

St Leo the Great Athletic Association (SLAA)

Lincroft, New Jersey

Constitution and By-Laws

May, 2008

ARTICLE I

NAME

The name of this organization shall be the St. Leo the Great Athletic Association hereinafter referred to as the "Association".

ARTICLE II

MISSION STATEMENT

Section 1

The purpose of the Association shall be to impart to the youth of the Association the ideals of honesty, loyalty, responsibility, courage, good sportsmanship, and respect for authority so they may grow into happy, healthy, and well adjusted adults.

Section 2

To achieve those objectives, the Association will provide an organized adult supervised program of sports and activities for boys and girls in accordance with the by-laws and policies of the Association.

ARTICLE III

MEMBERSHIP

Section 1

The members shall consist of fathers, mothers, guardians of the students, and faculty of St. Leo the Great School.

Section 2

All persons who have attained the age of eighteen and who have a desire to contribute their time and efforts to the children of St. Leo the Great may become members.

Section 3

Any member (except an appointed official) whose conduct and/or activities are considered detrimental to the best interest of the Association may be suspended or denied membership by a (2/3) two-thirds majority of the Executive Committee members present at a regular or special meeting

called for this purpose, providing that a motion for said purpose was adopted at the prior regular or special meeting. Any such suspension or denial of membership shall be for a maximum of one year from the end of the activity program then in progress.

Section 3

Youth Membership: Any youth who attends St. Leo the Great School and/or is a properly registered member of the St. Leo the Great Parish Religion Education Program is considered a youth member. A youth member is responsible for maintaining academic standards and acceptable conduct levels at all times. If at any time during a playing season, a youth member falls below acceptable levels of academics or conduct, the principal may remove or suspend the youth from the organization and any or all activities therein.

See Insert A - Conduct and Academic Policy (page 15)

Section 4

All officers, trustees, and individuals appointed by the Executive Committee or President to positions of responsibility must be a member in good standing.

Section 5

A new adult member or previous member shall be accepted for membership at any time, and shall have all rights and privileges of membership excepting only that his/her right to cast a vote shall be withheld until he/she is a member in good standing for thirty days.

ARTICLE IV

EXECUTIVE COMMITTEE AND ATHLETIC ASSOCIATION BOARD

Section 1

The Executive Committee of the Association shall be the President, the Vice President, the Recording Secretary, the Treasurer and the Trustees. The Athletic Association Board shall consist of all Officers, the Trustees, the Vice Principal, the Athletic Director, the Equipment Coordinator, the Scheduling Coordinator, the Publicity Coordinator, all Head Coaches, and all Activity Coordinators.

Section 2A

The Nominating Committee should be formed in April and shall consist of at least three voting members of the Executive Committee and the Principal.

Section 2B The Nominating Committee shall select the nominees. The slate will then be submitted to the Principal and Pastor and then presented to the Executive Committee for approval.

Section 3 The Officers of the Association shall be appointed by the Principal at the first regular meeting in May of each year and shall serve rotating terms for 2 years commencing on June 1 following their appointment and understudying and helping the incumbent from May through June. The outgoing President who is not appointed to another office shall automatically, unless otherwise requested, become a Trustee. The remaining Trustee's position shall be filled by an individual who is a past Executive Committee Officer.

Section 4 All appointed Officers and other members of the Board of Trustees shall be eligible for re-appointment, except that no individual may be appointed to the office of President for three consecutive terms.

Section 5 Advisor: The Pastor and the Principal of St. Leo the Great School will serve as permanent advisors to the Association. All matters regarding major finances, officers, board members, youth members, and policies regarding the Association must meet with their approval.

Section 6 Any appointed officer or other board member of the Athletic Association Board (with the exception of the Advisors) may be removed from office at any regular meeting by a two-thirds (2/3) vote of members present. A motion for removal must be made in writing over the signature of a voting member at the regular meeting prior to and voted on at the next regular meeting.

ARTICLE V RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE

Section 1 The President shall be the Chief Executive Officer of the Athletic Association, and shall be selected from the current Athletic Association Board. The President shall preside at all meetings at which he/she may be present, except meetings of the Nominating Committee. The President shall appoint all chairmen of standing and special committees, subject to the approval by a majority of the Executive Committee and Advisors. The President shall be

an ex-officio member of all committees. The President shall have the authority to act for the Association in matters that may arise between regular meetings and require immediate action, with the concurrence of three other appointed members of the Athletic Association Board. The President may at his/her discretion appoint persons (either members or non-members) to serve in an advisory capacity. The President shall be responsible to the membership and Advisors.

Section 2

The responsibilities of the President include the following:

- shall appoint all fund raising chairpersons; and coordinate efforts for all fund raising activities, such as, but not limited to: calendar sales, candy sales, Breakfast with Santa, tickets to specific sporting events, receipts from basketball games.
- Shall be responsible for appointing coordinators for all sports teams, and for obtaining coaches for sports teams when needed. The names of the coaches shall be presented to the Principal for approval.
- In conjunction with the Athletic Director shall be responsible for all paper work and announcements concerning the sports teams and any other business concerning the Association.
- Shall not be involved in the choosing of any sports teams, unless specifically asked by the Principal.
- Shall work closely with the Equipment Coordinator to insure that all uniforms and equipment are in good condition.

Shall help gym teacher coordinate activities for the Pep Rally's

Section 3

The Vice President shall aid the President and/or fulfill the duties of the President in his/her absence and shall perform all duties beneficial to the Association that are assigned by the President. The Vice President shall be responsible for the coordinating keeping track of and distributing all sports

awards which are given out to athletes at the end of each season. The Vice President will also be responsible for updating the team banners in the gym when necessary.

The Vice President shall be responsible for scheduling all sports sign ups and tryouts in conjunction with the Athletic Director.

Section 5

The Recording Secretary shall be responsible for keeping current records of the Association. The Secretary shall take minutes of all regular special meetings of the Association and of meetings of the Executive Committee. The Secretary shall preside over all meetings of the Association in the absence of the President, and the Vice President. The Secretary shall be responsible for keeping correspondence directed to and from the Association for a period of two years. The Secretary shall have the right to appoint assistants, with the approval of the Executive Committee, to aid with the duties. The assistants shall not be voting members of the Executive Committee. The Secretary shall assist the standing committee chairmen with all announcements pertaining to procedures of the committee. All records shall be submitted to the Executive Committee upon termination of the Secretary's term of office. The Secretary shall be responsible for notifying all members of regular and special meetings of the board. The Secretary shall be responsible for taking written attendance record at all regular and special meetings. The Secretary shall assist when needed the Publicity Coordinator in his/her absence or when called upon. The secretary shall be responsible for updating the Constitution and By-Laws of the Association when necessary.

Section 6

The Treasurer shall maintain all financial records of the Association for the current and preceding terms of office. The Treasurer shall be responsible and accountable for all monies of the Association. The Treasurer shall collect and disburse all monies for the Association. All checks in excess of \$5,000 require two signatures with one signature being that of the pastor, trustee or financial council member authorized to sign checks for the parish.

Disbursements made by, and for the Association shall be on association checks. Expenditures beyond an activity's approved budget expenditure must be approved by the Advisors and Executive Committee before payment. All checks shall require one signature. Approved signatures are those of the

Advisors. The Treasurer shall collect all budgets for the sponsored activities from the Activity Coordinators and Executive Vice President for presentation to the Executive Committee for approval. At each regular meeting of the Association, the Treasurer shall present a written financial report, which shall be included in the annual statement at the year-end regular meeting. The Treasurer shall be responsible annually for filing IRS forms if necessary.

ARTICLE VI

RESPONSIBILITIES OF THE ATHLETIC ASSOCIATION BOARD

Section 1A

The Athletic Director shall be an employee of St. Leo the Great School. The Athletic Director shall be responsible to the Principal and to the Athletic Association in matters concerning sports activities and their related business. The Athletic Director shall present a report at all Executive Board meetings.

Section 1B

The responsibilities of the Athletic Director shall be the following:

- In conjunction with the President shall be responsible for all paper work and announcements concerning the sports teams and any other business concerning the Association.
- Shall schedule and oversee Sport Sign-Up in the Fall and Spring of each year.
- Oversee all physical, medical and emergency forms necessary for participation in sports activities.
- Schedule tryouts for sports teams.
- Provide input in choosing sports teams if specifically asked by the Principal.
- Conduct parents' meetings before each team tryouts begin and after teams have been chosen if necessary.
- Notify all coaches on school policy concerning discipline and academics.

distribution and collection of uniforms and deposits for uniforms. An annual activity report shall be submitted by each Team/Activity Coordinator at the next regular meeting of the Executive Committee following the conclusion of that activity. This report shall contain as a minimum the following information: coaches, team standings, critique of the activity with recommendations.

Section 5B If an activity does not have a Team Coordinator, then that activity shall be suspended until the position is filled.

See Insert C -Team Coordinators (pages 18-19)

ARTICLE VII

EXECUTIVE COMMITTEE

Section 1 The Executive Committee shall consist of all Officers, Trustees and Advisors. All members shall have one vote each. A quorum for an Executive Committee meeting shall consist of the lesser of eight members of that Committee or a majority of the Officers then serving. Voting requirements for the Executive Committee for all regular and special meetings where a vote of the general membership is not required shall be by simple majority.

Section 2 The Executive Committee shall have full power in governing the affairs of the Association and in setting the amount of the annual dues (if dues are deemed necessary). The Executive Committee shall convene at the call of the President and/or upon the request of at least three members of the Association in good standing. The Executive Committee members must be notified by the Secretary of all regular and special Executive Committee meetings.

Section 3 Any member of the Executive Committee may resign by giving formal written notification to the Executive Committee. A vacancy in the Executive Committee will be filled by a Trustee until a special election is held to fill the unexpired term.

ARTICLE VIII

FINANCES

Section 1 The Association shall be financed through donations, dues

See Insert B Coaches Guidelines – (pages 16-17)

ARTICLE XI AMENDMENTS TO CONSTITUTION AND BY-LAWS

- Section 1 A proposed amendment to this Constitution and By-Laws may be presented at any regular meeting of the Association in writing over the authorized signature of an Executive Committee member.
- Section 2 A copy of the proposed amendment, along with the recommendations of the Executive Committee shall be sent to each member of the Association, after which discussion shall be held on the proposed amendment at the next regular meeting.
- Section 3 The proposed amendment shall be submitted to the membership for vote. A two-thirds (2/3) majority of those voting is required to adopt the proposed amendment. Voting shall take place on the proposed amendment at the next regular meeting.
- Section 4 The Constitution and By-Laws should be reviewed in the spring of each year and no later than every two years.

ARTICLE XII TEAMS

- Section 1 **Cross Country/Track and Field:** Boys and girls in grades four through eight who are properly registered members of the St. Leo the Great Parish Religion Education Program or who attend St. Leo the Great School are welcome to join this program. Coaches are governed by the league in which they participate and by the By-Laws and policies of the Association. The Association supplies T-shirts.
- Section 2 **Soccer-Varsity Boys:** This team is composed of 18-20 players consisting of sixth, seventh, and eight grade boys. Uniforms will be distributed to all players. The players will purchase socks and shin-guards. Tournament play may take place in the league at the discretion of the Head Coach and the Principal. Coaches are governed by the league in which they play and by the By-Laws and policies of the Association.

composed of all boys and girls in grades three and four who wish to participate on noncompetitive scrimmage teams. The Association will supply numbered T-shirts.

Section 9

Cheerleading: This team is composed of 12-18 girls consisting of sixth, seventh and eight graders. Cheerleading has traditionally been conducted in conjunction with the Boys/Girls Varsity Basketball schedule. A schedule of games to be cheered and along with competitions shall be given to the President and Athletic Director before the season starts. Uniforms will be distributed to all participants. The girls will purchase briefs, scrunchies, socks, shoes and bodysuits. Coaches are governed by the By-Laws and policies of the Association. Competitions are scheduled at the discretion of the Head Coach and the Principal.

Section 10

Baseball Varsity Boys: This team is composed of 15-18 boys consisting of seventh and eight graders. Tournament play may take place in the league at the discretion of the Head Coach and the Principal. Uniforms will be distributed to all players. Players will purchase hats, gray baseball pants and socks. Coaches are governed by the league in which they play and by the By-Laws and policies of the Association.

Section 11

Softball Varsity Girls: This team is composed of 15-18 girls, consisting of sixth, seventh, and eight grade girls. Tournament play may take place in the league at the discretion of the Head Coach and the Principal. Uniforms will be distributed to all players. Players will purchase hats, sliding shorts and socks. Coaches are governed by the league in which they play and by the By-Laws and policies of the Association.

Section 12

Tennis Varsity Boys and Girls: This team is composed of 15-17 players consisting of sixth, seventh, and eight grade students. Uniform jackets will be distributed to all players. Players will purchase team shirts and white tennis shorts or skirts. Tournament play may take place in the league at the discretion of the Head Coach and the Principal. Coaches are governed by the league in which they play and by the By-Laws and policies of the Association.

Section 13

There will be no student managers for any sports teams.

Section 14 Security deposits will be required for all individual uniforms except, for Third and Fourth Grade Basketball and Cross Country/Track and Field teams. Deposits will be returned after uniforms are brought back and determined to be in acceptable condition by the Equipment Coordinator.

Section 15 There will be no purchases of clothing with the St. Leo the Great School logo unless authorized by the Executive Committee.

Section 16 All teams may participate in Parochial sponsored tournaments only. All coaches must get the list of tournaments they want to participate in approved by the Principal prior to signing up for them. Coaches must also request permission from the Athletic Director to drop out of any tournament which they previously were approved to enter.

Section 17 All teams will have an end of the season party. Awards will be handed out by the coaches at this time. All end of the season parties will be reimbursed based on a \$7 per player fee, to be adjusted as needed. Coaches should try to hold parties on St. Leo the Great premises. If party is to take place elsewhere prior approval by the AD and/or Principal is needed.

ARTICLE XIII TRYOUTS AND ACCEPTANCE FOR ATHLETIC PROGRAMS

Section 1 All tryouts will be conducted at the Athletic Director and Head Coaches' discretion.

Section 2 Tryouts will be conducted fairly and without prejudice to any applicant. In the event that a student is participating in a school sport during the tryout schedule for another sport, the student is obligated to attend the game or practice of the existing sport, and shall not be penalized if he/she missed the tryout. Coaches will use a rubric, or grading system, to evaluate all players. All student athletes, including returning players, must receive a score. All players must attend both tryouts unless approved by the Principal.

Section 3 Notification of team players will be given to the Principal for review and approval of academic and conduct standing.

Section 4 A list, of all chosen team players, will be emailed after approval by the Principal.

Section 5 Physical: No student may attend tryouts or participate in a sport without submitting all emergency cards, medical and physical forms to the Athletic Director and School Nurse for approval on a timely basis. A valid physical is one that has been done within 364 days of when the try out begins.

Section 6 No players will be accepted for play unless Article XIII, Sections 1 through 5 are followed

ARTICLE XIV SCHOOL EQUIPMENT

Section 1 School equipment is to be purchased by the Association program for the physical education program of the school as well as the equipment for recess and lunch, as funds permit. Examples: soccer balls, baseballs, jump ropes, etc.

ARTICLE XV TEAM PARTICIPATION BY ATHLETES

Section 1 In order to fulfill the objectives of the Association which are to provide an organized adult-supervised program of sports and activities for all boys and girls in St. Leo the Great School, and in order to provide the maximum number of students with the chance to participate in sports, a student will be able to play in one school sport in the fall, and one school sport in the spring, for which there are tryouts. Cheerleading should count as a winter sport per Diocese Guidelines.

Section 2 Cross Country and Track and Field are Parish sports that require no tryouts. Therefore, students may participate on these teams, and in one other school sport during that season.

Amended: May 28, 1991	Approved: September, 1991
Amended: May, 1993	Approved: September, 1993
Amended: May, 1996	Approved: September, 1996
Amended: May, 1997	Approved: June, 1997
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Amended: May, 2004	Approved: June, 2004
Amended: August, 2006	Approved: September, 2006
Amended: May, 2008	

St. Leo the Great School
Conduct and Academic Policy
Regarding Student Participation in our Sports Program
(Insert A)

A student is responsible to maintain acceptable academics and conduct levels at all times. If at any time during the season of play a student athlete falls below an acceptable level, the following policy will determine the student's eligibility to participate.

CONDUCT

1. If a student receives a detention during the playing season, he/she may be, at the discretion of the principle, suspended from both the next practice and the first game following the sitting of the detention.
2. If a student receives 3 detentions during the school year, and /or is suspended from school, he/she may be removed from any sports team they are currently on, at the principal's discretion.

ACADEMICS

If a student receives a failing grade on his/her report card, he/she may be temporarily suspended from athletics. The suspension will be enforced and may be lifted at the discretion of the principal upon significant improvement in the student's grades.

St. Leo's Athletic Association (SLAA)
COACHES GUIDELINES
(Inset B)

TEAM SELECTION

Members of each team should be selected only from students in grades indicated for team as outlined in the By-Laws; there will be no exceptions to place children from other grades on teams.

Selection of team members is to be based on the results of competitive try-outs. These try-outs must be announced to all possible candidates as least one week prior to the first try-out. Those selected must have attended both try-outs unless an acceptable excuse is given to and accepted by the Athletic Director and the Principal. The coach must give the roster to the Athletic Director.

A sport specific rubric must be used for try-outs. A minimum of 4 coaches or volunteers must participate in team selection.

The final roster must be reviewed by the Principal before releasing.

Coaches and the Athletic Director must have a pre-season Parent's meeting to explain what is expected of the players and the parents. Code of Conduct forms to be signed by all parents in attendance. Meeting shall be mandatory at to explain requirements to the parents before they make the commitment to the team.

PRACTICES/TRAINING

Health forms must be submitted to the school nurse, prior to the first try-out. A structured practice schedule should be maintained with dates and times of practices announced one week in advance.

Efforts should be made to maintain a balance approach of instruction in team play while continuing to develop individual skills. Reasonable warm-ups appropriate to each sport should be held at the beginning of each practice and game to promote good physical conditioning and to minimize injuries.

A student must attend school to participate in a practice or game on the same day. A student must be present in school for 4 hours for it to be considered a full day.

Coaches are NOT to leave children alone after practices or games. A coach must wait until all children are picked-up. For safety reasons there should be at least one adult in addition to the coach in the gym during practices. The adult can be either an assistant coach or the parent of a team addition member.

Coaches must carry First-Aid kits and Emergency Medical Forms with them for all try-outs, practices and games.

The coach should give a roster compete with phone numbers and e-mail addresses to the coordinator for communication between the coach and the players. Coaches may not e-mail team members directly. E-mails may only be sent to the parents of players.

Any change in scheduled use of the A.A.C. must be cleared with the A.A.C. coordinator.

Coaches are responsible to see all lights are out, windows are closed and doors locked at the end of their practice or game.

COMPETITION

Emphasis needs to be placed on the importance of team members' attitude and sportsmanship in all aspects of participation, in both winning and losing situations.

Coaches are encouraged to give each team member an opportunity to play.

Coaches should submit a schedule for posting on the school bulletin board and website and submit announcements to be made the day before and the day of competition to encourage and attract increased student attendance and support.

At all times, coaches are to show respect for team officials and team members. Coaches will maintain the proper perspective on winning and losing and team members will maintain this also. At all times a coach must be a good example to the team by using proper language and proper behavior.

Coaches who have problems with players, parents, league officials or game officials should notify the Athletic director as soon as possible.

A coach is not allowed to enter tournament competition without the approval of the Athletic Director in advance. **A coach is in addition not allowed to drop out of a tournament previously entered in to.**

Tournament competition should be limited to local league events.

EMPHASIS FOR THE YEAR

The St. Leo Athletic Association asks the coaches to emphasize instruction rather than winning with the team. While it is hoped that we have winning teams, it is most important that each player end a sports season having learned from the team/sport experience and that the player feels good about the team/sport experience. The coach should guard against making any player the “star”. An effort should be placed on forming a team spirit that includes all players.

St. Leo's Athletic Association (SLAA)
TEAM/ACTIVITY COORDINATOR GUIDELINES
(Inset C)

Each Team MUST have a Team Coordinator before practices can begin.

A Team Coordinator is responsible to perform the following:

1. Attend all Athletic Association Meetings when notified. Provide a report from the team to the Association.
2. Schedule parents to assist at games:
This means that the coordinator must get the home game schedule and team roster from the coach.
During basketball season - assign people to collect fees, work the snack bar and provide crowd control. No one is allowed on the stage, monitor the back hall and bathrooms and keep people off the floor at half time. In regard to the snack bar: providing the snack bar schedule to parents, letting them know they should arrive 30 minutes before the game time to set up and if they are unable to be there on their scheduled date they are to find a replacement.
3. Help coach in notifying players and parents of any team news. (i.e., schedule changes)
Cancellations due to school schedule changes or inclement weather. Watch for school conflicts (i.e. Science fair, confirmation etc.)
4. Help coach in preparing team roster, with phone numbers and parent's names. Coaches get a list of emergency forms for try-outs from the Athletic Director. After a team is selected compile a list of names and phone numbers to provide to the team.
5. Assist in the collection of uniform deposits, distribution of uniforms and assessment of uniform conditions. Work with the coach to decide on a time before the first game. Contact the Equipment Coordinator about the distribution. Make a printed list of players and the number assigned to each to keep as a record.
6. Collect all uniforms at the end of the season and return them directly to the Equipment Coordinator. The Team Coordinator is responsible to collect all uniforms at the end of the season. Deposits will not be returned if the complete

uniform is not returned. This is usually done at the end of the season party, directing uniforms to be returned in bags marked with each player's name. All equipment issued; (i.e. balls, first aid kits, pinnies to coaches and/or players) should be returned at the same time.

7. Be at school at dismissal to meet the team if there is a practice or game immediately after school. A coordinator can organize parents to assist with refreshments and supervision.
8. Work with coach to get schedules posted on school bulletin board and website and have school announcements of games made to encourage school support.
9. Provide the Yearbook with a Team Picture. Set up time with the Coach, try to do the photo before a game, rather than after.
Work with Yearbook Teacher (Mrs. Eng) to provide a digital picture before the deadline in the spring (spring sports should especially be aware of the deadline).