

# St. Thomas More Athletic Boosters Club By-Laws

Revised: March 2015

## **Article 1: Name**

Section 1 The name of this organization shall be the St. Thomas More Athletic Boosters Club.

## **Article 2: Mission and Purpose**

Section 1 The St. Thomas More athletic programs are an integral part of the mission, ministries and life of the parish and is recognized to be a place where the Catholic identity of participants, coaches and teams is affirmed, modeled and lived out. The STM Boosters organization falls under the direct authority of the Pastor, and is a part of the youth ministry of the Catholic Church. The mission, goals and principles of the Archdiocese of Cincinnati's Charter will guide the St. Thomas More athletic activities on Youth Athletic established in 2014. The athletic programs along with its leaders coaches, volunteers and parents are expected to be a source of inspiration, character development, virtue and Catholic Christian behavior that will ideally be beyond reproach.

Section 2 The purposes of this organization are as follows:

- A. To promote the teachings of the Catholic Church through athletic activities by focusing on the goals of discipleship, participation and growth, while adhering to the guiding principles outlined in the Charter on Youth Athletics from the Archdiocese.
- B. Organize, coordinate and sustain high quality athletic experiences for young people that build up their faith, character, virtues, self-confidence, communication capabilities and leadership skills in the context of athletics.
- C. To purchase, hold, and maintain sporting and athletic equipment on behalf of and benefit of St. Thomas More Parish.
- D. To plan and promote dances and other social activities to raise money for the support of said athletic program.
- E. To do all things in general necessary or incidental to the aforesaid purposes.
- F. To continually reassess the needs of St. Thomas More Parish relative to the St. Thomas More Boosters Club. Pay all just debts of the organization with priority being given to regular operating expenses and debt to the parish.
- G. The organization will make no major purchases, outside of uniforms and regular operating budgeted items, until the organization's debt to the parish is fully satisfied.

## **Article 3: Membership**

Section 1 A booster is an individual who has purchased membership through annual dues. Only a member in good standing has voting privileges and may submit new business items. To be a member in good standing, a person must have attended a minimum of three (3) meetings in the previous 12 months. The exception to the three-meeting rule is for those Booster members who are actively involved in Booster committees (i.e. golf committee, bylaws committee) or are Program/Facility Coordinators (i.e. basketball, volleyball, concessions). These individuals will be considered in good standing regardless of the number of Booster meetings attended in a given year. Where there is a question as to the level of involvement, the Booster Board will decide if that member is in good standing.

- Section 2 A booster members should be active in all of the activities of the St. Thomas More Athletic Booster Club.
- A. Booster members should attend regular meetings to become informed and knowledgeable about the issues and the activities of the Athletic Boosters Club.
  - B. Booster members should volunteer for various duties to supplement the activities of the St. Thomas More Athletic Boosters Club. These include but are not limited to:
    - 1. Fund raising activities
    - 2. Concession stand
    - 3. Clean up and/or repair of the athletic facilities (ball fields, gymnasium, etc.)

**Article 4: Meetings**

- Section 1 General Booster Membership meetings shall be held at least once per month and as directed by the Board of Trustees.
- Section 2 Special meetings of the members will be called at any time at the discretion of the Board of Trustees. A notice must be sent to each member. Notification may be done via regular mail, e-mail, ed-line or Parish bulletin.
- Section 3 At any regular meeting of the general membership, in addition to at least two (2) Board of Trustees present, the members shall constitute a quorum.
- Section 4 Board of Trustees will hold monthly Board of Trustee meetings. Any Board of Trustees meeting must have at least fifty percent (50%) of the standing officers present to constitute a quorum.
- Section 5 In order to facilitate preparation and/or participation related to proposed topics, agenda items to be discussed must be submitted to the President by a Booster member in "good standing" prior to any scheduled meeting.

**Article 5: Board of Trustees**

- Section 1 The Board of Trustees, on behalf of the St. Thomas More Athletic Booster organization, will be accountable to the parish Pastor. The Board will ensure that the organization is being a fiscally responsible steward of its money and resources with regular, up-to-date financial reports available for review.
- Section 2 The voting members of the Board of Trustees consist of the following: President, Vice-President, Secretary, Treasurer, Athletic Director and Marketing Director of the St. Thomas More Boosters Club.
- Section 3 The President shall serve as chairman of the Board of Trustees. In the absence of the President, the Vice President shall preside, in the absence of the Vice-President the Secretary shall preside.
- Section 4 The general duties and responsibilities of the Board of Trustees include the following:
  - A. Establish policy for the Boosters Club and maintain a published record to be made available from the officers or the church office. All policies shall be communicated at the meeting following establishment.
  - B. Manage assets of the organization and approve all expenditures made on behalf of the Boosters Club.
  - C. Board of Trustees members shall propose annual written budget to be presented to the general membership and voted upon at the July meeting.

- D. Make public any oral or written communication on behalf of the Boosters Club.
- E. Establish booster membership dues and sports participation fees.
- F. Appoint officers to fill unexpired terms of office when they become vacant.
- G. Act for the Boosters Club in the management of the affairs of the organization.
- H. Interpret and implement decisions properly made by the members of the Boosters Club.
- I. Interpret the by-laws by a majority vote of the Board of Trustees.
- J. The Board of Trustees will appoint an Athletic Director.
- K. The elected officers may be removed for due cause by a majority vote of the members present at a special meeting. Officers or appointees so removed shall have the right to appeal using the grievance procedure. Due cause for removal is limited to:
  - 1. Nonfeasance, misfeasance or malfeasance in office, including but not limited to, failure to perform the duties of their office, misuse or misappropriation of organization assets, or willful failure to comply with the provisions of the governing documents.
  - 2. Failure to follow established by-laws of the Boosters Club, or legitimate directives of the Board of Trustees.
  - 3. Any officers or appointee for whom removal is under consideration shall be notified in writing of the causes to be considered, the evident supporting the causes, and the time and place of the meetings at which such causes will be considered. Such notice to be delivered by any appropriate means not less than ten days prior to such meeting. The officer or appointee in question shall be allowed to present witnesses and evidence in their own behalf.
- L. Insure that the gym scheduling procedures of the Parish are strictly enforced.
  - 1. Priority of scheduling gym: The Pastor and the Pastoral Staff will have first priority in scheduling a facility for a meeting or event. Liturgical and other events centered on our Catholic faith will receive first priority. All parish organizations, parishioners and other staff may also request a facility for a meeting or event.
  - 2. All parish meetings, events, practices or games must relate to the business of the Parish. Business of the parish is defined as any organization under the direction of the Pastor. Non-parish meetings and private parties will be subject to a rental fee, signed indemnification agreement and a written certificate of insurance. Parishioners may request to schedule a private event provided they have been "active" members of the Parish for at least one consecutive year. "Active" is defined as regularly attending Sunday Mass and contributing to the financial needs of the Parish. Non-parishioners may not secure a facility.
  - 3. All meetings, events, including practices and games must be submitted at least one week in advance in written form through the parish office (faxes, US Mail and e-mails to the parish secretary are accepted). The gym may not be used for events, practices or games without having them booked on the master parish calendar.
  - 4. The parish secretary will post all scheduled meetings during the year within three (3) business days of receipt in PDS facility.
  - 5. Meetings, events, practices and games involving children under the age of 18 must conform to the Archdiocese of Cincinnati policy regarding Child Protection. At least two (2) adults over the age of eighteen that have been certified in the Archdiocesan Child Protection Class and have successfully passed a criminal background check must be present at all times during the scheduled time. The parishioners present for these meetings must be listed on the current parish Master Child Protection log.

- 6. After each event, practice or game the gym must be returned to the condition in which the originally found it prior to the event, practice or game. This includes throwing out any excessive trash into the dumpster that may have accumulated, or moving tables and/or chairs to the location you found them in. All the lights in the facility and in the rest rooms are to be turned off with the exception of security lighting.
- 7. In the event any event, meeting, practice or game is to be canceled it must be communicated to the parish office no later than noon the day of the meeting. It will be the responsibility of the parish secretary to communicate the cancellation to all the appropriate porters.

Section 5      The Board of Trustees may direct the President to submit any matter to a vote of the membership when deemed advisable. This requires two (2) Board of Trustees to concur.

Section 6      No member of the Board of Trustees may accept any monetary remuneration for serving as a member of the Board of Trustees.

Section 7      Any member of the Board of Trustees who has material interest in an issue being decided by the Board of Trustees may not vote on questions related to that issue. Any, and all, material interest must be disclosed prior to any vote.

**Article 6: Officers**

Section 1      Officers of this organization shall consist of the following positions:

- A. President
- B. Vice-President
- C. Secretary
- D. Treasurer
- E. Athletic Director
- F. Marketing Director

Section 2      The term of office for elected officers is one year, beginning on the first day of June, and ending on the last day of May, at midnight.

Section 3      No officer shall hold more than one of the aforementioned positions in Article 6, Section 1. No person will have more than one (1) vote in Boosters decisions.

Section 4      The specific duties of the officers are as follows:

- A. President
  - 1. The President shall be the chief executive officer of the Boosters Club and shall have general supervision over the affairs of the Boosters Club, subject, however to the constraints contained in these by-laws. This person shall preside at all meetings. The President shall represent the club at public functions, sign all business contracts. The President will be responsible for maintaining a list of active Boosters members. If desired, the President may appoint a member to perform this task. In general, this person shall perform all the duties that are provided for in the by-laws, or that are assigned by the Board of Trustees or members from time to time.
  - 2. The President is responsible for providing a copy of the annual budget to parish council, as well as the Business Manager, upon completion thereof and no later than August 15<sup>th</sup> of the current term.
  - 3. The President is responsible for providing a year-end operating statement for the previous fiscal year (July 1 – June 30) by the following July 20<sup>th</sup> to the Business Manager.

4. The President will make an oral report to the membership at the May meeting concerning the state of the organization. The report will include but shall not be limited to a recap of the budget, state of existing programs, review of standing committees, suggestions for changes to current programs and impending deadlines through September 1<sup>st</sup> of current year. The purpose of this by-law is to provide the membership a snapshot of the organization at years end and assist with transition from one Board to the next. The President shall have the discretion to assign portions of this report to other Board members.
5. The President shall act as the liaison representative of the Pastor in matters involving booster activities. The primary function served here is to communicate directives from the parish and Archdiocese and facilitate any discussions or actions that need to be taken.

**B. Vice – President**

The Vice-President is the assistant to the President and is empowered to act for the President when the Office of the President is vacant or when the President is not available to act on urgent matters requiring attention. The Vice-President will oversee all committee activities of the organization.

**C. Secretary**

The Secretary will keep the minutes at all General Membership Booster meetings and Board of Trustees meetings. This person shall present the General membership minutes from regular meetings for the approval by the members. The Secretary will reserve meeting locations through the Parish office. The Secretary will be responsible for notices of proposed amendments. A copy of the General Membership minutes will be made available to the membership and parish office. The minutes of all meetings will be kept for two (2) years.

**D. Treasurer**

1. The incoming Treasurer shall fill out all necessary paperwork provided by the Parish Business Manager, including a non-disclosure, in order to write checks and make deposits on behalf of the organization.
2. The Treasurer shall develop the budget for the next fiscal year commencing July 1 in counsel with other Board members and Booster members as deemed appropriate by the Treasurer in order to accurately estimate the expenses and receipts.
3. The Treasurer shall keep accurate records of all receipts and expenses associated with the Boosters organization during the Term of office.
4. The Treasurer shall provide during the monthly Boosters' regular meeting a copy of the budget on a year-to-date basis and a copy of the previous month's summary of actual receipts received and expenses paid, including the purpose of each.
5. The Treasurer shall deposit receipts received and account for funds left in the safe or other means to directly support the Boosters' activities based upon the Boosters' Purpose outlined under Article 2.
6. As part of a 2-party check writing procedure, the Treasurer shall sign all checks on behalf of the Boosters organization prior to submitting to the Pastor (or his designate) for signature. The memo section of each check signed shall contain a brief purpose. Must submit all invoices and receipts with each request.
7. At the end of the Treasurer's term (if subsequent terms, then at the end of the final term), all records for the current fiscal year and any records of previous fiscal years, together with the checkbook and deposit stamp, shall be provided to the Parish Business Manager for his audit and safekeeping until provided to the next incoming Treasurer.
8. Responsible for balancing the checkbook each month.

9. Any extraordinary purchase (defined as a rare or one time purchase) that exceeds \$100.00 must be placed through a bidding process. Three bids are required with the lowest bid submitted as the winning bid. Payment requests for extraordinary purchases must have copies of all three bids attached at the time the check request is submitted.
10. If the average monthly income exceeds \$500.00 a quarterly operating statement must be submitted to the Business Manager.

E. Athletic Director

The Athletic Director is appointed by the Board of Trustees for a one-year term, beginning on the first day of July, and ending on the last day of June, at midnight. Any St. Thomas More Booster Member not currently holding another Board of Trustee position is eligible to hold the position of Athletic Director. Specific duties and responsibilities include:

1. The position will be responsible for implementing athletic policy as adopted by the Board of Trustees.
2. Appoint necessary Athletic Coordinators
3. Coordinate for each new season the selection of Head Coaches and Assistant Coaches. The candidates will then be submitted to the Board of Trustees for approval.
4. Oversee all uniforms and sporting equipment.
5. Prepare, coordinate and resolve any conflicts, with regards to game and practice schedules for athletic events that take place in the gym after school hours.
6. Submit, in writing, the team rosters to league coordinators and receive coordinate and distribute schedules to the coaches.
7. Report all improper activities of coaches and players to the Board of Trustees.
8. Hold coaches meetings at the beginning of each season.
9. Attend all league meetings or designate a representative.
10. Submit an annual written inventory for each sport at the August meeting.
11. Any and all game forfeits must be reported within one (1) hour of the scheduled game time to the Athletic Director. CYO must be notified of the forfeit by the Athletic Director. The Board of Trustees will decide who is responsible for any forfeit and/or referee fees. Any team forfeiting without knowledge of the Athletic Director will be responsible for any and all fees imposed on the team or the Booster program.

F. Marketing Director

The Marketing Director is appointed by the Board of Trustees for a one year term, beginning on the first day of July, and ending on the last day of June, at midnight. Any St. Thomas More Booster member not currently holding another Board of Trustees position is eligible to hold the position of Marketing Director. Specific duties and responsibilities include:

1. Handle external communications regarding sporting activities and events governed by the Boosters.
2. Coordinate special events governed by the Boosters (i.e. 3-on-3 Tournament, Golf Outing, etc.)
3. Coordinate the promotion and advertising of Booster activities through various medium including website advertising, printed material, Spirit Wear and other.

Section 5

Any member of the Board of Trustees or officer of the Boosters Club may resign at any time during their term of office. Such resignation must be made in writing to the Secretary, if the Secretary resigns, to the President.

Section 6 While not an officer of the Athletic Booster Board, a designated Spiritual Liaison will be appointed by the Pastor in accordance with the Archdiocese Charter requirements. This person may be one of the officers on the standing Board. Ideally, the liaison will be an active Catholic in good standing with St. Thomas More Parish, either lay or ordained. Their performance and effectiveness will be reviewed annually by the Pastor and Booster Board. This person will report directly to the Pastor with primary responsibilities as follows:

- A. Communicate the spirit, mission, goals and principles of the Charter to the Athletic booster organization.
- B. Ensure annual coaches' ministry meetings are being scheduled and attended.
- C. Assist coaches in implementing a spirit of ministry in games and practices to be discussed annually at the coaches' ministry meetings.
- D. Participate in coaches' evaluations and future involvement with the STM athletic program(s). This will be done at least on an annual basis.
- E. Provide resources to coaches to aid in their youth athletics ministry (i.e. prayers).
- F. Be a resource for parents, players and coaches outside of the Booster organization.
- G. Assist in developing any necessary guidelines to be used by coaches and/or teams to integrate the Catholic faith and spirituality into the athletic programming.
- H. Assist the Athletic Director in any grievance review and handling in accordance with the procedure outlined in Article 12, Section 2.

#### **Article 7: Election of Officers**

Section 1 General elections for the Boosters Club officers shall be held annually at the May meeting. Nominations for officer positions will be held at the April Meeting. Existing Officers must declare at the April meeting if they intend on running for office for another term. Existing Officers do not need to be nominated.

Section 2 Candidates for office shall be Boosters Club members in good standing, i.e. anyone attending three (3) regular Boosters Club meetings in the past year (June 1 thru May 31). No one may seek more than one (1) elected office.

Section 3 Elections shall be by secret ballot. The Secretary shall supervise all election activities. In the event the Secretary is on the ballot, the Board of Trustees will appoint someone to supervise the election.

Section 4 All officers shall be nominated and elected by the members as follows:

- A. Any member may nominate a member to a post as an officer, the agreement of the nominee being first obtained.
- B. A member other than the nominating member must second all nominations.
- C. The candidate that receives the highest number of affirmative votes cast by members in good standing will be elected to that office.
- D. In a case of tie between two nominees with neither nominee wishing to withdraw, the election will be determined by one attempted re-vote and then a toss of a coin.

#### **Article 8: Committees**

Section 1 By-Laws Committee – Reports to the Vice-President

- A. The By-Laws Committee will consist of a maximum of nine (9) members:
  1. Vice President
  2. 4 members of Athletic Committee
  3. 4 members in good standing who volunteer or are appointed by the Board of Trustees.

- B. The By-Laws Committee will review all proposed amendments and changes to the by-laws and by majority vote, the committee will decide to recommend as modified or reject each proposed amendment.
- C. By-Laws Committee will review the By-Laws every three (3) years starting in 2013. In February of a voting year (i.e. 2016), the Committee will submit suggestions to the membership at the April meeting to be reviewed and voted on any changes at the May meeting.

**Section 2 Funding Committee – Reports to the President**

- A. The Funding Committee will consist of Booster members:
  - 1. President
  - 2. Members who volunteer or are appointed by the Board of Trustees.

The Board of Trustees shall appoint a Chairman, from the members of the committee.

- B. The Funding Committee shall identify, organize, coordinate and implement opportunities for generating funds to improve the purpose, as stated in Article 2 of the St. Thomas More Athletic Boosters Club.

**Section 3 Athletic Committee**

- A. The Athletic Committee will consist of the Athletic Director (AD) and all Athletic Coordinators.
- B. The Athletic Committee will assist the AD with all of the AD responsibilities designated in Article 6, Section 5.
- C. The Athletic Committee will be responsible for coordinating practice times for all STM Sports Team prior to submittal and approval by the Board of Trustees.

**Section 4** Other committees may be established at the discretion of the Board of Trustees. These committees, as well as the above By-Laws committee, are under the direct supervision of the Vice-President.

**Article 9: Parliamentary Authority**

**Section 1** The league rules in which the team is currently involved (ex. CYO, EHL) shall prevail in all athletic matters. If the league rules are inconsistent with the by-laws of this Boosters Club, the more restrictive rule will apply.

**Section 2** Roberts Rules of Order shall be followed in all matters of business related to the Boosters Club, except where they are inconsistent with the by-laws of this Boosters Club.

**Article 10: St. Thomas More Boosters Rules and Regulations**

**Section 1 Decree on Child Abuse**

- A. All officers, coaches, moderators and team volunteers in any capacity must attend and be certified in the Archdiocese Decree on Child Protection program, which includes attending a Virtus Child Protection and any regular re-certifications required. In addition, each adult must submit to and pass an Archdiocese of Cincinnati criminal background check. Both the certification and background checks must be approved prior to beginning any volunteer service.



- B. For any athletic activity (games, practices, tournaments, etc.), at least two Virtus-trained adults need to be present at the event, and it is preferred that one of the adults has a child participant present in the activity. For single-sex athletics, it is preferred that one of the Virtus-trained adults be of the same gender. An adult is defined as anyone who is 18 years of age or above and has graduated from high school.
- C. No child may be disciplined corporally or corrected with abusive language. Any adult acting in an official or professional capacity is encouraged and required to report any actual or suspected act of child abuse to the local children's services agency or local authorities.

**Section 2 Coaches**

- A. Head coaches, assistant coaches and parents who act as volunteer assistants either full or part-time are key to making youth athletics a ministry with young people and their families. Their roles are two-fold: 1.) Develop young athletes (physically, emotionally, spiritually and socially), and 2.) Help form young Christians. As such, coaches and assistants are expected to abide by the rules of the St. Thomas More Athletic Boosters By-Laws and the new Charter on Youth Athletics (2014). It is expected that coaches will represent the team and school with a high level of sportsmanship, integrity, and respect towards team, parents and opponents. The coaches and assistants are expected promote an environment that is conducive to growth in faith, character and virtues. Regular prayer at practices and games is highly encourage to help in that endeavor. Coaches will be subject to evaluations at the conclusion of each season, and will meet with the Board/Spiritual Liaison at the beginning of each season, where applicable, to discuss any issues and plans for quality improvement.
- B. Each new season anyone interested in being a Head Coach or an Assistant Coach for St. Thomas More athletic team must submit an application to the appropriate Athletic Coordinator by the following deadlines.
  - 1. Fall sports deadline is the first Sunday of August. The Board of Trustees will decide by the end of July.
  - 2. Winter sports deadline is the last scheduled sign up meeting for winter sports which is held in September. The Board of Trustees will decide by the end of September.
  - 3. Spring sports deadline is the second Sunday of February. The Board of Trustees will decide by the end of February.
- C. Selection guidelines for Head Coaching and Assistant Coaching positions (to be conducted by the Board of Trustees, with final approval by the Pastor).
  - 1. It is preferred but not required that the candidate be a member of the STM Parish Community and must attend mass weekly. The candidate must be an individual of high moral, ethical and spiritual character.
  - 2. The candidate will be excluded for any previous sustained disciplinary action, to include but not limited to: child abuse, fighting, and/or possession of illegal drugs.
  - 3. It is preferred but not required that the candidate be a member in good standing of St. Thomas More Athletic Boosters Club.
  - 4. Previous coaching experience in the sport you wish to coach and/or previous competitive athletic participation in high school and/or college.
  - 5. Evaluation by the Board of Trustees and Athletic Director.
  - 6. For returning coaches, the results of parent surveys from the previous coaching season(s) will be taken into account.
  - 7. All coaches must agree to the following: a) complete and maintain certification for the most current Child Protection Class as required by the Archdiocese and parish, b) consent to and complete a background check and fingerprinting as per parish guidelines, c) sign a Coaches Code of Conduct agreement with the Boosters.
  - 8. Coaches for "A" teams, at the 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade levels, will be the most qualified person when possible with preference given to non-relative coaching candidates. These coaches will be selected by the Board of Trustees and reviewed

each year. If no coach can be found then the above selection guidelines and criteria will be in place.

- D. If there is more than one team per grade the Board of Trustees will assign who will be designate as "A" coach and who will be designated as "B" coach.
- E. Any individual proven of falsifying information to secure a coaching position will be removed from their appointed coaching position and will be ineligible for future coaching consideration at St. Thomas More.
- F. The decision of the Board of Trustees is final.

### Section 3 Participation/Player Eligibility

The Christian faith is above all conversion to Jesus Christ. The process of conversion involves educations and formation as to who Christ is in order to change and follow Him more closely. The mission of the parish is to put people not only in touch but also in communion with Jesus Christ. The task of religious education is the formation of disciples of Jesus Christ. It is through consistent and regular attendance with catechists in the school or in PSR along with religious instruction modeled by parents that our mission and task of forming disciples of Jesus Christ can be achieved. From this mission all other parish activities flow. We recognize that participation in sports can truly educate, enrich and transform the body and the soul. But as Catholics we must understand that our faith must take precedence over all other activities. It is for this reason that students wishing to participate in the parish athletic program need to demonstrate consistent and regular attendance in their classrooms as well as participation in Sunday Mass.

- A. A Catholic child may participate in an organized program sponsored by the St. Thomas More Boosters only with the written consent of his/her parent or guardian. The child must either be a member of the parish through his or her parents (and enrolled and regularly attend Religious Education classes) or attend St. Thomas More School (and regularly attend religious classes). If the parents are enrolled at more than one parish besides St. Thomas More, the child may only play sports in one parish per school year, assuming the sports offerings are the same. The child is expected to play for the same parish or school for the entire school year assuming the sport(s) interested in is offered. The only exceptions would be if the family's residence changes to a different parish or locale, or specific permission to change is granted by the parish Pastor(s), booster organizations(s), AND the league(s).
- B. Non-Catholic children, either enrolled in St. Thomas More or members of the parish, are eligible to play sports at St. Thomas More provided they enroll and regularly attend religious classes offered by the school or parish.
- C. Out-of-parish, non-Catholic affiliated children may be eligible to participate in athletic programs at St. Thomas More based on league eligibility rules. All out-of-parish, non-Catholic children interested in playing must be approved by the Pastor and Booster Athletic Board and must maintain Booster membership, assuming the league allows for it.
- D. Should the in-parish athletic organization not offer a sport that the child is interested in playing, that child may seek participation by going to the next closest parish/school to their place of residence, and so on.
- E. Any student athlete enrolled in a STM sponsored sports activity will consider the STM sport to be their "primary sport". Their first commitment will be to the "primary sport" for practices and games. Girls CYO Basketball will be designated as the primary sport in the fall. Boys CYO Basketball will be designated as the primary sport in the winter. Girls CYO Volleyball will be designated the primary sport in the winter. Boys

CYO Volleyball will be the primary sport in the spring. Girls CYO Softball will be the primary sport for the spring. Track will also be a primary sport for both boys and girls in the spring.

1. If two primary sports conflict such as track and baseball or softball, the student athlete must inform the coach prior to the beginning of the season which of the two sports will be their primary sport. The student athlete must inform the coach of any conflicts one week prior to the event.
2. Any Student Athlete who violates Article 10, Section 3, C will void any and all playing time requirements as stipulated in Article 10, Section 7 for the 'primary sport'.
  - a. Student athletes who wish to play on STM teams in grades six, seven and eight may not play for any other school sponsored team. This bylaw does not apply to non-school teams such as recreational or competitive league teams. In cases where enough student athletes sign up to force a split into two or more teams, in grades six, seven and eight, all fees will be required to be paid at the time of tryouts. The Board, in consultation with the Athletic Committee, will have discretion to determine an independent fee structure for these grade levels provided it is designed to protect the interests of the student athletes participating in the sport for which the change is made.
  - b. At the time of sign-ups, all of the following requirements must be met in order for an application to be accepted and a player be placed on the roster:
    - i. Booster fee must be paid or an approved payment plan with the Board of Trustees Treasurer approved by the Board of Directors
    - ii. Activity fee must be paid or an approved payment plan with the Board of Trustees Treasurer approved by the Board of Directors
    - iii. A signed copy of the Parents Code of Conduct

The player may not try out, practice or participate in any team functions until these criteria are met. Any unpaid fees from a prior season(s) need to be paid in full in addition to the current season in question in order for an application to be accepted.

#### Section 4      Playing Time

- A. All coaches are expected to offer student athletes an equal opportunity for playing time in accordance with league rules as well as the new Charter on Youth Athletics (2014). Any coach may restrict playing time for the following reasons: unexcused tardiness to practices and/or games, unexcused absence from practices or games, disciplinary action for disruptive behavior, disciplinary action administered by the school, disrespect to teammates, officials, coaches or parents. It is expected that the coach discuss playing time issues with the student athlete and his/her parents prior to the game or practice.
- B. Playing will be dictated by the following designations:
  1. **Instructional** - Up to and including 5<sup>th</sup> grade will be considered "instructional" for the purposes of playing time, league competitiveness and number of tournaments. Teams will be placed in a single league of roughly equal skill in that sport, and only allowed to play in no more than two tournaments besides the league tournament. Children are to have roughly equal playing time in practices, games and tournaments, monitored and maintained through the season by the coach or Athletic Director.

2. **Recreational** – For grades 6-8, teams will be considered recreational unless otherwise designated as competitive. Recreational teams should strive to get kids roughly equal playing time in practices, tournaments and games to be monitored throughout the season by the coach or Athletic Director. Coaches may limit playing time for disciplinary reasons.
3. **Competitive** – As mentioned, teams are considered recreational unless designated competitive at registration time. This will be communicated to the league, parents and player so all are clear on the goals and expectations (including playing time) going in to the season. At this level, there will be no guarantee of playing time unless dictated by league rules. However, every effort should be made to get players a reasonable amount of playing time as defined as follows:
  - A. Basketball – 5 non-continuous minutes per game.
  - B. Volleyball – 1 non-continuous game per league match, ½ non-continuous game per tournament match.
  - C. Baseball / Softball – 2 non-continuous innings per game

Section 5      Team Roster

- A. All rosters to be verified by appropriate Athletic Director and Board of Trustees prior to the Pastor's approval. Copies of the approved rosters must be kept on file with the Secretary of the Boosters.
- B. Roster size for any team sport sponsored by the Boosters club is as follows:
  1. A minimum of two (2) or more players than needed to field a legal team. Maximum participants by the established deadline. Under limited circumstances, and with the approval of the board, there may be a maximum player limits imposed on team. These circumstances would include, but not be limited to, the team exceeding the designated maximum size prior to the sign-up deadline and where late sign-ups may cause the team size to be too large, to the detriment of the team. This rule shall not be construed as a means to disqualify participants at random, for personal reasons or for the sake of maintaining competitiveness.

Maximum participants are as follows:

All Grades – Boys and Girls

- a) Basketball – 10 (with exception when there are not enough players for two or more teams – see also Article 10, Section 7, B7).
  - b) Volleyball – 9
  - c) Softball and Baseball – 14
2. Exceptions to the above are if the league has roster rules in effect. Exceptions must be approved by the Board of Trustees.
  3. Cheerleading: Maximum / minimum number of participants will not be established.
  4. Track: Maximum / minimum number of participants will not be established.
  5. All new program guidelines will be set by the Board of Trustees and reviewed at the next available By-laws review.

**Section 6 Games and Tournaments**

- A. Only leagues approved by the Pastor are allowed for entry by St. Thomas More athletic teams. Tournament participation is limited to tournaments sponsored by leagues, or parishes or schools within the leagues.
- B. Board of Trustees will determine total dollar amount for each player/team on a yearly basis as the "participation fee", separate from any Booster fee (discussed below). Tournament costs outside of the league tournament will be handled on an individual team basis. Tournament fees (approximate total at least) should be communicated at the beginning of the year from the coach to the parents.
- C. The Athletic Board and its coaches will be cognizant of placing any undue burden on families by scheduling too many games, practices, scrimmages or tournaments. With that said, in the case of "A" teams (6<sup>th</sup> grade and up), there is a greater expectation for increased exposure to the players in all of these areas, and those expectations will be discussed in a meeting at the beginning of the year between coaches and parents as well the Board, if applicable. If there is an issue (financial or otherwise), the three parties will discuss an amicable solution ahead of time preferably.
- D. The Board of Trustees, working with the Athletic Committee will determine when more than one team per grade should be formed. The decision of the Board of Trustees is final.

**Section 7 Player Placement / Team Selection**

- A. Grades 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> (All sports teams)
  1. Coaches and Athletic Director (AD) will select registered players to form evenly talented teams at the third grade or in the first year, as necessary.
  2. All players would practice together for (2) one-hour sessions so coaches and the AD can evaluate skill levels.
  3. The coaches and the AD will divide the players, with order of selection unbeknownst to the players. Coach "A" makes his/her first pick, Coach "B" makes his/her first pick, Coach "A" makes his/her second pick, etc. The first pick by each coach must be in his or her own child (if they have a child on the team.) This process continues until all the players have been chosen.
  4. In order to maintain continuity, once placed on a team, players will remain on these teams until and including fifth grade unless there is no longer a need for multiple teams. The exception to this would be in the event of significant changes to the balance of talent due to additions or subtractions of players, in which case the Board will consider adjustments to the teams in conjunction with the coaches and respective Coordinators.
  5. In the event of new players, the new player(s) will be assigned to the team with the fewest players. If both teams have the same number of players, the new player(s) will be assigned to the team using the blind draw method, administered by the AD.
- B. Grades 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> (All sports teams)
  1. In the event there are sufficient players to support at least two teams, these grades will have "A" and "B" teams at the discretion of the Athletic Committee.

2. These grades will have “A” and “B” teams provided that enough players sign up to have two or more teams. “Enough players” is at the discretion of both coaches and the Athletic Committee. In the event there are enough players to support more than two teams, each subsequent team will be a “B” team.
  3. In addition to #2 above, independent evaluators (same evaluators discussed in #6 below) will make a recommendation as to a viable “B” team, and the “A” team will request one of the top three leagues in the respective grades.
  4. If the Athletic Committee designates “A” and “B” teams then there will be two (2) tryout sessions. A child must try out to be placed on a team. Any child who attends tryouts will be placed on a team. If the Athletic Committee does not designate “A” and “B” teams then the team coaches, and the Athletic Director (AD), will select registered players to form evenly talented teams.
  5. There will be two (2) tryout sessions. A child must attend one (1) tryout session to be placed on an “A” team. Any child who attends tryouts will be placed on a team. The tryouts will be “closed” to both coaches and parents.
  6. Tryouts will be evaluated by three (3) independent and impartial evaluators assigned by the Board of Trustees where available. In addition, an impartial Board member will proctor the tryout sessions. The evaluators will separately rank the players. The evaluators will agree on the “A” and “B” team rosters and submit the rosters to the Board of Trustees. The Board of Trustees will approve the rosters and then designate “A” and “B” team coaches. The coaches will notify the players. In the event of a non-relative “A” team coach at the 6<sup>th</sup>, 7<sup>th</sup> or 8<sup>th</sup> grade level (Article 10, Section 2, B8), that coach will have the option to be involved in the try-outs and player evaluations subject to Board approval.
  7. All teams will carry an equal number of players. Any time there is an unequal number of players for the grade level; the “A” coach has the option whether to carry an extra player.
  8. In the result of players withdrawing after the tryouts, resulting in teams having an unequal number of players, the problem needs to be brought to the Board of Trustees for discussion and final determination.
  9. If there is no A/B team in a certain grade that allows for it in a given sport, that grade is allowed to form its own team to play in an additional alternative league and/or tournaments. That team will consist of a specified number of kids/players (8 for example in the case of basketball) to be determined by an outside evaluator(s) in a try-out session. The team is allowed to play under the name of St. Thomas More Cardinals, but any expense will be borne by the team itself with no support from the Boosters (i.e. league fees, etc.).
- C. All grade levels (All sports teams)
1. The Booster Board and specific coordinator for the sport in question will ultimately determine league placement for teams, considering recommendations by the Head Coach (governed by the by-laws for “A” teams in Article 10, Section 6, B3).
  2. Student athletes must play for their current grade in that sport unless circumstances apply that make moving to another grade beneficial to both the student athlete and to the new grade.

3. All such circumstances are considered exceptions and must be approved by the Athletic Committee as well as the Board of Trustees.
4. Student athletes must play for their school team where there is a team available.
5. If there is not a team for the particular sport and grade at STM, student athletes may be placed on another school's team. In these cases, the student athletes should be referred to the Athletic Director for direction.
6. STM will follow the rules for placement of student athletes on other school teams as written by the CYO office, as determined by the Athletic Director, and approved by the Board of Trustees.
7. All St. Thomas More teams playing outside of CYO sports leagues, i.e. (Big East League, Holiday and end of season tournaments etc.) must invoice the whole team to play in these leagues.
8. All St. Thomas More Teams (Big East League, CYO, etc...) must follow the same procedures as with CYO sports teams. This includes sign-ups, A and B rules, grade exceptions, etc. Student athletes from outside of St. Thomas More parish cannot play on a St. Thomas More team unless established above.
9. No child may be on more than one team roster of the same sport in the same grade level.
10. In the event a player signs up, tries out for a team and subsequently does not play, his/her registration fee will be forfeited and the A/B coaches will work with the Athletic Director, the Coordinator and the Board of Trustees to fairly address the change in status of the affected A/B teams.
11. These guidelines will be used for both genders.

Section 8      Scheduling Sporting Activities

- A. The scheduling of league games and tournaments is subject to the organization overseeing league activities (i.e. CYO). Any other activities outside of league games and tournaments, including but not limited to: practices, scrimmages, camps, meetings, and additional games and tournaments, be it on or off-site of St. Thomas More facilities, will be scheduled after 1:00 PM on Sundays and Holy Days. Furthermore, there will be no scheduling of athletic activities on-site that will adversely affect the parish's worship during Saturday and Sunday afternoon and evening liturgies. Additionally, there will be no scheduling of athletic activities as described above on Holy Thursday, Good Friday, Holy Saturday, or Easter Sunday. Finally, athletic activities are not to be scheduled during religious education class including preparatory meetings and classes for sacraments. Coaches are expected to support the faith formation of their players, and in no case shall children be penalized (i.e. sitting out of games) by coaches or other athletic leaders for missing a practice or game due to participation in such programs.

Section 9      Boosters Fees

- A. An annual Boosters membership fee will be assessed to each family. Other fees may be assessed by sport per student; amounts to be determined by the Board of Trustees. Any out-of-parish pay participating in sports at St. Thomas More will pay the annual Boosters fee and applicable sports fee.

- B. There will be a late registration fee assessed to those turning in registrations and/or payment after the posted dates have passed. This late fee will be announced at registration time and the Board of Trustees will determine the amount annually.

Section 10      Rule Violations

- A. Any coach who violates any Boosters rules shall be notified in writing by the Board of Trustees that the violation has been noted and will not be tolerated. A second offense will result in suspension of the coach for at least one game immediately following the offense. Any subsequent offense will result in permanent termination of the right to coach.
- B. Any Board Member, Coordinator, Coach, Assistant Coach or Booster Member who violates, or aides in a violation, of Article 5, Section 3, L may be banned from scheduling, and or using, the gym facilities.

Section 11      Code of Conduct

- A. As an organization, it is one of our primary goals to be role models to the student athletes by acting in a positive manner that reflects Christian values. We ask that parents refrain from shouting instructions or criticism to players, coaches or officials during or after sporting contests. Furthermore, we ask parents to refrain from making derogatory comments to coaches, players, parents or officials as outlined in the Parents Code of Conduct form signed at the time of registration.
- B. No parent is permitted to approach or discuss any team or individual issues with a coach, assistant coach or scorekeeper within 24 hours of a game/match has been completed. "Issues" include, but are not limited to playing time, strategy or coaching decisions. Any "issue" must be brought to the attention of the Head Coach within 72 hours of the game/match completion in order to fairly evaluate any concerns.
- C. Any violations to the Code of Conduct as witnessed by a Board member or brought to the attention of the Board by a third party will be dealt with on a case-by-case basis after taking in to consideration all the facts of the case. Typically, the infraction will be discussed among the Board of Trustees after a meeting with the person/people involved. A consensus will be reached by the Board on how to best deal with the situation, which could result in suspension for one or more games/practices or even expulsion from participating in sporting programs at St. Thomas More altogether. The new Charter on Youth Athletics (2014 – Section 6.2.13) will be reviewed so the Booster Board is meeting the standards at a minimum.
- D. Discrimination based on ethnicity, nationality, gender and race is contrary to Catholic moral teaching and is prohibited in any facet of the St. Thomas More Athletic Boosters program. This applies in particular to scheduling, team formation and playing time.

**Article 11: Injuries / Concussions**

Section 1      The Booster organization, its Board members, coaches, parents and player participants will adhere to the Ohio state law regarding concussions (see Ohio HB 143) which includes:

- A. Parents reviewing and signing the head injury information sheet required by ORC 3707.52 (go to [www.healthyohioprogram.org/concussion](http://www.healthyohioprogram.org/concussion))
- B. Coaches should receive training on concussions and the requirements of Ohio law.

Section 2      When inclement weather is present for activities, including extreme heat, coaches and teams will exercise prudence as to whether or not to start or continue activities.



- Section 3 The Booster Board will ensure player safety through regular inspections of their facilities (gyms, fields, etc.).
- Section 4 In accordance with the 2014 Charter on Youth Athletics, it is preferred as a Best Practice that at least one coach or parent is present at all activities that is certified in Red Cross Basic First Aid.

**Article 12: Amendments**

- Section 1 These By-laws may be amended with the following procedures:
- A. Any current booster member in good standing can propose amendments or changes to the current by-laws. All proposed amendments are required to be submitted to the Board of Trustees in writing.
  - B. All proposed amendments are to be reviewed by the By-Laws Committee. Amendments, which are recommended or recommended as modified by the committee, will be voted upon in May of a voting year per Article 8, Section 1C of these by-laws.
  - C. Notice of proposed amendments and pending vote by booster membership must be published in the Church Bulletin at least one week prior to the next booster meeting.
  - D. Proposed amendments will be adopted by an affirmative vote of the majority of the booster members attending the meeting.
  - E. Outside of a voting year, the Board may vote to change these by-laws mid-cycle. This is only to be done when it is deemed in the best interest of the organization, its programs and participants. A majority vote of the Board is needed to make such changes.

**Article 13: Grievance Procedure**

- Section 1 The Booster Board acting together with the pastor and spiritual liaison are responsible for managing the grievance process. In resolving grievances a good faith effort will be made to receive input from all relevant parties prior to rendering a decision. Throughout the grievance resolution process there will be a presumption of good faith and everyone is expected to follow the principles of Christian Charity and personal responsibility.
- Section 2 Any grievance by a parent, coach or interested party should first be addressed to the appropriate coach or athletic director. If the grievance is not resolved at that level, it may be brought in writing before a Grievance Committee. The Grievance Committee will be appointed by the Booster Board and consist of 3 – 5 members. The decision of the Grievance Committee will be made by consensus. In making their decision the Grievance Committee will adhere to the principles outlined above, these by-laws, the AOC Charter on Youth Athletics; and will consider the welfare of the student athletes and the common good of the wider faith community.
- Section 3 An appeal may be made to the Grievance Committee decision if: (a) due process as described in the Booster By-Laws has been violated; or (b) if it has been credibly alleged that the decision is not compliant with the Booster By-Laws and/or the Archdiocese Charter on Youth Athletics. Appeals will be heard by the Pastor, Spiritual Liaison and entire Booster Board with decisions of that group being final.

