Club sponsored teams, or teams assigned to St. Therese by a particular league, will be given an award, should awards be earned based on the particular league rules. The participants do not have to be a student or a parishioner of St. Therese to qualify for the award.

## ***ARTICLE X***

### **AMENDMENTS**

1. Any proposed amendment presented at the regular meeting must be reviewed by the By-law Committee for recommendation to the Club. The By-law Committee will submit a written proposed report and amendment to be distributed and read at two consecutive meetings and a majority vote is required to be taken after the second reading for approval by the membership at that meeting.

## ***ARTICLE XI***

### **COACHES SELECTION POLICY**

Any member of the Club, in good standing and adhering to all Club rules and regulations as set forth within these By-Laws, shall submit their name in writing to the Executive Committee at the time of sign-ups. The person should include in this a short description of any and all coaching

experiences at any level. This information will be utilized by the Sports Coordinator in determining the submission of Coaches to be approved by the Executive Committee.

It is highly recommended, when applicable, that any individuals expressing their desires to be a coach enter the St. Therese Athletic Club coaching ranks as an assistant in order to learn the requirements, including educational courses, of a coaching position. These requirements are either written or learned throughout a season and should not be assumed that all coaching candidates are aware of all requirements and operational procedures.

The final approval of all coaches is at the recommendation of the individual Sports Coordinator and the Executive Committee.

Any individuals who have submitted their name for a coaching role and not selected will be notified of the final outcome.

## ***ARTICLE XII***

### **COACHES POLICIES**

As a member of the St. Therese Athletic Club and a representative of the parish and school, the conduct of the Coach or Sponsor and his/her representatives is a direct reflection on St. Therese Church. All Coaches ***MUST*** act in a Christian manner and in a sense that is non-detrimental to the participating players and their families.

#### 1. *Requirements*

- a. A Coach must be an active member of the Club. The head coach or a designated representative must attend ***ALL*** meetings during the sport's season to give progress reports. **Failure to attend these meetings during the season will result in future exclusion of being a Head Coach. ALL coaches must personally attend at least three meetings during the year.** Failure to attend these meetings will result in future exclusion of being a Head Coach.
- b. It is the Head Coaches' responsibility to keep attendance records of all practices and games and to give a report to the Sports Coordinator if the coach deems it to be appropriate. This report should reflect the amount of the child's playing time if it is to be diminished in the event of any problem.

All uniforms and equipment should be obtained from the Equipment chairperson. Any problems with the uniforms or equipment should be reported back to him/her. The care, maintenance and return of uniforms is the responsibility of the players' parents. The return, maintenance and care of the equipment in each sport or activity is the responsibility of the Head Coach.

- c. The Sports Coordinator is to give to the Equipment Coordinator and the Awards Coordinator the complete finalized roster of the team, including the name, address, and telephone number of the Head Coach and his/her First and Second Assistant Coach. **This must be done before any uniforms are issued.** Head Coaches must be at least twentyone (21) years of age and assistant coaches eighteen (18) years of age. All teams or groups must have adult supervision (21 years of age) at all times.
- d. The Coach will play only players who have turned in all appropriate paperwork and has submitted an executed and signed health waiver form.
- e. All Coaches shall, prior to their first practice or game (whichever comes first), execute a signed Coaches Policy Statement, and a Diocesan Harrassment Waiver. These documents are valid for the duration of the sport's season. A new set of documents must be executed prior to the start of the start of the respective sport's next season. The Vice President will maintain a file consisting of these executed documents .
- f. All teams or groups must have a Head Coach/Sponsor and at least one assistant Coach.
- g. Practices and Games:
  - i. No child can be penalized for missing practice because of schoolwork or special school activities. Coaches must make a reasonable effort to discuss disciplinary problems with parent(s) in a timely manner.
  - ii. Practice sessions in the St. Therese gymnasium may be scheduled on Sundays provided that the practice sessions do not conflict with any St. Therese Parish event (i.e. masses, confessions, weddings, etc.) The Executive Committee must approve any practice sessions scheduled on Sundays at a facility other than at St. Therese.
  - iii. A schedule of practice times, dates and places, and a schedule of regular season games, must be provided to each team member and strictly adhered to unless prior notification of change of time or place is given to the team members or parent(s).
  - iv. Strong recommendations are to limit practice to two days per week. Times before noon – maximum 1 ½ hours; times after noon – 1 ½ hours.
  - v. **EVERY COACH SHOULD MAKE EVERY REASONABLE EFFORT TO HAVE ALL PLAYERS PARTICIPATE IN EVERY GAME.**
  - vi. **THE ST. THERESE ATHLETIC CLUB WILL NOT TO PAY FOR ANY ENTRY FEES TO TOURNAMENTS AND CAMPS OTHER THAN**

THOSE INCLUDED IN ANY / ALL LEAGUE FEES PAID FOR BY THE CLUB, WITH THE EXCEPTION OF ALL 7TH AND 8TH GRADE CLUB SPONSORED TEAMS. THE ST. THERESE ATHLETIC CLUB WILL REIMBURSE UP TO \$100.00 PER CLUB SPONSORED 7TH GRADE BASKETBALL, VOLLEYBALL, U14 SOCCER, SOFTBALL AND CHEERLEADING TEAMS. THE ST. THERESE ATHLETIC CLUB WILL REIMBURSE UP TO \$100.00 IN TOURNAMENT ENTRY FEES PER CLUB SPONSORED 8TH GRADE BASKETBALL, VOLLEYBALL, U14 SOCCER, SOFTBALL AND CHEERLEADING TEAMS. IN ADDITION, THE CLUB WILL MATCH, DOLLAR FOR DOLLAR, UP TO A MAXIMUM OF \$100.00 OF ADDITIONAL TOURNAMENT ENTRY FEES TO ANY CLUB SPONSORED 8TH GRADE SOCCER, VOLLEYBALL, BASKETBALL, SOFTBALL OR CHEERLEADING TEAM. IN THE EVENT THAT A COACH WANTS TO PARTICIPATE IN A PAY FOR TOURNAMENT OR CAMP, IT IS THE SOLE RESPONSIBILITY OF THAT COACH THAT PAYMENT OF SAID FEES BE MADE EITHER BY SAID COACH OR PARENTS.

- vii. A Head Coach can only be the Head Coach of one (1) team per sport season per year.

## 2. *Responsibilities*

- a. The Head Coach/Sponsor must conduct oneself appropriately at all times. The Head Coach may be held accountable for his assistants and players.
- b. All Coaches must have their first aid kits at all practices and games. It's the Head Coaches/Sponsor's responsibility to make sure the first aid kit is properly equipped. The Club shall provide these kits to all coaches as part of the equipment package.
- c. The coach must leave the gym, playing fields, practice room, etc. in the condition in which they were found, i.e. checking restrooms, turning out lights, locking doors, etc.
- d. All Coaches must adhere to all Club and league rules and regulations governing the sport or activity of which they are coaching.
- e. The Head Coach is responsible for getting a schedule of games to the Cheerleading Sponsor and notifying the sponsor the Sponsor, if appropriate, of any changes or tournaments. It is also the Coach's responsibility to communicate with the Cheerleading Squad Sponsor for any and all requirements regarding the cheerleading season.
- f. If an all male coaching staff coaches a team comprised solely of female athletes, the coach is required to have an adult female who is at least twenty one (21) years of age present for the entire duration of every practice and every game. Should the required

monitor be absent, the coach is prohibited from conducting a practice or playing a game (scrimmage or otherwise). The monitor must, where permitted and practical, be located in the same area as the coaches (i.e. coaches box, bench, dugout, locker room, etc.)

- g. If an all female coaching staff coaches a team comprised solely of male athletes, the coach is required to have an adult male who is at least twenty one (21) years of age present for the entire duration of every practice and every game. Should the required monitor be absent, the coach is prohibited from conducting a practice or playing a game (scrimmage or otherwise) The monitor must, where permitted and practical, be located in the same area as the coaches (i.e. coaches box, bench, dugout, locker room, etc.)
- h. In the case of a coaching staff consisting of members who are both the same sex as the players, and 21 years of age or older, the monitor requirement will be satisfied.

3. *Rotation of Head Coaches – Coach Remains In A Division*

- a. In the event a Head Coach position on an established, fully functioning team becomes available, the position will be filled in the following order for all sports except basketball:
  - i. The vacant Head Coach position shall be offered to the First Assistant Coach as designated on the official team roster of the team where the vacancy occurred, provided he/she has actively participated in operation of the team during the current or most recent season and is a member in good standing with the Club and is twenty-one (21) years of age.
  - ii. Should the First Assistant Coach decline the position of Head Coach, it shall then be offered to the Second Assistant Coach as designated on the official team roster of the team where the vacancy occurred, provided he/she has actively participated in the operation of the team during the current or most recent season and is a member in good standing with the Club.
  - iii. Should the Second Assistant decline the Head Coach position, or if a Second Assistant Coach was not designated on the official team roster, the vacant Head Coach position shall be open to all Club members in good standing. In the event of multiple candidates, a selection shall be made by the appropriate sport's committee.
  - iv. If a Head Coaches position becomes available upon the exercising of all applicable rotation methods, then the determination of whom the next Head Coach will be is as follows:

- 1). The Head Coach position will be offered to any Club Member at large provided that that individual has expressed an interest in

coaching that team position level and also provided that this individual has met all of the Athletic Club's responsibilities, is in good standing with the by-laws of the Club, and has not had any substantiated grievance held against them. These proceedings may be used in determining the eligibility of that individual as a Head Coach.

- b. In the event that it is necessary to combine two previously independent teams, the designation of Coaches shall be as follows:
  - i. The Head coach of the higher-grade team shall assume the position of Head Coach.
  - ii. The Head Coach of the lower grade team shall assume the position of the First Assistant Coach.
  - iii. The First Assistant Coach of the higher grade team shall assume the position of the Second Assistant Coach.
  - iv. When the combined teams once again become independent of one another, the First Assistant Coach of the combined team shall have first right to the Head Coach position of the lower grade team.
- c. Rotation of ***BASKETBALL COACHES*** shall be as follows:
  - i. Basketball teams shall be categorized by division as follows:
    - (1) 1 st & 2 nd grade division.
    - (2) 3rd and 4th grades division.
    - (3) 5th and 6th grades division.
    - (4) 7th and 8th grades division

Note: Combination (mixed-grade) team shall rank higher than the all lower-grade team, except for the 7th & 8th grade division, unless league provisions prohibit this type of ranking. Ranking of the 7th & 8th grade division will be determined by which division they are coaching in the Campbell County Parochial League. Currently, the higher ranking team is the AA (8th grade) division and the lower ranking team is A (7th grade) division. The Campbell County Parochial League does allow combination teams to play in either division. For any other 7th, 8th or combination team in this division, the coaching position will not be part of the rotation and will be open to all members of the Club at large each year (i.e. St. Therese 7th/8th grade boys Sunday and St. Therese 7th/8th grade girls Saturday leagues). Within the same division, seniority in that division will determine who will be Head Coach.

- ii. Coaches will remain in the same division until the option becomes available to move up to the next higher-ranking division. This opening in the next higher-ranking division will also be open to all members of the Club at large.
- iii. Head coaches shall rotate within each division, moving up to the next higher-ranking team each year, then falling back to the lowest-ranking team in that division upon reaching the conclusion of the highest ranking team's year.
- iv. In the event a Head Coach position on an established, fully functioning team becomes available within a division the following shall apply:
  - (1) The vacant Head Coach position shall be offered to the First Assistant Coach of the team where the vacancy has occurred, provided he/she has been designated in writing as the First Assistant Coach, has actively participated in the operation of the team during the current or most recent season (whichever is applicable) and is a member in complete good standing with the Club.
  - (2) Should the First Assistant of the team where the vacancy has occurred decline the position of Head Coach, it shall then be offered to the Second Assistant Coach of the team where the vacancy has occurred, provided he/she has been the designated in writing the Second Assistant Coach, has actively participated in the operation of the team during the current or most recent season (whichever is applicable), and is a member in complete good standing with the Club.
  - (3) Should the Second Assistant of the team where the vacancy has occurred declines the position of Head Coach OR a Second Assistant was not designated in writing, the vacant Head Coaching position shall then be offered to the next lower ranking Head Coach within the same division.
  - (4) Should the Head Coach of the next lower ranking team within the same division decline the position, the vacant Head Coaching position shall be open to all Club Members at large in complete good standing with the Club.
  - (5) If the Head Coach's position becomes available upon the exercising of all current rotation methods, then the determination of whom the next Head Coach will be is as follows:
    - i. The Head Coaching position will be offered to any Club Member at large that has expressed an interest in coaching that team level position and provided that this individual has met all of the Athletic's Club's responsibilities, is in good standing with the by-laws

of the Club, and has not had any substantiated grievance held against them. These proceedings may be used in determining the eligibility of that individual as a Head Coach.

- (6). All Head Coaches and their two designated Assistants must be approved by the Sports Coordinator and the Executive Committee PRIOR to them assuming any coaching responsibilities.
- (7). If a Head Coach wants to coach their child, then that person must coach at the level that their child is assessed. If no vacant Head Coaching position is available at that level, then the individual involved will be assigned as the First Assistant to that level's Head Coach. At this assignment, The "MOVED" Head Coach will forgo the rotation position and assume the rotation position from the First Assistant position.
- (8). When a Head Coaching position becomes available to "Members At Large", a written letter of interest to Coach must be submitted to the applicable Sports Coordinator. Upon this written request, a meeting will be held with all interested individuals present to explain the operational procedures and responsibilities of being a Head Coach. This meeting is also being held with the intent to recommend a Head Coach and the applicable Assistants.
- (9). On occasion, it may become necessary to combine two previously independent teams. While every attempt should be made to avoid this situation, in the event that two teams must be combined, the following will apply:
  - i. The Head Coach for the higher ranking team, after the rotation process has occurred, shall assume the position of Head Coach.
  - ii. The Head Coach for the lower ranking team, after the rotation process has occurred, shall assume the position of First Assistant Coach.
  - iii. The First Assistant of the higher ranking team, after the rotation process has occurred, shall assume the position of Second Assistant Coach.
  - iv. When the combined teams once again become independent of one another, the lower ranking Head Coach, who has served as First Assistant on the combined team, shall be eligible to



reclaim the higher ranking Head Coach position, after the rotation process has occurred.

## *ARTICLE XIII*

### **ABILITY ASSESMENTS PROCEDURES:**

1. All players within a class of division grouping that need to be subdivided into two or more teams will be invited to an evaluation practice, based on the age group and the total number of players registered.. The evaluation practice(s) should emphasize basic skills to allow the assessors to fairly judge the skills of all participants. Any invited player, who fails to appear, may be assessed to the lower grouping.
2. The assessors shall not include the applicable head coaches and applicable sports coordinator. The assessors shall be at least 3 individuals selected by the President, or the Sports Coordinator in the President's discretion, who are knowledgeable in the sport being assessed. The head coaches from the prior season will provide recommendations based on the prior performance of players they coached during the prior season.
3. Prior to the evaluation, the President, or the President's Designate, will outline the procedures – including the duration and length of practices – to players and parents affected. Each participant shall be identifiable by number, letter, or other identification other than by name. Prior to the evaluation, the number of players for each roster shall be determined.
4. Upon completion of the evaluation practice(s), the assessors shall confer and determine the roster for the higher grouping. Said roster shall be provided to the head coach, the sports coordinator and the Vice-President. The head coach should make every reasonable effort to contact the parents and players selected within twenty-four hours. The assessors shall then determine the roster for the “split” team. Said roster shall be provided to its head coach, sports coordinator and Vice-President. In the event the assessors cannot reach a consensus, the majority vote will prevail

For all students in grades 5 and 6, all registered players will participate in an assessment. The assessed players will be divided into 2 groups: guards and forwards. The teams will be formed based on an even split in regards to both assessment rankings and positions. Input from the prior season head coach will be factored into the players' assessments. The team size and number of teams formed from the 5th and 6th graders will be based on league rules and league availability.

5. For all grades lower than seven, any division of one class into two separate teams without participation from any other class will be divided into two equally talented teams to the greatest extent possible. The designated head coach's child will be added to final roster. In the event there is only one (1) parent/ child involved, another child of equal ability will be separated before the division of the teams and then added back in at the time of the coach's child.

6. For grades seven and eight, division of a class into two separate teams without participation from any other class will be made on a talent basis, with the higher grouping being designated the “A” grouping, the second “B” grouping, and so forth.
7. Assessments shall include team positions as part of the evaluation.

#### *ARTICLE XIV*

#### **COACHES, PARENT(S) AND CHILDREN RESPONSIBILITY & POLICIES**

1. Parental conduct directly reflects upon the Parish and School. Misconduct forms a basis for which a grievance may be brought against a Parent of Player. Sanctions may include suspension from the Team and Club.
2. Parents remain responsible to have each player attend practices and games. A parent must notify the head coach if a player cannot attend a team function on a timely basis. Parents must retrieve their children in a timely manner, including entering the facility to meet their child(ren). Coaches are not expected to become childcare providers.
3. Each parent becomes responsible for the uniform issued to one’s child at the time of pickup to time of return. A parent must notify the Equipment Committee in event of damage or wear. Parents will be billed by the club for any uniform either not returned or returned damaged, ordinary wear and tear excepted. No child will be allowed to participate in any subsequent sport until the uniform is returned.
4. In the event a player quits once the sport season has begun, a parent can be billed for any league fee imposed by a league and paid for by the club that is directly attributable to that child. No sports fee(s) will be refunded if the applicable league cannot reimburse the club.
5. Prior to filing any grievance, parents are expected to approach the head coach at a time distinctly different than when the complaining event occurred. If no satisfactory resolution occurs, the Parent may then file a grievance.
6. Any member can obtain a copy of all applicable policies for coaches upon request.
7. One Parent of each player and the player, if appropriate, will execute a health waiver form detailing any limitations the player may possess.

## *ARTICLE XV*

### **QUALIFICATIONS FOR MUSTANG STIPENDS:**

1. Each member of the eighth grade must have been a “member in good standing” the last three years. Refer to Article III, Membership, for detailed definition of “member” and “good standing”.
2. Each player must have maintained a “C” average for the eighth grade.
3. Only one stipend per student-athlete may be awarded from the St. Therese Athletic Club. Being awarded a stipend from the St. Therese Athletic Club does not preclude a student-athlete from receiving a stipend from another funding group.
4. The player awarded must attend a Catholic High School.
5. All Club obligations must be paid prior to graduation.
6. The award’s chairman shall head the committee to make the appropriate recommendations to the Principal.
7. The St. Therese Athletic Club will award four \$250.00 scholarships. Should there not be enough qualified candidates the Club will have the option to issue to a High School in their name.

### **RECOMMENDATIONS FOR ST. THERESE ATHLETIC CLUB AWARD:**

1. Three (3) years Full members in “Good Standing”– (Work three functions per year and attend three meetings per year). Membership **MUST** be paid by October 31st of each year.
2. Cannot play against St. Therese teams, beginning the start of your 6th, 7th and 8th grade years – (look at individual cases).
3. A student of St. Therese for the entire 6th, 7th and 8th grade years can only receive one (1) award from St. Therese.
4. All St. Therese obligations and fees must be paid before graduation.

Students must meet all requirements as above. There shall be no 8th grade parent(s) on the Awards Committee. The Committee will turn the names over to **the principal** by May 1st. **The principal** needs to go over the list for “C” average. If students have been in the school for three (3) years, are attending a Catholic High School, and all obligations and fees are paid, then **the principal** will pick a name out of a hat from the remaining names for the awards.

**The principal** needs to keep the names of the winners out of all the remaining scholarship drawings.

The current records of the Vice-President will be the records that are used to verify the eligibility of the awards.

The Saint Therese Athletic Club will award four (4) scholarships in the amount of \$250.00 each.

## ***ARTICLE XVI***

### **Process by which Team Banners are Awarded:**

1. Only 7th and 8th grade St. Therese Athletic Club sponsored teams in the following sports are eligible: basketball, soccer, softball, baseball, and volleyball.
2. Requirements for basketball teams to qualify for a banner are:
  - a. Only the basketball teams participating in the NC/Brossart league are eligible
  - b. The team must go undefeated in LEAGUE play, and, must finish at least runner-up in either the league championship or Diocesan tournament. School tournaments (i.e. Bluejay Classic, Mustang Classic, etc.) do not count towards undefeated record requirements.
  - c. A team with a maximum of two (2) losses and winning the NC/Brossart league championship will qualify for a banner.
  - d. A team winning the Diocesan tournament regardless of losses in league games will qualify for a banner.
3. Requirements for soccer teams to qualify for a banner are:
  - a. Only St. Therese Athletic Club sponsored recreational soccer teams are eligible.
  - b. Soccer teams must go undefeated in league play. Tournaments (i.e. Bluegrass, etc.) do not count.
  - c. A soccer team with a maximum of one (1) loss in regular season league play and winning the state tournament will qualify for a banner.
4. Requirements for volleyball, softball, and baseball to qualify for a banner are:
  - a. Baseball, volleyball & softball teams must go undefeated in league play to qualify for a banner.
5. All banners must have approval of the Club to be hung in the gym.
6. All banners to be hung in the gym may also be subject to the approval of parish council and/or Fr. Heitzman (or the current parish pastor).
7. Any 3rd through 6th grade instructional team that goes undefeated in league play, may display a team trophy or team picture in the trophy case located in the gym foyer for one (1) year.

## **PRE – SEASON EXPECTATIONS FORM**

Team Grade Level: \_\_\_\_\_

Games Played @: \_\_\_\_\_

Practice Schedule Time: \_\_\_\_\_

Day of Week: \_\_\_\_\_

Head Coach: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Asst. Coach: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Asst. Coach: \_\_\_\_\_

Phone Number: \_\_\_\_\_

TEAM RULES: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PRACTICE TIME EXPECTATIONS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

LEAGUE GAME TIME EXPECTATIONS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TOURNAMENT GAME TIME EXPECTATIONS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*PARENTS SIGNATURE*

*REPRESENTING*

*RECEIPT OF THIS FORM:* \_\_\_\_\_

*Date:* \_\_\_\_\_

\_\_\_\_\_

**FOR COACHES & PARENTS;**

I have received the By-Laws of the St. Therese Athletic Club and will read and adhere to the requirements and responsibilities of being a coach / assistant coach / parent..

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date