

**BY-LAWS OF  
OUR LADY OF LOURDES SCHOOL  
ATHLETIC ASSOCIATION**

25 October 2018

<b>Revision #</b>	<b>Date</b>	<b>Notes</b>
1	10/25/2018	Revised grade policy to comply with current school board policy. Removed tri-county tournament. Changed uniform return policy.

## By-Laws

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## **ARTICLE I**

### **Name**

The name of this body shall be Our Lady of Lourdes Athletic Association, hereafter referred to as "OLLAA".

## **ARTICLE II**

### **Mission Statement and Philosophy**

We believe that, the mission of this association is to cooperatively assist the school, family, and Church with the physical development of the children affiliated with our school.

We believe that, intellectual, spiritual, and moral development is the foremost purpose of our school and must take priority over the activities of this association. The Athletic Association, as an inherent part of the total school community, subscribes to the philosophy of Our Lady of Lourdes School.

We believe that, through athletic competition we encourage sportsmanship and fellowship, promote teamwork, and nurture physical fitness. It is therefore our goal to maintain an enthusiastic and positive attitude while teaching the fundamentals of sport, and aid our school children in becoming quality Christians in all athletic endeavors. This development is just part of the whole individual and no individual is greater than the whole.

## **ARTICLE III**

### **Purpose and Function**

It shall be the purpose and function of OLLAA to promote, encourage, organize, sponsor, coach, manage, and direct the athletic teams of this parish. The athletic activities will include all intramural sports teams sponsored by Our Lady of Lourdes. All officers and members of OLLAA will be expected to emphasize the well-being and instruction of the youth participants as the first and overriding priority taking into consideration the health, welfare, and ability of each individual.

## ARTICLE IV

### Executive Board

- A. The Executive Board shall consist of a twelve-member board. There shall be four officers and eight members-at-large. The officers shall include the President, Vice-President, Secretary, and Treasurer. The concession stand and each sport shall have a coordinator. These shall include the Concession Stand Coordinator, Basketball Coordinator, Volleyball Coordinator, and Cheerleading Coordinator.
  
- B. The Executive Board shall be responsible for the operation of the OLLAA. A majority vote of those present or by proxy, if there is a quorum, shall be sufficient to carry any motion before said Board. (See ARTICLE V, Section B, for quorum)
  
- C. The Executive Board shall have the authority to:
  - 1. Establish, publish, and implement rules and regulations necessary to promote and conduct the activities of OLLAA.
  
  - 2. Levy such fees as may be necessary to promote and conduct the activities of OLLAA.
  
  - 3. Create subsidiary committees to aid in administering the various activities of OLLAA.
  
  - 4. Dismiss any person whose activities might be termed detrimental to, or inconsistent with, the by-laws, Code of Conduct, and/or the basic principles of OLLAA.
  
- D. The Executive Board will abide by the Archdiocese of St. Louis Code of Ethical
  - 1. Conduct for Clergy, Employees, and Volunteers Working with Minors.
  
- E. The Executive Board must attend any child abuse awareness or other training as required by the parish or Archdiocese for volunteers who work closely with parish youth.
  
- F. The Executive Board shall at all times observe all local, state and federal laws which apply to non-profit organizations as defined in Article 501(c)(3) of the Internal Revenue Code.
  
- G. Elections shall be held annually to fill any vacancies existing each year. A majority vote of those present is required for new members. The new members shall begin their term on the first of June.
  
- H. Information on vacant Executive Board positions will be published in the parish bulletin. All parishioners are encouraged to contact the Executive Board if they are interested in becoming a member.

- I. Members of the Executive Board may not be a member of any organization that governs over the Executive Board. Executive Board members that are related to a coach or related to another board member will be excused from all discussions and votes regarding sensitive matters that directly involve their family member.
- J. The terms of the Executive Board shall be four years. All board members may succeed themselves with a majority vote.
- K. In the event a vacancy occurs in any office before the first of June, this vacancy shall be filled by a majority vote of the members present at the next meeting.

## **ARTICLE V**

### **Meetings**

- A. A meeting of the members of the Board shall be held quarterly. The date, time, and place shall be designated by the Executive Board.
- B. Seven of the Twelve members shall constitute a quorum for the purpose of conducting a general meeting and acting on matters before it.
- C. Special meetings of the Executive Board may be called at any time for any reason deemed necessary. Twenty-four (24) hour notice of every such meeting shall be given to each member of the Board, unless otherwise waived by these members.
- D. Meetings are open, but those who wish to address the meeting must contact the president in advance of the meeting, and speak only during open forum time or when otherwise designated on the agenda. Closed meetings may be called for if the need for discussion of sensitive issues arises.
- E. There will be one annual mandatory meeting for parents at the beginning of each school year. The OLLAA officers and members will be introduced at this meeting and all expectations for parents, players, and coaches for the upcoming year will be covered. Other agenda items may be added if deemed necessary by the Board.
- F. A meeting for all coaches who participate within OLLAA shall be held prior to the start of their specific sport each year.

## ARTICLE VI

### Budget

- A. The OLLAA is funded through revenues from admission charges, concessions, tournament fees, fair gate revenue, and general donations.
- B. All money received shall be used to upgrade equipment, uniforms, and playing facilities; for use in funding team tournament fees and referee fees; and to accomplish the aims and goals of the OLLAA.
- C. Purchases exceeding \$500.00 must be approved by the Executive Board by a majority vote. Any equipment and/or capital project purchase exceeding \$1,000 will require a minimum of two quotes.

## ARTICLE VII

### Duties of the Executive Board

#### A. **President:**

- 1. Preside at all meetings of the OLLAA.
- 2. Responsible for the implementation of the OLLAA program and ensure the policies set by the Executive Board are carried out by each participant in the OLLAA.
- 3. Maintain a signature card on account at the bank for Athletic Association checks.

#### B. **Vice-President:**

- 1. Conduct the Association's affairs in absence of the President.
- 2. Succeed to the office of the President, should this office become vacant.
- 3. Responsible for all special projects not directly assignable to any other member.

#### C. **Secretary:**

- 1. Responsible for keeping all books and records of the OLLAA in an organized and concise fashion, including the minutes of the meetings.
- 2. Provide copies of the meeting minutes to each member.

**D. Treasurer:**

1. The Treasurer – in conjunction with the Parish Business Manager - shall keep accurate financial records of disbursements and receipts of all money received by the OLLAA and review and reconcile the bank statements monthly.
2. Submit an updated financial report to the Executive Board on an annual basis.
3. Maintain correct signature cards at the bank and shall be a signer of association checks.

**E. Basketball/Volleyball/Cheerleading Coordinator:**

1. Responsible for the operation of each basketball/volleyball/cheerleading team.
2. Attend such meetings necessary to maintain their respective program.
3. Address issues or concerns with parents, coaches, or athletes and act as a liaison between the Executive Board.
4. Schedule officials, judges, games, competitions, practices, and tournaments.
5. Be knowledgeable of the rules and regulations regarding their respective sport.

**F. Concession Stand Coordinator:**

1. Schedule concession stand workers, admission table workers, and line judges for volleyball.
2. Responsible for ordering product for the concession stand, maintaining a budget, and maintenance and cleaning of the concession stand.

**G. Members-at-Large:**

1. Perform duties and provide assistance to the officers and coordinators as necessary.



## ARTICLE VIII

### Duties of the Coaches

- A. All parents are encouraged to volunteer to coach or assist in the various sports offered by OLLAA. Information for available coaching positions will be published in the parish bulletin and emailed to all parents with athletes in the grade in need of a coach.
- B. Coaches will be voted on by the Executive Board and will be reviewed on an annual basis. They must be approved by the parish office prior to the start of practice. Coaches may not serve as a member of the Executive Board or serve as a member of any governing body of the Executive Board.
- C. Coaches will be subject to a criminal background check. They must attend the Protecting God's Children Workshop. They must also attend any other child abuse awareness or training as required by the parish or Archdiocese for volunteers who work closely with parish youth.
- D. Coaches are under the auspices of their Sport's Coordinator. They shall operate their team in a manner consistent with the OLLAA mission statement and consistent with its policies. They should be knowledgeable in the sport, hold values in keeping with a Christian environment, and willing to commit the time necessary to coach games and practices as appropriate for the grade level.
- E. Coaches should conduct an informational meeting with the parents to explain their expectations of the players and the parents.
- F. Coaches must conduct themselves in an exemplary manner which respects the dignity of the players and the officials. Any aggressive physical contact or demeaning action towards the players or officials will not be tolerated. Coaches must report all technical fouls received to their Sport's Coordinator.
- G. While the Executive Board is a policy making committee, and should not become involved in the day to day coaching decisions, they do retain the right to do so should an action by the coach be in material and direct contradiction to established policy.
- H. Coaches may schedule additional games and enter additional tournaments upon approval of the OLLAA and the parents. Fees for any additional tournaments shall be the responsibility of the coach and parents of that team unless otherwise decided by the Board.
- I. All sports-related activities require the presence of at least two adults at all times. Coaches should not share locker rooms, shower rooms, or dressing rooms with minors unless another adult is present.
- J. Prudent caution is to be employed regarding physical displays of affection (e.g., hugging or even social rough-housing), language, and topics of conversation used with minors.

- K. Coaches should refrain from giving expensive gifts to minors without prior written approval from the parents or guardians and the pastor or the administrator.

## **ARTICLE IX**

### **Duties of the Athletes**

- A. Athletes are expected to maintain Christian standards of sportsmanship and respect in dealing with players, coaches, officials, parents, and spectators.
- B. Athletes committing to a sport are expected to fulfill that obligation and participate for the entire season, which includes practices. Athletes playing on other outside teams shall make OLL sports their first priority.
- C. Athletes shall exhibit good sportsmanship and positive attitudes during games and practices. Athlete's playing time will be limited due to poor conduct.
- D. Any conduct or action unbecoming a young Christian athlete, disrespect toward authority, property, or rules will not be tolerated. Good sportsmanship and teamwork will be emphasized over winning.
- E. All 5th through 8th grade parishioners that are enrolled in the Parish School of Religion (PSR) or Our Lady of Lourdes School are encouraged to participate in the various sports offered by the OLLAA.

## **ARTICLE X**

### **Duties of the Parents**

- A. Parents are expected to maintain Christian standards of sportsmanship and respect in dealing with officials, coaches, players, other parents, and spectators.
- B. A schedule of workers shall be provided at the beginning of the season for the concession stand and the admission table. It is the expectation that parents will work their assigned shifts; however, in the event a parent finds they are unable to attend, they may make a schedule change by switching shifts with another parent.
- C. Parents will follow established written procedures for opening the concession stand and admission table, performing the routine functions, and closing the concession stand and admission table.

## ARTICLE XI

### Team Composition

The following guidelines will be followed regarding team composition using information gathered by the registration deadline set each year prior to the scheduling meetings. **These are only recommendations and it is understood that the Executive Board will review the Team Composition Recommendations each year and make decisions that are deemed in the best interest of the players and coaches for the upcoming season.**

#### A. Basketball

1. Team composition is based upon class size and participation. Out of necessity, a team with five or less players will move players up from the grade directly below to make a minimum roster of seven. Player selection shall be based upon review of skill by impartial judges of ability. Two members of the OLLAA must be present for the player selection. Players that are moved up shall be held to the same expectations of the players in that grade, and shall also be treated in the same manner regarding playing time. (See ARTICLE XII for playing time)
2. In an effort to prevent roster cuts, when a team has thirteen or more players they will be divided into two teams. Player selection of each team shall be based upon review of skill by impartial judges of ability. Teams are to be split as equally as possible. Two members of the OLLAA must be present for the player selection.
3. In the event a split team has less than seven players, players will be used from the other team on a rotating basis. In the event there are not enough available coaches or available opposing teams to play, the team will not be split.
4. It is recommended that teams with fifteen or less players merge for all tournament games. It is recommended that teams with sixteen or more players remain split for all tournament games.

#### B. Volleyball

1. Team composition is based upon class size and participation. Out of necessity, a team with 6 or less players will move players up from the grade directly below to make a minimum roster of 8. Player selection shall be based upon review of skill by impartial judges of ability. Two members of the OLLAA must be present for the player selection. Players that are moved up shall be held to the same expectations of the players in that grade, and shall also be treated in the same manner regarding playing time. (See ARTICLE XII for playing time)

2. In an effort to prevent roster cuts, when a team has 16 or more players they will be divided into two teams. Player selection of each team shall be based upon review of skill by impartial judges of ability. Teams are to split as equally as possible. Two members of the OLLAA must be present for the player selection.
3. In the event a split team has less than 8 players, players will be used from the other team on a rotating basis. In the event there are not enough available coaches or available opposing teams to play, the team will not be split.
4. It is recommended that teams with 16 or less players will merge for all tournament games. It is recommended that teams with 17 or more players will remain split for all tournament games.

## **ARTICLE XII**

### **Playing Time**

#### **A. 5th & 6th Grade Regular Season Games**

- The emphasis for play should be on fair and instructional playing time. The amount of playing time for each regular season game should be as equal as possible. The equal playing time rule applies to all players who arrive on time, attend each practice, and display a good attitude at all times. Each coach will have their own procedure for handling tardiness, attendance, and attitude issues.

#### **A. 5th & 6th Grade Tournament Games**

- Equal playing time is not required in tournament games. Each player must play in every game of the tournament, but their playing time may not be equal.

#### **B. 7th & 8th Grade Regular Season Games**

- The emphasis advances to a progression of competitive play. The amount of playing time for each regular season game should be as close to 25% as possible. The 25% playing time rule applies to all players who arrive on time, attend each practice, and display a good attitude at all times. Each coach will have their own procedure for handling tardiness, attendance, and attitude issues.

#### **C. 7th & 8th Grade Tournament Games**

- 25% playing time is not required in tournament games. Each player must play in every game of the tournament, but their playing time may not be 25%.

## **ARTICLE XIII**

### **Games and Practices**

- A. Games scheduled on a school night shall begin no later than 8:30 p.m. Each team will be limited to two practices per week for ninety (90) minutes each. C. The maximum number of regular season games that may be scheduled for the 7th and 8th grade is thirty (30). This includes regular season tournament games.
- B. The maximum number of regular season games that may be scheduled for the 5th and 6th grade is twenty-five (25). This includes regular season tournament games.
- C. Students will not be allowed to participate in athletic events on any day they are absent from school due to an illness.

## **ARTICLE XIV**

### **Academic Guidelines**

- A. An athlete's first priority is academics. The Athletic Association and team coaches will abide by the academic policies set forth by the Our Lady of Lourdes School Board. This includes enforcing suspensions from athletic activities due to poor grades or unacceptable conduct.
- B. Any athlete who is suspended from athletic activities because of the school's grade policy may, but shall not be required to:
  - a. Attend, but not participate in any games.
  - b. Dress out in their uniform and sit on the bench for all games.
  - c. Attend and participate in all practices.

## **ARTICLE XV**

### **Ejections**

- A. The ejection of a manager, coach, parent, or athlete from a game shall be reported immediately to the Sport's Coordinator. It will be the responsibility of the Coordinator to acquire facts of the ejection and present such facts to the Executive Board immediately.
- B. Any ejected person will be prohibited from participating in all games or practices until the Executive Board determines the appropriate action to be taken, including dismissal from participation in the Our Lady of Lourdes' athletic program.

## **ARTICLE XVI**

### **Athletic Fees**

- A. There is a registration fee per player per sport required to participate in sports at Our Lady of Lourdes. Late registrations may or may not be accepted. If it is agreed upon by the Executive Board to accept late registrations, the registration fee may be increased. Registration fees are set each year by the Executive Board and said fees are NON-refundable UNLESS there are not enough players to make a team. Every effort will be made to make decisions regarding teams with the information received by the original registration deadlines set each year by the Executive Board. Late registrations, if accepted, may or may not affect how the teams are split.
- B. In addition to a sports registration fee, each family participating in a sport under the direction of OLLAA will be required to work a FAIR gate shift or a shift with whatever fundraising event that may take the place of the FAIR shifts. In the event they are unable to work, they will be assessed a buyout fee. Said fees are set by the Executive Board and are subject to change from year to year. No athlete may practice until the buyout fee, if assessed, is paid.
- C. It is the expectation that parents will work assigned concession/gate shifts during the athletic season(s). In the event they are unable to work and do not find suitable replacements, a penalty fee may be assessed per missed shift and the athlete will be benched from participation in games until the fee has been paid. These fees are set by the Executive Board and are subject to change from year to year.
- D. All fees will be set by the Executive Board and will be made public at the time of registration each year. All fees collected shall be deposited in the OLLAA general fund. Fees shall be used for any purpose deemed necessary by the Executive Board.

## **ARTICLE XVII**

### **Uniforms**

Uniforms will be collected at the conclusion of the sports season. Any family returning a damaged uniform or failing to return a uniform may be assessed a reasonable cost of replacing the uniform.

## **ARTICLE XVIII**

### **Use of Property**

All equipment owned and operated by OLLAA shall be locked and remain on premise unless otherwise authorized by the Executive Board. Events and functions, not benefiting OLLAA, will not be allowed use of concessions.

## **ARTICLE XIX**

### **Grievances and Appeals**

- A. If after honest consideration, a parent believes that a coach is not following established OLLAA guidelines, is being genuinely unfair to a given player or players, or has any other legitimate complaint or concern, a grievance and appeal process may be utilized.
- B. Resolution of a specific concern regarding a coach, player, or other situation is best reached through communication between the coach and the player involved. If this is ineffective, the grievance and appeal procedure should be approached in the following order:
  - 1. Contact the coach.
  - 2. Notify the Coordinator responsible for that sport.
  - 3. Attend an athletic association meeting with the Executive Board.
  - 4. Approach the Parish Council.

## **ARTICLE XX**

### **Amendments**

These by-laws, or any portions thereof, may be amended, repealed, and additional by-laws may be adopted by a majority vote of the Executive Board members present.

## **ARTICLE XXI**

### **OLL ATHLETIC ASSOCIATION SCHOLARSHIP**

- A. Two \$500.00 scholarships will be awarded.
- B. Applicants must be an 8<sup>th</sup> grade student of Our Lady of Lourdes Catholic School or PSR who will be a Freshman the upcoming school year at any Catholic High School.
- C. Applicant must have played basketball or volleyball at least one season during 5<sup>th</sup> thru 8<sup>th</sup> grade for OLL.
- D. Applicants should convey the positive and cooperative traits that would identify them as showing good sportsmanship on and off any court or field.
- E. Applicants should convey the positive and cooperative traits that would identify them as team players whether it be on the court or in the classroom, in their school, parish or community.
- F. The Principal along with the OLLAA Executive Board will coordinate the application process. Essays will be read by the Principal, members of OLL faculty and the OLLAA Executive Board. Executive Board members that are related to an applicant will be excused from all discussions and votes regarding this scholarship.