

St Barnabas Athletic Committee By – Laws

UPDATED AND APPROVED: July 13, 2008

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1. PURPOSE OF THE PROGRAM:

The purpose of the St. Barnabas Athletic Program is to:

- A. Develop Christian values and good sportsmanship within our St. Barnabas athletes that will be a positive representation of our parish community and the CYO.
- B. Put more emphasis on learning the game, doing your best and less emphasis on winning.
- C. Develop a competitive recreational and instructional sports program for boys and girls from St. Barnabas parish of grade school and high school age.
- D. Enhance the students' academic achievements and social development by teaching the advantages of teamwork, discipline, and hard work.

2. DESCRIPTION OF THE PROGRAM:

- A. The St. Barnabas Athletic program is an instructional, competitive, and recreational sports program available to all children of St. Barnabas parish members.
- B. The programs, policies and by-laws are administered by the Parish Athletic Director (PAD) and the Athletic Committee, within the framework of the CYO, under the governance of the Fellowship Commission of the Parish Pastoral Council.
- C. St. Barnabas sports program financial support is provided by the St. Barnabas Men's Club under an annually approved budget. Any expenditure greater than the sport budget, up to \$500, must have prior approval of the PAD. Amounts greater than \$500 per sport over and above the approved annual budget must be brought to the Men's Club or the Men's Club Executive Committee by the PAD for prior approval.
- D. Sponsorship of sports and the grade at which sports begin is to be determined by the Athletic Committee as recommended by the Parish Athletic Director.
- E. All children will participate at their general level of ability; there will be no "cuts".

3. PROGRAM RULES:

- A. All players **MUST** meet the rules of eligibility (see Section 4) in order to participate in the program. Additionally, CYO Eligibility Rules, including physical evaluations, must be met.
- B. All sport coordinators and coaches **MUST** adhere to and follow all of the rules and policies outlined in the Athletic Committee By-Laws.
- C. All coaches and assistant coaches **MUST** adhere to all of the rules and policies outlined in Section 5.
- D. There will be **NO** scheduled practice or games ending later than 10:00 p.m. Sunday through Thursday for players of 3rd grade through high school age. There will be **NO** scheduled practice or game ending later than 11:00 p.m. on Friday or Saturday.

4. RULES OF ELIGIBILITY:

Scholastic, conduct and general eligibility requirements for the participants of the St. Barnabas Athletic Program are as follows:

PARISH ELIGIBILITY:

All children of registered members of St. Barnabas parish will be eligible to participate in the St. Barnabas sports program. Children of non-registered members may be eligible under CYO rules but must have approval of the PAD to participate in the sports program.

PUBLIC SCHOOL STUDENTS:

Players not attending St. Barnabas or Roncalli High School will be required to meet the same academic and behavioral requirements outlined herein. A Principal's Release form must be on file with the Sport Coordinator (SC) for the player to have eligibility. No player will be allowed to participate in games or practice until this signed form is on file with the SC.

BEHAVIORAL ELIGIBILITY:

Any player who violates school policy or who is a discipline problem in school will be required to have a conference with BOTH parents, teacher, and the principal. At that time the principal, in conjunction with the PAD, will determine if the student shall be suspended or put on probation in the sports program. The student will remain on suspension or probation until the principal determines when he/she can return the sports program.

ACADEMIC ELIGIBILITY:

- A. A student of St. Barnabas School or Roncalli High School who wishes to participate in the St. Barnabas sports program MUST maintain a passing grade (70% or higher) in ALL MAJOR academic subjects (Religion, Mathematics, Science, Language Arts, and Social Studies).
- B. Any player who is found to be failing a major subject on his/her report card will automatically be suspended from participating in ANY sport until the next report card grading period when the student has brought his/her grade up to passing grade.
- C. Any player who is found to be failing a minor subject on their report card will be required to attend a conference between BOTH parents, student, teacher, and principal at which time the principal, in conjunction with the PAD, will determine if the student should be suspended from the sports program until the next grading period or if the student may participate on "probation" and how long the probation will last.
- D. Any player failing in a major subject at the end of the school year will become ineligible to participate in the sports program at the beginning of the next school year until the first report card. At that time his/her teacher and the principal will determine if the student can return to the sports program. Any student failing in a minor subject at the end of the school year must attend a conference at the beginning of the new school year with BOTH parents, his/her teacher, and the principal. The principal, in conjunction with the PAD, will determine if the student's probation will be lifted.

ATTENDANCE:

Any player with an "un-excused" absence from school **will not** be allowed to practice or play in a game that day.

Any player with an excused absence for a whole school day **will not** be allowed to practice or play in a game that day unless approved by the principal.

Any player with an "excused" absence of a half day or less **will** be allowed to practice or play in a game that same day.

5. CONDUCT:

The following policy and process will be followed. Any offense or "gray areas" not covered by the following will be brought to the attention of the Parish Athletic Director. The PAD, after consultation with the Boys/Girls Coordinator and SC, will determine the course of action.

Players, coaches, parents, and attendees at any St. Barnabas sport function must conduct themselves in a Christian-like manner and maintain a "good sportsmanship" behavior and attitude at all times. Unsportsmanlike conduct, foul language, obscene gestures, or physical violence from players, coaches, parents, or attendees **will not** be tolerated. Harassment of officials in any way by players, coaches or parents will be addressed by the PAD. Any player, coach, parent, or attendee who refuses to attend a hearing with the PAD will be suspended from attending any St. Barnabas sport function until he/she attends the hearing.

PLAYERS:

Any player displaying unsportsmanlike conduct, using foul language or obscene gestures at any St. Barnabas sport function will receive a one (1) game suspension for the first offense. A second offense will result in a three (3) game suspension. The third offense will result in the player being suspended from **all** sports at St. Barnabas for a twelve month period from the date of occurrence. Further offenses in the following years will result in a hearing with the PAD who will determine the final course of action.

Any player who engages in physical violence during the sport activity will be required to attend a hearing with the PAD. After consultation with the parties, the PAD will determine the course of action to be taken. Unprovoked physical violence will result in suspension from **all** sports at St. Barnabas for a twelve (12) month period from the date of the occurrence.

COACHES:

Any coach or assistant coach displaying unsportsmanlike conduct, using foul language, or obscene gestures at any sport function will be asked to leave the premises by the Gym Manager or Game Official and will receive a one (1) game suspension. A second offense will result in a three (3) Game suspension. A third offense will result in suspension from coaching any sport at St. Barnabas for a twelve (12) month period from date of occurrence. Any offenses after that will result in permanent suspension from the St. Barnabas athletic program. Any coach or assistant coach engaging in physical violence during any St. Barnabas sport function will be required to attend a hearing with the PAD. After consultation with the parties, the PAD will determine the course of action to be taken. An act of physical violence may result in a suspension from coaching **any** sport at St. Barnabas for a twelve (12) month period.

PARENTS AND ATTENDEES:

Any parent of a player or attendee of a St. Barnabas sport function at home or away who displays unsportsmanlike conduct, foul language, or obscene gestures will receive a one (1) game suspension (preclusion from attendance). A second offense will result in a three (3) game suspension. A third offense will result in suspension from **all** St. Barnabas sport functions for a twelve (12) month period from the date of occurrence. Further offenses will result in a hearing with the PAD who will determine the final course of action.

Any parent or attendee engaging in physical violence at any St. Barnabas sport function will be required to attend a hearing with the PAD. After consultation with the parties, the PAD will determine the final course of action. Unprovoked physical violence will result in twelve (12) month preclusion from attending St. Barnabas athletic functions.

ST. BARNABAS ATHLETIC PROGRAM RULES OF CONDUCT;

Players, Coaches, and Spectators are expected at all times to:

- 1. Demonstrate Good Sportsmanship and Christian Behavior, and,**
- 2. Show Courtesy and Respect to opponents, Officials and Visitors.**

Those unwilling or unable to meet these expectations will be asked to leave the premises by the gym manager, or their designate, or another Athletic Committee member.

6. MEMBERSHIP AND DUTIES:

A. ATHLETIC COMMITTEE (AC):

The Athletic Committee will consist of the following individuals:

- The Parish Athletic Director (PAD), as appointed by the Fellowship Commission of the Parish Pastoral Council together with the Pastor and the Men's Club, will Chair the Athletic Committee.
- Both the Boys Athletic Coordinator (BAC) and the Girls Athletic Coordinator (GAC), as recommended by the Men's Club or the Athletic Committee and approved by the PAD.
- All Sports Coordinators (SC), as recommended by the BAC/GAC or AC and approved by the PAD, for the following sports:

FALL

- Cheerleading girls in grades 3 thru 8
- Cross Country boys teams and girls teams; grades 4 thru 8
- Girls Basketball girls in grades 4 thru 8
- Football boys in grades 3 thru 8
- Kickball Fall season and Spring season; girls in grades 4 thru 8.
- HS Volleyball * girls in grades 9 thru 12

WINTER

- Volleyball * girls in grades 4 thru 8
- Boys Basketball boys in grades 4 thru 8
- Wrestling boys in grades 3 thru 8
- H.S. Basketball boys teams and girls teams; grades 9 thru 12

* same SC

SPRING

- Softball girls in grades 6,7 and 8
- Track boys teams and girls teams; grades 4 thru 8
- Baseball boys in grades 7 and 8
- Soccer coed teams; grades 5 thru 8

- President, Treasurer and Secretary of the Men's Club as Ex-Officio members
- Gym Manager

Athletic Committee Members are primarily responsible for:

- Selecting the best qualified individuals available as Head Coaches
- Generally overseeing the sport activities including coach's certification, background checks and other duties outlined herein.
- Purchasing and controlling of equipment and uniforms.
- Preparing and submitting an annual budget.
- Reviewing annually and, as necessary, amending these By – Laws.
- Recommending nominees for the Busald Award and St. John Bosco Medal.

B. Parish Athletic Director (PAD) Duties:

1. Appoint BAC and GAC positions based on recommendations of AC and Men's Club.
2. Assist BAC and GAC with selection of individual SC.
3. Assure that background checks on all individuals associated with the Athletic Program are on file with the Parish Business Manager.
4. Assure that all individuals associated with the Athletic Program have attended the VIRTUS training.
5. Assure that CYO Certification for all coaches and coordinators is accomplished.
6. Set and facilitate meetings for the AC.
7. Assimilate and approve annual budgets for each sport submitted by SC and present to Men's Club for consideration and approval in the Spring.
8. Maintain regular contact with CYO Office and assure that the Parish Athletic Program is in compliance with CYO policies and rules.
9. Identify and recommend parishioners who meet CYO qualifications for the Monsignor Busald Award and the St. John Bosco Medal.
10. Generally provide leadership and direction to the St. Barnabas Athletic Program.

C. Boys and Girls Athletic Coordinator (BAC/GAC) Duties:

1. Be responsible for recruiting and recommending SC for individual sports prior to the start of the school year.
2. Pro-actively assist SC in recruiting and selecting the best and most qualified Head Coaching candidates.
3. Pro-actively assist SC in determination of the number of and competitive level of team entries and organization of tryouts as applicable.
4. Pro-actively assist SC and Head Coaches in recruiting and selecting the best and most qualified assistant coaches.
5. Attend AC meetings and generally oversee the activities within the designated sports.
6. Attend Coaches Meetings held by the SC.

D. Sport Coordinator (SC) Duties:

Be responsible for recruiting and recommending head coaches for their individual sport. All head coaches MUST have the approval of the SC and the BAC/GAC. In addition to consideration of previous year's coaches, registration forms for each sport will allow a parent to indicate their interest in coaching. Also, parishioners indicating and interest in coaching on their Stewardship Intent Cards will be considered. The SC will review the candidates with the BAC/GAC and a selection will be made, beginning with "A" teams. In the event that the SC and the BAC/GAC cannot agree on the selection, the PAD will assist in the decision.

1. The SC will consider the following issues when selecting head coaches:
 - a. Registered and active members of St. Barnabas parish should receive preferential consideration.
 - b. Past coaching and/or playing experience.
 - c. Completion of CYO Certification and VIRTUS Program.
 - d. Coaches wishing to move up a grade with their child ARE NOT automatic selections.
 - e. When coaching positions exceed the number of applicants, each applicant is not automatically selected. The SC can recruit additional applicants.
 - f. The SC and BAC/GAC will determine whether "A" team coaches will be selected before tryouts. The PAD will assist in the decision as necessary.
2. A person under the age of 25 can be a head coach, provided that an adult at least 25 years or older is present at ALL practices and games. Head coaches in the high school leagues must be 25 years of age or older.

3. Be responsible for purchasing and maintaining equipment for their sport and making sure all their team's equipment and uniforms are returned at the end of their sport season.
4. Prepare a Season Summary including a budget for the following season immediately (within 2 weeks) after the end of a sport season. (The exception is Spring sports which will need to prepare their budget prior to the end of the season.)
5. Be authorized to purchase uniforms or equipment or any other expenditure up to the previously approved budget amount. Expenditures up to \$500.00 above the budgeted amount will require prior approval by the PAD. Amounts above \$500.00 will require prior approval of the Men's Club Executive Committee. All invoices are to be sent directly to the PAD prior to payment.
6. Be responsible for collection of all fees BEFORE their first game. Players who have not paid their fees will be ineligible to play in a game until fully paid. Waiver of fees will require the concurrence of the PAD. All fees are to be delivered to the PAD.
7. Hold a MANDATORY coach's meeting before the season starts with ALL coaches and their assistants covering the Athletic Committee By-Laws, CYO coach's certification, VIRTUS requirement, applicable rules, practice times, background checks etc.
8. Provide PAD with the names of all coaches or helpers in the sport prior to the first team function so background checks can be verified.
9. Collect all physical evaluation forms from coaches and confirm against team rosters; list all names sorted by grade; provide list to GAC/BAC and PAD; PAD will hold/file all of the forms during the school year.

E. Coaches Duties:

1. Head coaches will be responsible for holding a MANDATORY parent's meeting and collecting all forms, physicals, and fees. All fees, a complete roster of players, physical evaluation form for each, and listing of all coaches, will be turned over to the SC prior to the first game.
2. Head coaches will be responsible for the return of all equipment and uniforms in his/her team's possession immediately (within 2 weeks) after the season.
3. All head coaches must attend the MANDATORY coach's meeting held by the SC.
4. All coaches must attend the one-time CYO coach's certification program (per CYO and Parish policy). Also, a one-time attendance at the VIRTUS Program and a satisfactory background check are requirements of the Archdiocese.
5. Head coaches will abide by ALL the St. Barnabas athletic by-laws and the CYO rules and policies.
6. Head coaches will instruct his/her team on the importance of being "good sports" and playing fair at all times.
7. Head coaches who have a disagreement with any official during a game WILL NOT engage the official during game play unless it is due to safety considerations or clear errors (IE too many players on the field/floor, etc) The coach must wait until a time out or period end to discuss the call with the official. If a head coach has a complaint with an official, the complaint must first be heard and approved by the SC and/or the PAD before being filed with the CYO Office.
8. Head coaches are responsible for the actions of their players AND their player's parents. Any coach being harassed by a player's parents can lodge a complaint with the SC who will at that time or immediately thereafter discuss the complaint with the player's parents. If an agreement is not reached between the player's parent and the SC, the SC will the matter over to the BAC/GAC or PAD who will make a decision on what action will be taken.
9. Head coaches are responsible for the players on their respective teams before and after all games and practices until a parent or guardian shows up.
10. Any coach who has a complaint lodged against him/her by a parent or player may be asked to attend a conference with the BAC/GAC and PAD to respond to the complaint. The PAD will then make a decision on what action, if any, will be taken.

11. Head coaches who experience excessive absence, discipline, or behavioral problems from a player, may suspend the player from participation in games or practices after reviewing with the SC. If the suspension is for more than one week, or if repeated a second time, it is the responsibility of the coach to inform the BAC/GAC and PAD. If the parents of the player feel that the suspension was improper they may consult with the coach. If they still feel that improper action has been taken they may appeal to the SC. If the parent still does not feel that action was fair, they may appeal to the PAD, who will make the final decision of the action.
12. Any coach ejected from a game will be unable to coach the following game and will attend a conference with the PAD prior to any involvement in a practice or game. A second ejection will result in the coach's removal for the rest of the season.

F. Assistant Coaches:

1. Assistant coaches will adhere to all the same guidelines as listed under Section 6 MEMBERSHIP AND DUTIES: sub-section E: COACHES DUTIES.
2. Assistant coaches are required to attend the MANDATORY coaches meeting with the head coach.

7. TEAM SELECTIONS:

All eligible players who sign up for a sport will be placed on a team. There will be no cuts. The SC and BAC/GAC will determine the correct number of teams to enter in their sport and the current number of players on a team.

The SC will register one (1) "A" team and the appropriate number of B and C teams (when appropriate) with the CYO office.

The SC will be responsible for scheduling and facilitating tryouts when applicable. Enough time should be allowed for the coaches to properly evaluate the players and to conduct an orderly and fair selection of A, B, and C teams.

The "A" team coach, or a selection committee chosen by the SC and including the BAC/GAC, will select the "A" team players first. Any "A" team player who did not attend tryouts must receive approval from the SC to be placed on an A team. When there are enough players to have more than one (1) B or C team, the remaining players will be set up by a draft which will be facilitated by the SC. All efforts should be made to allow at least two kids from the same grade on all B and C teams. Playing time will be in accordance with CYO rules.

8. FEES:

- A. All fees required for a sport activity will be recommended by the SC along with the sport's budget and are subject to approval by the Men's Club.
- B. No player may keep part or all of their uniform or equipment unless paid for by the player.
- C. The head coach will be responsible for collecting all fees from their players and giving them to the SC along with a complete roster **and physical evaluations**. The SC will be responsible for collecting all required fees and **physical evaluations** for their sport and turning them over to the PAD.
- D. Fees are to be paid at time of registration. Late registrations will include a \$10 Late Fee.
- E. Any refund request must be made through the PAD. There will be no refunds once uniforms are passed out or the first practice has been held. Refunds will not "carry over" from season to season or sport to sport.

9. TOURNAMENTS:

All tournaments must be approved by the SC and BAC/GAC.

Funding for tournaments must be included in each sport's annual budget that was approved by the Men's Club. Any tournament costs outside the annual budget must be presented to the PAD for approval to receive funding. This also includes the cost of extra facility rentals or special equipment.

10. BY - LAW ADOPTION:

- A. These By - Laws were adopted on July 13, 2008.
- B. These By - Laws will be reviewed annually and modified as needed.
- C. These By - Laws were last reviewed and updated on July 15, 2007.
- D. Current Athletic Committee members at the time of this writing were as follows:

11. ATHLETIC COMMITTEE MEMBERS:

Pastor Fr. Randy Summers

Athletic Director Chick Lauck
Girls Coordinator Theresa Ditton
Boys Coordinator Dan Bauer

Sport Coordinators:

Cheerleading Chris Reising
Kickball Steve Battiato
Football Greg Tatarek
Cross Country Gary Reising
Girls Basketball Tim Crissman
Volleyball (GS & HS) Susan Ruhana
Wrestling Steve Corn
Boys Basketball Jeff Kirkhoff
Soccer Ted Niezer
Track Bill Basch
Softball Jeff Stevens
Baseball Pat Russell
HS Basketball (G&B) Tom Dale

Ex Officio:

Gym Manager Dick Music
Men's Club President Rick Huck
Men's Club Secretary Paul Burkhart
Men's Club Treasurer Pat Dearing
Fellowship Commission Todd Baker