

## St Barnabas Athletic Committee By – Laws

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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, and 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**

On Line Registration, Participation Fee and a current (dated after March 1 of the upcoming school year) Physical Evaluation, clearing the child to participate in sport activities, are required prior to the earlier of: try-out, first practice or hand out of equipment/uniform as applicable.

Additional 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. Non-parishioners are not eligible with the exception that children registered in neighboring parishes that do not offer a particular sport or grade level may participate at St. Barnabas, under CYO rules, subject to the approval of the PAD.

**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 including 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 must meet the ATHLETIC ELIGIBILITY requirements in the School Student Policies which states: ...”the student must be passing in all subjects.”
- B. If a student makes an “F” in any subject, he/she will have a conference with the Administrator/Principal in conjunction with the Pastor and PAD or Sport Coordinator to determine the necessary action to be taken.

**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 meeting with the PAD will be suspended from attending any St. Barnabas sport function until he/she attends the meeting.

**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 meeting 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 meeting 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:

- 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; girls in grades 4 thru 8; Spring season grades 3 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 1 thru 8
- H.S. Basketball boys teams and girls teams; grades 9 thru 12
- Boy's Volleyball boys in grades 5 thru 8

SPRING

- Softball girls in grades 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
- Kickball Spring season; girls in grades 3 thru 8

Ex-Officio Members:

- Pastor and Associate Pastor
- President, Treasurer and Secretary of the Men's Club
- Gym Manager
- Fellowship Commission Liaison

Athletic Committee Members are primarily responsible for:

- Selecting the best qualified individuals available as Head Coaches
- Generally overseeing the sport activities including background checks, VIRTUS Training and other duties outlined herein.
- Purchase and control 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.
- Registration of teams, coaches and players with the CYO Office as well as other necessary communication during the season.

**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. Set and facilitate meetings for the AC.
6. Assimilate and approve annual budgets for each sport submitted by SC and present to Men's Club for consideration and approval in the Spring.
7. Maintain regular contact with CYO Office and assure that the Parish Athletic Program is in compliance with CYO policies and rules.
8. Identify and recommend parishioners who meet CYO qualifications for the Monsignor Busald Award and the St. John Bosco Medal.
9. 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 an 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 VIRTUS Program and Background Check.
  - 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. Make certain that Coaches and Parents are completely familiar with the CYO Concussion Policy.
7. SC is responsible for:
  - a. Submitting Team Entries by the deadline date.
  - b. Creating team/teams in the on line system.
  - c. Assigning coaches to the teams in the on line system.
  - d. Assigning players to the teams in the on line system.
8. Hold a MANDATORY coach's meeting before the season starts with ALL coaches and their assistants covering the Athletic Committee By-Laws, VIRTUS requirement, applicable rules, practice times, background checks etc.
9. 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.
10. 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 etc. 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. Also, a one-time attendance at the VIRTUS Program and a satisfactory background check are requirements of the Archdiocese.
4. Head coaches will abide by ALL the St. Barnabas athletic by-laws and the CYO rules and policies.
5. Head coaches will instruct his/her team on the importance of being "good sports" and playing fair at all times.
6. 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.
7. 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.
8. 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.
9. 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.
10. 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.
12. 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

13. Head coaches should try to identify travel/club sport activities team members may have in addition to their St. Barnabas team. Potential for practice or game conflicts should be dealt with prior to the season at the Parents Meeting. There is no general policy for this. Rather, coaches will individually determine their team policy prior to the start of the season with the prior concurrence of the SC and AD.
14. Cadet and 5/6 grade Team Coach(es) will organize and lead one service opportunity/project for the team to complete during the sport season. The hours can be credited to their service hour requirements at school.
15. Coaches must be certain that all players are registered on line.
16. Coaches must understand and follow the CYO Concussion Policy.

#### **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 correct number of players on a team. The SC will register one (1) "A" team and the appropriate number of B and C teams with the CYO office.

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 B or C team, the remaining players will be selected 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. Fees are to be paid at time of registration. Late registrations will include a \$20 Late Fee.
- D. 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 without consent of PAD.

### **9. TOURNAMENTS:**

All tournaments must be approved by the SC and BAC/GAC. Funding for one tournament can be included in each sport's annual budget to be approved by the Men's Club. Any tournament costs outside the annual budget must be presented to the PAD for prior approval to receive funding. This also includes the cost of extra facility rentals or special equipment.



**10. RULES FOR USE OF ST. BARNABAS GYM:**

See the attached EXHIBIT.

**11. BY - LAW ADOPTION:**

- A. These By - Laws were adopted on July 15, 2012.
- B. These By - Laws will be reviewed annually and modified as needed.
- C. These By - Laws were last reviewed and updated on July 24, 2011.
- D. Current Athletic Committee members at the time of this writing were as follows:

**12. ATHLETIC COMMITTEE MEMBERS:**

Pastor	Msgr. Tony Volz
Associate Pastor	Fr. Jerry Byrd

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

**Sport Coordinators:**

Cheerleading	Jill DeLong and Kathy Ganka
Kickball	Kristen Baker
Football	Mike Hoffman
Cross Country	Gary Reising
Girls Basketball	Ron Carr
Boys Volleyball	Mary Eiland
Volleyball (GS & HS)	Chester Price
Wrestling	John Schroeder and Jim Chapman
Boys Basketball	Jeff Kirkhoff
Soccer	Eric Anttonen
Track	Rick Dias
Softball	Jeff Stevens
Baseball	Jon Ramos
HS Basketball (G&B)	_____

**Ex Officio:**

Gym Manager	Dick Music
Men's Club President	Dean Beer
Men's Club Secretary	Ron Carr
Men's Club Treasurer	Steve Looney
Fellowship Commission	Matt Swingendorf

## RULES FOR USE OF ST. BARNABAS GYM

The Gym will be available for use by non - CYO teams (Club/AAU teams etc) subject to the following conditions:

1. All scheduling shall be done through Dick Music, Gym Manager, with at least several days of advance notice.
2. Team Coach, or the "Responsible Party" requesting the gym use, must be a St. Barnabas Parish Member with recent coaching experience at St. Barnabas (i.e.: has previously met background check requirements and is familiar with the facility) and must be present during the practice session.
3. The team will predominately include St. Barnabas grade school or high school aged parish members and/or youth from other South Deanery Parishes.
4. Priority of gym use will be:
  - Parish function
  - School function
  - CYO functionA scheduled non – CYO team practice may be "bumped" by one of the above priority functions. As much advance notice as possible will be given.
5. The Coach, or "Responsible Party", is responsible for the condition and cleanliness of the gym; it should be left in the same condition as it was found. This includes rest rooms.
6. No access to any other parts of the building is allowed.
7. Practices shall end no later than 10:00pm.
8. Only tennis or gym shoes are allowed. No food or drink allowed in the building.
9. Coach is to bring any balls etc; none will be provided.
10. No rental payment is required.

Our gym is a valuable asset to our Parish. As such, usage and responsibility is limited to Parish members who have a vested interest in its well-being and preservation. In the event any damage, maintenance, or clean-up expense is incurred, the Coach/Responsible Party will be expected to reimburse any such cost to the Church.