

# **ST. PETER ATHLETIC ASSOCIATION**

## **Complete Bylaws**

This document, having been accepted by the St. Peter Athletic Association General Assembly on April 15, 1991, with modifications proposed and approved by subsequent General Assemblies, serves as the constitution of and the governing document for the St. Peter Athletic Association.

### **1. STATEMENT OF PURPOSE**

Athletic programs offer a vehicle for the physical, mental, and Christian development of our Parish's young men and women. Recognizing this, the St. Peter Athletic Association, is dedicated to the purpose of providing athletic instruction, opportunity, and experience for the young people of St. Peter's Parish, St. Peter's School, St. Peter's PSR, and for young non-parishioners living in the parish boundaries.

### **2. GENERAL PRINCIPLES**

The following general principles shall govern all aspects of the Athletic Association's activities and programs. These principles are implemented through the Athletic Association's Bylaws.

- 1 The purpose of the programs provided by the Athletic Association is the development of skills, teamwork, sportsmanship and Christian values in our young people.
- 2 The Athletic Association has the responsibility of providing an environment for the growth of our young people.
- 3 Our young people have the responsibility of abiding by the Bylaws of the Athletic Association, of respecting the rights and feelings of other participants, and of always acting in a manner consistent with the principles and purposes of the Athletic Association and of St. Peter's Parish.

Athletic teams for St. Peter participate in leagues and programs sponsored by the Catholic Youth Council (CYC) for the Archdiocese of St. Louis. St. Peter is a member of the South Central District for the CYC. In addition to the Bylaws in this document, the principles of the CYC Constitution and procedures for the South Central District will govern Athletic Association activities and programs.

### **3. ORGANIZATION**

The Athletic Association consists of a governing body, chairpersons and association members. The governing body for the Athletic Association is comprised of the Executive Committee and a Board of Directors. Chairpersons are appointed by the governing body and serve in specific capacities.

Athletic Association members are parishioners and certain non-parishioners who meet the eligibility requirements as listed in section 3.4. Athletic Association members choose to become involved in the Athletic Association's programs as Players, Head Coaches, Assistant Coaches, Helpers, Officials, or otherwise choose to give support and to participate.

### **3.1 EXECUTIVE COMMITTEE**

The Executive Committee of the Athletic Association is charged with the responsibility for administering the Athletic programs. The Executive Committee consists of:

- 1 The President; Serves a two-year term starting May 1.
- 2 The Secretary; Serves a two-year term starting May 1 in the alternate year as that of the President.
- 3 The Treasurer; Serves a two-year term starting May 1 in the same year as that of the President.

The President, Secretary and Treasurer shall each be independently elected to a two-year term of office by a vote of the adult members (18-years of age or older) of the Athletic Association. The President and Treasurer shall be elected in the same year; the Secretary shall be elected in the alternate year.

The elections shall be held at a General Assembly of the Athletic Association (section 8).

For each position, the Athletic Association shall choose among a candidate or candidates nominated by at least one Athletic Association member present at the General Assembly meeting. No member of the Executive Committee shall be eligible to immediately succeed himself/herself to the same office.

### **3.2 BOARD OF DIRECTORS**

The Board of Directors is comprised of five sports' directors, three directors for other tasks, and the Spiritual Director. Each Director is responsible for the administration of the assigned program and coordinates other volunteers as needed.

If approved and appointed (see below), a Director position may be shared by more than one person (i.e. Co-Directors). Co-Directors shall coordinate their duties and responsibilities and report to the Board as a single entity. Each sport is entitled to one and only one vote; Co-Directors shall coordinate their single vote. The Directors serve under the following term schedule:

- 1 Director of Baseball/Softball/T-Ball; Serves a two-year term starting November 1.
- 2 Director of Volleyball; Serves a two-year term starting February 1.
- 3 Director of Soccer; Serves a two-year term starting February 1.
- 4 Director of Basketball; Serves a two-year term starting May 1.
- 5 Director of Track; Serves a two-year term starting November 1.
- 6 Director of Uniforms; Serves a two-year term starting May 1.
- 7 Director of Information; Serves a two-year term starting July 1.
- 8 Director of Development; Serves a two-year term starting May 1.
- 9 Spiritual Director; Current pastor or his designate.

An outgoing Sport Director shall nominate his/her successor. The Executive Committee shall vote to confirm the nominee. An outgoing Sport Director is permitted to nominate himself/herself.

The outgoing Director of Uniforms, Director of Information, and Director of Development shall nominate his/her successor. The Executive Committee shall vote to confirm the nominee. The Director of Uniforms, Director of Information and Director of Development may not nominate himself/herself and may not immediately succeed himself/herself to the same position on the Board of Directors.

If a nominated and confirmed replacement for a Board of Director position is not determined 30 days prior to the end of the Director's term, the Executive Committee shall initiate the "Discernment Process" to fill the vacant Board position (see section 18).

### **3.3 CHAIRPERSONS**

Three chairpersons coordinate specific activities for the Athletic Association. Each is appointed by the Executive Committee. The Executive Committee may appoint additional single purpose chairpersons as necessary to serve a maximum of a one-term.

- 1 Christmas Tree Lot Chairperson; Serves a one-year term starting September 1.
- 2 Parish School of Religion Representative; Serves a one-year term starting June 1.
- 3 Golf Tournament Chairperson; Serves a two-year term starting October 1.

### **3.4. ATHLETIC ASSOCIATION MEMBER**

A person who meets any one of the following eligibility requirements is considered an Athletic Association member:

- 1 St. Peter Parishioner
- 2 Member of the Executive Committee, Board of Directors or Chairperson
- 3 St. Peter Athletic Association Team Head Coach or Assistant Coach
- 4 Player\* registered on a St. Peter Athletic Association team within the prior 12 months.
- 5 Parent(s)/guardian(s) of a player\* registered on a St. Peter Athletic Association team within the prior 12 months.

\*Player eligibility is determined by the CYC Constitution and these Bylaws.

## **4. DUTIES AND RESPONSIBILITIES OF MEMBERS OF THE EXECUTIVE COMMITTEE**

The members of the Executive Committee shall be responsible collectively for administering the programs of the Athletic Association in accordance with the principles and Bylaws of the Athletic Association, with the CYC Constitution, and with procedures for the CYC South Central District.

Their particular responsibilities, voting status, and duties include the following:

### **4.1 PRESIDENT**

The duties and responsibilities of the President of the Athletic Association shall include:

- 1 Serves as the overall presiding administrator of the Athletic Association.
- 2 Chairs governing body meetings and Athletic Association General Assemblies; establishes the agenda for said meetings.
- 3 Upholds the principles and purposes of the Athletic Association and serves as a voting member of the Executive Committee and the Board of Directors.
- 4 Casts the tie-breaking vote in the event of a tied Board of Directors' vote, but otherwise is limited to voting during Executive Committee and General Assembly votes.
- 5 Along with the other members of the Executive Committee, appoints Chairpersons and assigns duties to same.
- 6 Along with the other members of the Executive Committee, confirms the appointment of the Directors.
- 7 Ensures fiscal integrity by reviewing the monthly banking account activity.
- 8 Serves as an advisor to his/her successor in the first year of said successor's term of office.
- 9 Makes periodic reports to the Youth Commission for St. Peter's Parish as requested by the Commission.

#### **4.2 SECRETARY**

The duties and responsibilities of the Secretary of the Athletic Association shall include:

- 1 Serves as the overall assistant presiding administrator of the Athletic Association.
- 2 Chairs meetings in the absence of the President.
- 3 Acts as recording and corresponding secretary to the Executive Committee and to the Board of directors.
- 4 Serves as an advisor to his/her successor in the first year of said successor's term of office.
- 5 Casts votes during Executive Committee votes and General Assembly votes, but not Board of Directors' votes.

#### **4.3 TREASURER**

The duties and responsibilities of the Treasurer of the Athletic Association shall include:

- 1 Ensures the financial stability of the Athletic Association.
- 2 Deposits all moneys for the Athletic Association in suitable interest bearing accounts at recognized financial institutions.
- 3 Ensures that all financial obligations of the Athletic Association are met in a timely manner.
- 4 Writes all checks.
- 5 Advises the Executive Committee, Board of Directors and General Assembly on financial matters brought before it.
- 6 Prepares, in conjunction with the Director for the sport and other Directors if need be, individual sport budget projections for review by the Board of Directors, no later than thirty days prior to the start of on-time registration for each particular sport.
- 7 Prepares a general financial report for presentation at each Board of Directors meeting and at the annual General Assembly.

- 8 Serves as an advisor to his/her successor in the first year of said successor's term of office.
- 9 Casts votes during Executive Committee, Board of Directors and General Assembly votes.

## **5. DUTIES AND RESPONSIBILITIES FOR DIRECTORS**

Decisions relative to the day to day operation of the programs run by the Athletic Association shall be the responsibility of the applicable members of the Board of Directors. Any decisions beyond such scope shall be the subject of discussion at regular or at special meetings of the governing body and shall be decided by a majority vote of the voting members of the Board of Directors if a quorum exists.

### **5.1 DUTIES AND RESPONSIBILITIES FOR SPORTS DIRECTOR**

- 1 Performs all administrative tasks for the sport.
- 2 Organizes and conducts the registration process for his/her respective sport; ensures that registration is well publicized.
- 3 Establishes teams for his/her respective sport in accordance with these Bylaws as described in section 10.
- 4 Secures head coaches who will uphold the principles of the Athletic Association.
- 5 Secures practice and game facilities as appropriate for the sport and assigns same to the respective teams in a fair and reasonable manner.
- 6 Represents the Athletic Association on the CYC District Committee for the sport.
- 7 Upholds the principles and purposes of the Athletic Association and serves as a voting member of the Board of Directors.
- 8 Nominates his/her successor, subject to the confirmation of the Executive Committee.
- 9 Serves as advisor to his/her successor in the first year of said successor's term of office.

### **5.2 DUTIES AND RESPONSIBILITIES FOR UNIFORM DIRECTOR**

- 1 Organizes and administers the uniform programs for the Athletic Association in conjunction with the Director for the sport.
- 2 Upholds the principles and purposes of the Athletic Association and serves as a voting member of the Board of Directors.
- 3 Nominates his/her successor, subject to the confirmation of the Executive Committee.
- 4 Serves as an advisor to his/her successor in the first year of said successor's term of office.

### **5.3 DUTIES AND RESPONSIBILITIES FOR DIRECTOR OF INFORMATION**

- 1 Assures the accurate and timely distribution of information by coordinating with the various Directors of sports and the Secretary to update the Athletic Association's registration database and website.
- 2 Maintains the Athletic Association's domain name registration(s) and internet web

- site.
- 3 Keeps the various Directors of sports updated with the latest information from the database.
  - 4 Upholds the principles and purposes of the Athletic Association and serves as a voting member of the Board of Directors.
  - 5 Nominates his/her successor, subject to the confirmation of the Executive Committee.
  - 6 Serves as an advisor to his/her successor in the first year of said successor's term of office.

#### **5.4 DUTIES AND RESPONSIBILITIES FOR DIRECTOR OF DEVELOPMENT**

- 1 Coordinates all fund raising activities and events of the Athletic Association. Ensures that these activities are fully staffed and provides maximum benefit to the Athletic Association and the parish at large.
- 2 Works to increase the overall participation of parish members in the Athletic Association.
- 3 Upholds the principles and purposes of the Athletic Association and serves as a voting member of the Board of Directors.
- 4 Nominates his/her successor, subject to the confirmation of the Executive Committee.
- 5 Serves as an advisor to his/her successor in the first year of said successor's term of office.

#### **6. DUTIES AND RESPONSIBILITIES FOR CHAIRPERSON**

The duties and responsibilities for Chairpersons of the Athletic Association shall be as defined in their appointment. The Chairpersons are NON-VOTING members of the Board of Directors.

#### **7. MEETINGS FOR GOVERNING BODY**

The governing body of the Athletic Association shall meet on a monthly basis. Special meetings may be called by the President as deemed necessary. All meetings shall be open to all members of the Athletic Association and shall be publicly announced on the St. Peter Athletic Association Web Site.

#### **8. MEETINGS FOR GENERAL ASSEMBLY**

At least once yearly, the Athletic Association shall hold a general assembly for the purpose of discussing general business, electing officers, and voting on proposed changes to the Bylaws. It is preferred, but not required, that the General Assembly meeting be held in April or May. At a minimum, the General Assembly meeting shall be publicly announced on the St. Peter Athletic Association Web Site and in the Church bulletin on the weekend of the meeting and on the previous weekend.

#### **9. REGISTRATION FOR SPORTS**

The responsibility for the registration of players shall rest with the Director for that sport. The following guidelines shall be followed, and any deviation from these guidelines shall require the approval of the Executive Committee.

## **9.1 PLAYER ELIGIBILITY**

A young person is eligible for registration for a sport if he/she meets at least one of the following criteria:

- 1 Is a registered St. Peter parishioner.
- 2 Attends St. Peter School or St. Peter PSR.
- 3 For any sport other than Track, lives within the St. Peter boundaries, is registered in a Catholic parish and attends a school neither of which supports an eligible CYC team.

Non-qualifying young persons may be allowed to register for a sport if they live within the parish boundaries and the team maximum has not been reached (Table 10.1).

In addition, young persons from other South Central CYC District parishes may be eligible to register if the team maximum has not been reached. The approval of the Director for the sport and the CYC District is required. Sometimes the CYC District may request the placement of such players to assure all eligible players in the CYC District can participate. Note that the Athletic Association may accept registrations for Track participants from neighboring parishes, but due to CYC rules, these participants are not eligible to compete at CYC sponsored track meets under the St. Peter banner.

In all cases, each registrant must be eligible per the CYC Constitution.

## **9.2 ON-TIME REGISTRATION PROCESS/FEEES**

The Director for the sport shall announce the "On-Time Registration Deadline" date on the Athletic Association website and twice in the Church Bulletin prior to same deadline.

Each eligible player wishing to participate on a sport team must register for the sport and pay the prescribed fee prior to the stipulated on-time registration deadline. The requirement for payment may be waived by the President in situations of financial need; the simple inability to pay shall not prohibit a young person from participating in programs run by the Athletic Association.

Registration fees are assessed per family and per sport.

The on-time registration fee schedule for registered St. Peter parishioners is as follows:

First Child per Family per Sport	\$50.00
Second Child per Family per Sport	\$40.00 additional
Third Child per Family per Sport	\$25.00 additional
Additional Children per Family per Sport	\$0.00 additional

The on-time registration fee schedule for non-St. Peter parishioners\* is as follows:

First Child per Family per Sport	\$75.00
Second Child per Family per Sport	\$65.00 additional
Third Child per Family per Sport	\$50.00 additional
Additional Children per Family per Sport	\$25.00 additional/per additional child

All eligible participants who have properly registered, including payment of registration fees, on or prior to the on-time registration deadline are ensured a position on a sport team if a team is in fact formed. A registration fee will be refunded to a participant if a team is not formed. The Director for the sport will attempt to place the player on another team in the district, if desired and agreed to by the player and the player's parent(s)/guardian(s), if a team cannot be formed for St. Peter's.

### **9.3 LATE REGISTRATION PROCESS/FEEES**

The Director for the sport shall announce the "Final Registration Deadline" date on the Athletic Association website and twice in the Church Bulletin prior to same deadline. The final registration deadline date shall be no sooner than 2 weeks after the on-time registration deadline date, but prior to the CYC District Team Registration Date.

Each eligible player not yet registered but wishing to participate on a sport team must register for the sport and pay the prescribed late registration fee prior to the stipulated final registration deadline. As with on-time registration, the requirement for payment may be waived by the President in situations of financial need; the simple inability to pay shall not prohibit a young person from participating in programs run by the Athletic Association.

All registrations received after the on-time registration date shall be considered late registrations. LATE REGISTRANTS ARE NOT GUARANTEED PLACEMENT ON A TEAM. Late registrants shall be accepted, on a first-come, first-serve basis, only by approval of the Executive Committee at the request of the Director for the sport. Per the CYC Constitution, no player may be added to a roster 25 days after the first scheduled game of the league without written approval of the District Chairperson.

Registration fees are assessed per family and per sport.

The late registration fee schedule for registered St. Peter parishioners is as follows:

First Child per Family per Sport	\$60.00
Second Child per Family per Sport	\$50.00 additional
Third Child per Family per Sport	\$35.00 additional
Additional Children per Family per Sport	\$10.00 additional/per additional child

The late registration fee schedule for non-St. Peter parishioners\* is as follows:

First Child per Family per Sport	\$85.00
Second Child per Family per Sport	\$75.00 additional
Third Child per Family per Sport	\$60.00 additional
Additional Children per Family per Sport	\$35.00 additional/per additional child

## **10. TEAM FORMATION**

This section is not applicable to Track, as all track participants are considered to be on a single St. Peter team.

One or more teams will be established for each grade level and gender as determined by the number of eligible registrants received on or before the established Final Registration Deadline date (see section 9.3).

Players will be assigned to teams with the following provisions:

1. CYC rules concerning the eligibility of players for a team will be adhered to.
2. It shall be the responsibility of the Director for the sport to form teams which can be expected to reasonably compete in league play, based on the composition of the leagues available.
3. The guidelines for the number of players on a team and the guidelines for team formation, both listed in this section, will be used.
4. With the approval of the Director for the sport, it is permissible for a Head Coach to recruit players if additional players are needed to form a team(s) with a sufficient number of players to avoid potential forfeits. Recruited players are by definition "Late Registrants" and are therefore subject to the Late Registrant approval process (section 9.3).
5. The formation of teams should be determined before the assignment of teams to leagues by the district so that the district can attempt to place each team in the correct league per the team's competitive ability.

The suggested guidelines for the minimum and maximum number of players on a team are listed in Table 10.1 below. These guidelines are utilized by the Director for the sport when determining the number of teams. Depending on the number of eligible registrants received prior to the established On-Time Registration Deadline date (section 9.2), and on the composition(s) of the team(s), team sizes outside these guidelines may be formed given the concurrence of the applicable Head Coaches. The best formation of teams, per the Director for the sport and the applicable Head Coaches, will be formed from the pool of on-time registrants or the combined pool of on-time and late registrants.

Table 10.1 : Suggested Number of Players per Team

<u>Sport</u>	<u>Minimum</u>	<u>Maximum</u>
Baseball	13	18
Basketball	8	10
Soccer	15	20
Softball	13	18
Volleyball	8	9

## **10.1 TEAM FORMATION FOR GRADES 4 AND BELOW**

The formation of teams for grades 4 and below will be determined by a random drawing conducted each year. The number of players per team should be equal or differ by one player. At the discretion of and agreement between the Head Coaches for the grade and gender and the Director for the sport, circumstances may allow an unbalanced number of players between teams. Teams will not be formed until after the "Final Registration Deadline" date (section 9.3).

It is the responsibility of the Director for the sport to determine the number of teams to be formed for each grade and gender. The Director shall also select a Head Coach for each team (see section 12). The registered children of each Head Coach will be assigned to the team for that Head Coach. The Director shall determine if Assistant Coaches will be determined prior to or after the random selection process. If Assistant Coaches are determined prior to the random selection process, the Director shall determine the process for selecting Assistant Coaches; in addition, the children of the Assistant Coach will be assigned to the team for that Assistant Coach.

It is the responsibility of the Director for the sport to determine a fair and random process for determining the placement of remaining players. The Head Coach or a designate for each of the teams shall be present when the drawing occurs unless they have specifically waived this right. The Director of the sport shall record the order of team selection and shall note which team made the final selection or which team was due to make the next selection. By default, if multiple family members qualify for teams by grade and gender, then said players will be placed on the same team when the first family member is randomly selected or if the parent/guardian is the Head Coach or an Assistant Coach assigned before the random drawing for players occurs. During the sport registration process or prior to the team selection process, a parent of said players may request in writing to waive this right; said family members then shall be subject to the random draw process and may or may not be on the same team.

In the case in which one or more registrants are accepted after the teams have been formed, the Sport Director shall continue the random selection process with the new pool of registrants as if these players had already been in the initial pool, but not selected (*i.e.* starting with whichever team was due to make the next random selection as noted at the conclusion of the random selection process). The Director of the sport shall delay this second random selection process until he/she is confident that no new late registrations will be accepted.

## **10.2 TEAM FORMATION FOR GRADES 5 AND ABOVE**

Beginning in the 5<sup>th</sup> grade, one team from each grade and gender shall be formed with the intention of engaging in play at the highest competitive level for the team's ability. To that intent, an evaluation process will be used to form one team of similar talent, interest, and commitment to the sport for a grade and gender which will participate at the most competitive level for the team's ability. Remaining teams for the grade and gender will be selected to form teams such that each team is approximately equivalent as a whole regarding talent, interest and commitment (*i.e.* teams of near-equal talent, interest and commitment rather than teams that will compete on separate tiers. The goal is for the child to participate at an appropriate level for the child's maturity and skill.

An evaluation process is used to determine the composition of teams for grades 5 and 7. The teams remain the same in grades 6 and 8 unless players need to be moved to create teams with sufficient numbers of players (see Table 10.1) or if it becomes clear that a player would be better suited on another team. If either situation arises, the Director for the sport, parents for each player moving teams, and all involved Head Coaches, must agree on the resolution. If a decision cannot be reached, the Director for the sport will determine players' team placement.

Note that the composition of teams and the limitations on the number of leagues may dictate that teams from St. Peter be placed in the same district league per the talent of the team.

The intent of the evaluation process is to determine a score for each player where 40% of the score is determined from interest and commitment and 60% of the score is determined from talent.

The 4<sup>th</sup> and 6<sup>th</sup> grade Head Coaches shall evaluate all players for a grade and gender during the 4<sup>th</sup> and 6<sup>th</sup> grade seasons. The Head Coaches may request one or more of their Assistant Coaches to also perform evaluations. At a minimum, the Head Coaches, and Assistant Coaches if requested by the Head Coaches, should attend two games and/or practices to evaluate each player and to assign a score for each of the items used to grade the player. The evaluators should also include any comments that would assist in determining the correct team for the child.

It is recommended, but not required, that prior to the start of the 4<sup>th</sup> and 6<sup>th</sup> grade seasons, the Head Coaches and Director for the sport should meet to review and agree to the evaluation criteria to be used. Without prior agreement otherwise, the following default evaluation points listed below shall be used; however, with agreement from the Head Coaches and the Director for the sport, alternate evaluation points can be substituted as long as 40% of the evaluation score is based on interest and commitment and 60% of the score is based on talent. By default, for each item scored, a ranking system of 1-5 will be used where 1 is the lowest score and 5 is the highest score.

Baseball	Throwing, Hitting, Fielding, Cooperation, Attendance
Basketball	Dribbling, Passing, Shooting, Cooperation, Attendance
Soccer	Dribbling, Passing, Shooting, Cooperation, Attendance
Softball	Throwing, Hitting, Fielding, Cooperation, Attendance
Volleyball	Setting, Serving, Volleying, Cooperation, Attendance

Following the completions of the 4<sup>th</sup> and 6<sup>th</sup> grade seasons, the evaluation scores for each player shall be submitted to the Director of the sport for use in the following season. To facilitate the evaluation of players, the Director for the sport can determine that an evaluation session (*e.g.* a scrimmage game(s) and/or drill session(s) as examples only) should be held for all players at the end of the season for grades 4 and 6 or before the season starts for grades 5 and 7.

If the placement of players on teams cannot be determined due to equal evaluation scores, the Director for the sport and the Head Coaches shall come to an agreement on the placement of these players. If concurrence cannot be reached, the Director for the sport will determine players' team placement.

Typically a player that is new to the program will not be assigned to the most competitive team selected from this process. At the discretion of the Director for the sport, and with agreement of the Head Coaches for that grade and gender, the new player can be assigned to the most competitive team based on one or more of the coach's prior knowledge of demonstrated interest, commitment and talent of the player. The assignment of a new player to a team can affect the league in which the team participates. Before the team is assigned to a league, every effort should be made by the Director for the sport and the Head Coach to evaluate whether the new player impacts the league in which the team should participate.

The Director for the sport is permitted to move players between teams due to conflicts with the scheduled time for practices. Such movement requires the agreement between the Director for the sport, both Head Coaches and all involved players' parent(s)/guardian(s). The Director for the sport must notify the Executive Committee whenever a player is moved from one team to another.

## **11. PLAYING TIME**

All players on all teams will be ensured reasonable and adequate playing time. At a minimum, the recommendations for playing time in the CYC Constitution and in District procedures must be followed by all coaches. All Head Coaches, especially those for 6<sup>th</sup> grade and younger, are encouraged, but not required, to provide equal playing time as nearly as possible.

If playing time is reduced for disciplinary reasons, the Head Coach must inform one or both parent(s)/guardian(s) of these reason(s). Ideally, this notification should take place prior to the game(s) impacted, but may occur after the game(s) if prior notification was not possible, at the Head Coach's discretion.

If a Head Coach believes norms for playing time should be established for a team based on attendance at practice, these norms must be communicated to the parent(s)/guardian(s) prior to their use.

Each child entered as a participant in the St. Peter Track Meet may participate in a maximum of three events, including participation in the relays. All of the events for a participant must be in the same age division. Following the CYC rules, the eligibility of a child to participate in the meet in a given age division is determined by his/her age as of June 30th of the previous year. For example, a child that was 10 years of age on June 30, 2000 would be eligible to participate as an athlete in the 9-10 age group in the 2001 Track Meet even though they may now be 11 years of age.

## **12. APPOINTMENT AND REQUIREMENTS FOR COACHES**

Head Coaches shall be appointed by the Director for the sport. At the discretion of the Director for the sport, Assistant Coaches may be assigned by the Director for the sport to teams prior to the team selection process or may be appointed by the Head Coach after the teams are formed.

Only personnel who ascribe to the principles and Bylaws of the St. Peter Athletic Association, of the CYC South Central District, and of the CYC shall be eligible to coach teams sponsored by the Athletic Association. Any coach shall be subject to removal by the Executive Committee if his or her performance is not consistent with the principles of the St. Peter Athletic Association, these Bylaws, with CYC South Central District procedures, or with the CYC Constitution.

All coaches must complete three child safety criteria for the Archdiocese before practice starts or before acting in a coaching capacity.

- 1 Attend an Archdiocesan "Protecting God's Children" session.
- 2 Register with the parish's Child Safety Coordinator for a background check
- 3 Submit a signed copy of the "Code of Ethical Conduct" to the parish Child Safety Coordinator

All Head Coaches must attend the CYC sponsored program "Coaching to Make a Positive Difference" prior to the first practice.

If a player or parent/guardian has a complaint regarding the performance of a coach, they may register their complaint with the Director for the sport or the President of the Athletic Association (see section 14)

### **13. DISCIPLINARY ACTION FOR COACHES AND PLAYERS**

All CYC and CYC South Central District rules will be followed and take precedence over these Bylaws. Any disciplinary actions taken by the CYC or the CYC South Central District will be followed. Any player or coach found to be in willful and serious violation of these Bylaws shall be subject to disciplinary action as the Executive Committee may deem to be appropriate, including a life time suspension from St. Peter's sports.

If an incident of misbehavior is reported by the South Central District or the CYC against a St. Peter coach or player, the following tasks shall be performed by the Director for the sport:

- 1 Review the incident report from the CYC District Office, if applicable.
- 2 Interview the coach and/or player as applicable. If a player is involved, the player's parent(s)/guardian(s) must be present.
- 3 Make a report to the Executive Committee.
- 4 Make a recommendation on disciplinary action to the Executive Committee.
- 5 Report outcome of analysis of incident by the Executive Committee and/or determination of disciplinary action to the coach and/or player, as applicable.
- 6 Support any disciplinary action dictated by the CYC South Central District or by the CYC.

### **14. GRIEVANCES AND APPEALS**

All grievances, appeals, suggestions or other general matters concerning the Athletic Association shall be brought to the attention of the applicable Director for the sport or the President of the Athletic Association. If appropriate, and if necessary, a grievance,

appeal, suggestion, or other general matter shall be presented in writing to the Executive Committee for action and resolution.

## **15. OTHER RULES**

Registration fees shall be considered to be non-refundable after the second week of scheduled practice.

Failure of a player to return uniforms by the time designated by the Uniform Director, or to make appropriate restitution, may result in ineligibility to participate in further Athletic Association programs.

Athletic Association owned equipment and/or uniforms may be used only for programs sponsored by the Athletic Association.

In accordance with and in support of the philosophies conveyed by the parish community, the Athletic Association shall not conduct practices or schedule games for any sport in direct conflict with the religious education programs chartered by the Parish. If a direct conflict exists, no practices or games shall be scheduled ONE HOUR PRIOR, DURING, OR 30 MINUTES following the Parish School of Religion classes. This does not include events not scheduled by the parish such as tournament, league, and playoff games. The Director for the sport should make every attempt to provide any religious conflicts to the scheduling entity before scheduling commences so every effort can be made to schedule around the religious event.

## **16. CHANGING THE BYLAWS**

These Bylaws may be changed only by a majority vote of the adult (18 years of age and older) Athletic Association members at a general assembly meeting. Only Athletic Association members may propose a Bylaw change. Any member wishing to propose a Bylaw change is required to record and present a minimum of 40 unique signatures from other adult Athletic Association members demonstrating their support for the proposed change to the Board of Directors, along with the exact wording of the proposed Bylaw change. The change must be submitted 2 weeks prior to the scheduled meeting date for the General Assembly to provide time for its review.

The Athletic Association governing body shall review the proposed Bylaw change to determine if the Bylaw change is

- 1 Written in clear and unambiguous language
- 2 Does not contradict other sections of the Bylaws
- 3 Does not contradict the CYC Constitution or CYC South Central District procedures
- 4 Is enforceable

If any of the above criteria are not met, the governing body shall notify and possibly make recommendations to the member that submitted the proposed Bylaw change as to these deficiencies. The member that submitted the proposed Bylaw change is not required to accommodate these findings. However, if these findings are not accommodated, the governing body can and should make these deficiencies clear to the General Assembly prior to the vote on the proposed Bylaw change. If the member that

submitted the proposed Bylaw change modifies the proposed change, said person may either obtain at least 40 unique signatures from the same or other adult Athletic Association members again, or may resubmit the change to the governing body, who will determine if the changes are materially different from the original proposal. If the revised Bylaw change is not materially different, then no new signatures shall be required. If the governing body determines the revised Bylaw change is materially different, then 40 unique signatures from other adult Athletic Association members must be gathered. If the governing body agrees, a proposed Bylaw change may be submitted to the governing body for a review, but not a vote, prior to obtaining the minimum 40 signatures, so as to avoid obtaining signatures multiple times.

Acceptance of a proposed Bylaw change shall be decided by a majority vote of all voting adult Athletic Association members attending a general assembly meeting or voting using an absentee ballot before the meeting. The President of the Athletic Association shall determine and announce the process for conducting a fair vote, which may vary depending on the number of members in attendance at the general assembly and the amount or content of the material to be covered. The President shall also decide and announce a fair process for casting an absentee ballot. In all cases, an Association member is permitted one and only one vote. See section 14 for grievances and complaints.

## **17. FUNDRAISING**

All money raised shall go towards the following expenditures:

- 1 Team Equipment, Field Equipment and Uniforms.
- 2 District Fees for teams.
- 3 Fees for fields, gyms, referees, umpires, officials, etc.
- 4 Special needs as requested by the Pastor and Pastoral Council.
- 5 Assistance in maintenance/repairs/updating of Parish Center (gym), as requested.
- 6 Other needs as voted on and approved by vote of the Board of Directors.

All disbursements of unbudgeted funds shall be approved by a Board of Directors vote. All budgets must be approved by a Board of Directors' vote.

## **18. DISCERNMENT PROCESS**

The Discernment Process is used to identify volunteers. This process is used by many St. Peter Parish organizations. The implementation for the Athletic Association is described below.

Potential volunteers are nominated by any Athletic Association member. A request for nominations may be made in the parish bulletin, the Athletic Association website, an announcement at Mass, or any other means available. Nominations are returned to the Rectory or any member of the Executive Committee, who will give the nomination to the Rectory.

The Spiritual Director will contact all the nominee and invite them to attend a discernment meeting which shall be attended by all the nominees, the Spiritual Director, the Athletic Association President and the current director of that sport. At this meeting, the nominees will learn about the duties, responsibilities and required commitment for

the position(s). Each nominee shall be given the opportunity to pray about their nomination and their ability to fulfill the duties and responsibilities of the position. A follow-up meeting among the same parties will then be held for the nominees to accept or decline the nominations.

Accepted nominees shall be subject to the election and appointment requirements as described in section 3.

## **19. REVISION HISTORY**

These Bylaws were approved at the General Assembly meeting of April 15, 1991. The following revisions were subsequently approved at the General Assembly Meetings as noted:

April 20, 1995  
April 20, 1998  
April 23, 2001  
June 30, 2003  
October 16, 2005  
May 14, 2008