



St. Thomas Aquinas Academy Athletic Association BY-LAWS

Revised according to Parish Council Communication, May, 2004
Section I - Policies (Parish-Based Program)

The policies of the St. Thomas Aquinas Academy (STAA) Athletic Association program are:

- A. The pastor has the ultimate responsibility for all extracurricular activities in parish-based programs. The immediate supervision of a program may be delegated by the pastor to a qualified staff member or other adults. The job description of the person responsible will provide the parameters of this delegation. Parents and other adults who serve as coaches and moderators are accountable to the pastor or his delegate in all extracurricular activities.
- B. To provide a learning experience that will teach those physical, mental and emotional skills necessary to perform on a competitive level regardless of individual abilities.

Section II - Interscholastic Athletics

- A. The goal of the Association is to foster a sportsmanlike, competitive athletic program for the children of STAA Day School and the STAA Religious Education programs.
- B. Interscholastic athletics can be of value as a supportive element to the total education process. This Process concerns the total athlete, the athlete's growth as an individual - spiritually, mentally, emotionally, physically and socially. Athletics should provide:
 - 1. A learning experience.
 - 2. A positive base for Christian development.
 - 3. An understanding of competition, emphasizing sportsmanship and teamwork.
 - 4. An opportunity for all participants to develop and share knowledge and skills appropriate to their level.
 - 5. The interscholastic athletic program should be looked upon as the pinnacle and not the foundation of the school's physical education endeavors. A school should provide, first, a program of physical education for all children, second, an intramural sports program for all that desire some participation in competitive sports, and third, an athletic program of competition in the skill sports.

Section III - Committee Membership

- A. Committee membership shall be open to any parent, legal guardian or adult family member of a child involved in the athletic program or any adult registered Parish member.
- B. Committee officers will be elected from the membership and will consist of Athletic Director, Assistant Athletic Director(s), Secretary and Treasurer. Elections will be held at the May meeting. The term of office will be one year.
- C. Sports Coordinators will also be considered officers of the Committee and have voting privileges. Duties of a Sports Coordinator are: establishment of team rosters, the recruitment of coaches, the attendance of league meetings, the distribution of equipment to the coaches and return of same. He or she is also responsible for the distribution of training materials and league requirements.
- D. Additional Committee officers may include Coordinators for Religious Education, Volunteers, Concessions, Fundraising and Uniforms. These positions will have voting privileges.
- E. Tournament Coordinators are considered sub-committee positions and will have no voting privileges.
- F. Committee officers will be responsible for implementing the by-laws of the Association and the Sports programs.



- G. Eligibility for elected Committee Officers requires attendance at three (3) consecutive meetings in the previous 12 months.
- H. A pastoral representative and the Principal and the Director of Religious Education are ex-officio officers, with no voting power except in the case of a tie -- one may cast a vote to break the tie.

Section IV - Committee Financial Policy

- A. All monies used to support this athletic program shall be controlled by the Committee officers. Responsibility for all financial obligations made by the Committee officers, such as league fees, uniforms and equipment will remain the obligation of this Committee.
- B. The Treasurer shall receive all funds of the athletic program and keep an accurate record of receipts and expenses.
- C. The Treasurer will maintain a checking account for Athletic Association funds. Disbursements from this account require the signatures of any two of these members: Treasurer, Athletic Director, Assistant Athletic Director, Principal, Pastor.
- D. The Committee will establish an annual budget for each school year. Approval of the proposed budget for the upcoming school year will be during the first regular Committee meeting. The Committee must approve of all disbursements not accounted for in the budget. Exception: To facilitate normal operations of the athletic programs, the Athletic Director may authorize disbursements of funds not previously approved in the budget, up to \$100.00, for reasonable and/or customary expenditures.
- E. The Committee will approve the use of funds to pay for two (2) tournament entrance fees per team in grade 5-8, per school year. In addition, the Committee may approve funds to pay entrance fees for All City or Area Invitational tournaments, such as the Padre Serra Basketball Tournament. The Athletic Committee reserves the right to reduce this support due to insufficient funds.
- F. The Committee will approve the use of funds to pay for required certification of coaches. Certification of the head coach and up to two assistant coaches for each team may be paid for or reimbursed.
- G. The Treasurer reports to the Committee at each meeting and will also submit an expense report to the Parish Finance Committee once per year.

Section V - The Athlete and Policy

- A. Students from STAA Day School and children of registered parish members, who attend STAA's Religious Education programs, will be eligible to participate in the athletic program.
- B. The student athlete may participate only on a team in his/her grade level, unless grade levels are combined to form one team. Competitive athletic programs are limited to grades 5-8. A student athlete is eligible only to participate in the competitive programs for four years, one at each of his/her grade of school. No player will be allowed to play at a higher grade level due to perceived advanced skills beyond their grade level.
- C. Students must complete sign-up for any of the sports programs by the stated deadline for the respective sport. No additional players may be added to any roster after the announced deadline for the sport sign-up without the consent and permission of the Athletic Director. In cases with special circumstances, such as a student transferring from another school, parents/guardians wishing to have their child added to a roster after the deadline must make a request in writing to the Athletic Director. The Athletic Director will decide the merits of the request and render a decision, which will be final.
- D. Student athletes in grades 5-8 are required to have a physical examination by a licensed physician every two years before participation in any phase of the athletic program. The required physical examination form must be on file in the school/religious education office before any participation may begin. This includes all games, practices, scrimmages and tryouts.
- E. Student athletes must have all required STAA parental permission and medical forms signed by their parent or guardian and in the possession of their coach before they may participate in any games, practices, scrimmages and tryouts.



- F. Team uniforms/equipment issued to student athletes are the property of the STAA Athletic Association. The student athlete and his/her parents or guardian are responsible for any equipment/uniforms issued which subsequently becomes lost, stole or damaged. Team uniforms/equipment must be promptly returned in good condition to the coach or Sports Coordinator at the conclusion of the season for each respective sport. Failure to return uniforms/equipment in good condition may result in assessment of reimbursement costs and/or suspension from further participation by the student athlete in athletics. Athletes are to wear uniforms during league games and tournaments only. Uniforms should not be worn at any other time including practices, scrimmages, at home, in public etc. The only exception is on specified Blue and White days, when uniform jerseys are allowed to be worn in school.
- G. Student athletes are expected to exhibit proper behavior at all athletic events. Christian values of fair play, good sportsmanship, teamwork and respect for others and authority should be adhered to at all times. Parents are expected to set the example for their children.
- H. Participation in athletics is not permitted on the day a student is absent from school.
- I. Any athlete choosing to withdraw from a sport must notify his/her coach immediately. If withdrawal is after league fees have been paid, the parent/guardian will be required to pay a \$7.00 service charge. Failure to do so may jeopardize his/her participation in the other sports. Any fees, such as forfeit fees, imposed upon the Athletic Association by a league as a result of player withdrawal will be assessed on a pro-rated basis to the parents/guardian of those who have withdrawn from that sport. If withdrawal occurs after 50% or more of the season has been completed, the gym service requirements in that sport for that family will not be reduced. The only exceptions are if the athlete is suspended for poor grades/behavior by the principal or the religious education director and/or if there is illness or injury.
- J. The Athletic Director may initiate game or practice suspension or dismissal from the athletic program of any player or coach for rule violations, misconduct or repeated offenses. Suspension of a player or coach will require approval of the Pastor. Dismissal from the athletic program shall require approval of the Athletic Committee and the Pastor. A player or coach receiving practice suspension may not be present in the gym, on the field, or at practice during the duration of the suspension. A player receiving game suspension is required to serve the suspension at the next game or games on the team bench. A coach receiving game suspension may not be present in the gym, field, or building where the game is held during the duration of the suspension.
- K. If problems arise with regard to any aspect of the athletic program, parents/guardians of student athletes that should seek resolution of the problem by discussion of the matter with these persons in the following order: coach, Sport Coordinator, Athletic Director, Athletic Committee and Pastor.
- L. The student athlete and his/her parents or guardian are required to participate in fund raising events that support the program. These include:
 - 1. Selling the required amount of candy or paying the required athletic fee.
 - 2. Volunteer service in Athletic Association sponsored events.
- M. With the building of the Parish Center and the ability to extend the Parish Mission Statement of hospitality to visiting teams and the home teams, there is now a requirement for all parents/guardians of athletes to work in the Parish Center during league games and tournaments. This requirement applies to all families whose child/children participates in any sport, including those who participate in a sport that used the Parish Center Gym and those who participate in a sport which benefits from revenue raised by the use of the Parish Center Gym.

The number of hours or shifts required per family will be determined by the Athletic Committee prior to the start of the respective sport seasons and will be announced through school and Religious Education notices. The required number of hours or shifts may vary for different sports. The duties include working in the concession area, taking admissions fees, set-up, clean-up, recording statistics (scorekeeper), running the clock (scoreboard operator), or supervising the gym. The volunteer Coordinator will provide procedures on scheduling hours or shifts of required service. Parents/guardians must follow these procedures in order to receive credit for service time. The Volunteer Coordinator must approve all changes to the gym work schedule. The Volunteer Coordinator may impose a deadline to sign-up for gym service.

The children whose families fail to meet the deadline may be suspended from participation immediately. Parents/guardians of participants in all sports must fulfill all gym service requirements during the school year in which their child/children participates. If



a parent or legal guardian of a participant does not fulfill the required number of shifts during the seasons in which the gym is used for league or tournament games, they will be charged a fee at the rate of \$40.00 per unfulfilled shift. Sign-ups for the Spring sports (Soccer, Softball) will be accepted only if the service requirement has been fulfilled or the equivalent fee has been paid. If a parent is scheduled to work and does not show up, the parent will be charged a \$40.00 fee, per shift, which must be paid before the athlete can participate in a practice or game. The child/children of that family will be suspended from further participation in athletics until the fee is paid in full. If the parent cannot work as scheduled, it is the parent's responsibility to get a substitute. If the substitute does not work, the parent will be charged the \$40.00 fee. All the above workers must be at least 18 years of age. High school members of a family may want to use this opportunity to be with their parents in this work as part of their required service hours for various programs. The work of a high school student does not meet the requirement of a substitute for a parent/guardian.

Section VI - General Regulations

- A. Participation on a parish-based team requires:
- The parent(s)/guardian must be registered members of the parish/school;
 - The student must:
 - attend the parish school; or
 - attend the parish religious education classes regularly.
- B. No elementary school student may participate in any phase of a formal high school (Grades9-12) athletic program. This includes practice sessions.
- C. The following sports are regulated by the Archdiocese in their own season: Baseball, Basketball, Soccer, Softball and Volleyball.
- D. The sports seasons are defined as follows:
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| 1. Fall - | Soccer: | August 15 - October 31 |
| | Football: | August 15 - ??? |
| | Volleyball: | August 15 - November 7 |
| 2. Winter - | Basketball: | November 1 - March 31 |
| 3. Spring - | Soccer and:
Softball | April 1 until the end of the school year. |
- E. All practices and games (independent, league, and tournament) must take place during the defined sport season. This prohibits all schools and parishes from providing coaches, equipment, school/parish names, liability insurance, and practice and/or game facilities to their school/parish/based teams to continue play during the summer in leagues or tournaments in any sport regulated by the Archdiocese.
- E. A student athlete may compete concurrently in only ONE sport, on only One team in the same sport, and in only ONE league during the sport season. No dual participation in the same sport is permitted. A player in violation of this rule is subject to suspension from athletic participation.
- F. Only teams comprised of players from a single school/parish are eligible to participate in school or parish sponsored tournaments.
- G. A team's entire competitive season must be completed before any member of tat team may begin participation in another sport. This restriction applies to practices as well as games or matches.. EXAMPLE: A player participating with the soccer team must complete the ENTIRE soccer season before participating in any practice, games, matches, scrimmages, etc. for another sport ... such as basketball or volleyball.
- H. Competitive athletic programs are limited to Grades 5, 6, 7, and 8. The soccer program for Kindergarten through Grade 4 is a noncompetitive program sponsored by the Athletic Association.
- I. Requirements for participation apply equally to students in the parish school and in the religious education program. Eligibility to compete will be determined by the students' academic record, effort, attendance and conduct in school (whether Catholic or public), and in religious education classes. Written criteria and process shall be published in the parent/student handbook and other forms of communication: Ineligibility then needs to be reported to the Athletic Director by the Principal and DRE



- J. There is to be no practice, nor competition without competent adult supervision. An adult is a person who is 21 years of age or older.
- K. There is to be no practice nor competition during the hours that school is in session.
- L. No student in grades 5-8 may participate in any phase of STAA sponsored athletic program without a physical examination by a licensed physician every two years. These are to be on file in the school/religious education office.
- M. Players must be insured for both travel and participation.