



South Hills Catholic Academy Athletic Association Bylaws

The South Hills Catholic Academy Athletic Association serves in an advisory role to provide athletic opportunities for South Hills Catholic Academy students through Diocesan and community competition and intramural activities. It does this by supplying the necessary personnel, equipment, and facilities to carry out the athletic program at South Hills Catholic Academy. The philosophy of our school program is to teach, develop and exemplify Christian character while teaching the principles of good sportsmanship. Although the winning of games is not the primary goal, South Hills Catholic Academy strives to field competitive teams in all the sports in which it competes.

Adopted: July 19, 2021

Amended: _____

Article 1 - Name

1. The name of this organization is **South Hills Catholic Academy Athletic Association**.

Article 2 - Objectives

1. Advise and assist the administration of South Hills Catholic Academy in maintaining an athletic program for the students of South Hills Catholic Academy.
2. Encourage the ideals of good sportsmanship and Christian values to athletes, coaches, parents and the general community.

Article 3 - Officers

1. The President presides at all meetings and performs all other duties the office requires.
2. The Vice-President performs all the duties of the President in their absence.
3. The Treasurer receives and safely keeps all money, financial records and receipts belonging to the Association and disburses the same under the direction of the Board and Principal. All disbursements require proper vouchers. It is the Treasurer's duty to keep an accurate account of the finances of the Association on the books prepared and furnished for that purpose. All books must be available for inspection and examination by the Board and Principal. The Treasurer shall render an account of the standings of the Association at the general meetings of the Associations and at such other times as the Board may require. At the end of the Treasurer's term of office, he or she shall

deliver all monies and property of the Association. The Treasurer shall attempt to keep all monies in interest bearing accounts whenever possible. The Treasurer does not have authorization to sign checks. The school Principal signs all checks and reserves the right to refuse if not satisfied with supporting documents or receipts.

4. The Secretary keeps the minutes of all meetings, keeps all other necessary records and passes on all records to the successor in order to make them permanent. The Secretary presents the minutes at the following months' general meeting.
5. The Athletic Director works with the Coaches to set up and coordinate practice schedules and games. The Athletic Director coordinates the search for, and acquisition of, gym and field time and all necessary permits. The Athletic Director will inform the school of game schedules and notify the school of any changes. The Athletic Director is responsible for storing, maintaining and distributing all athletic equipment and uniforms. The school Principal appoints the Athletic Director.

Article 4 - General Meetings

1. The regular monthly general meeting of the Athletic Association will be on the first Wednesday of each month, September through May. The date of any meeting may change so long as the Board published the meeting date and time in advance. The Board may also meet during June, July and August if they deem it necessary. The Secretary will take attendance at each meeting.
2. The President or a majority of Board may call special meetings that they may conduct via teleconference. Furthermore, any business that needs to be done between formal meetings may be conducted electronically (e-mail, text message, etc.) so long as it is unanimous. There must be a full report of such business at the next regularly scheduled general meeting.

Article 5 - Board

1. The Board is the designation of the governing body of the Athletic Association.
2. The Board consists of the President, Vice President, Secretary, Treasurer, Athletic Director and school Principal. The Secretary will take attendance at each Board meeting.
3. The Board may fill a vacancy until the next election by a majority vote of the remaining members of the Board.
4. A Board member missing three consecutive general meetings without a valid reason is considered a resignation.
5. The Athletic Director interviews and selects applicants for all Head Coaching positions. The school Principal must approve all coaching selections.
6. The Board is responsible for assisting the school administration in creating, maintaining and

enforcing written policies regarding how the school athletic program operates. These policies may include, but shall not be limited to, policies regarding competition, volunteers, awards given to athletes, and codes of conduct for players, coaches and parents. A majority vote of the Board is necessary to approve policies.

7. The school Principal has the privilege of attending all meetings of the Board, the Association, or any Committee. To the extent that any action or proposed action of the Association, any Member, the Board or any Committee is inconsistent with school policy or goals, the school Principal can veto such proposed action or require such party to take remedial action. The school Principal signs all checks.
8. The immediate past President may serve as an advisor to the Board and, if requested by the Board, may attend all general and private meetings of the Board and all committee meetings.

Article 6 - Committees

1. The Board from time to time may create Committees for purposes of implementing special projects. The Board will appoint or approve the Chair and all members of such special Committees.
2. The Athletic Association will not make any purchases from any business if a member of the Board or a Coach would benefit financially from such purchase unless it obtains one or more quotes, all disinterested members of the Board approve such expense and the interested party is not present for the vote.

Article 7 - Election of Officers

1. The Board accepts nominations from its members or any parent with a child attending South Hills Catholic Academy. The school sends out ballots requesting nominations in May prior to the end of the school year.
2. Election of Officers takes place at the regularly scheduled May meeting. The day following the elections, the new Officers begin their terms.
3. The term for Officers is two years. The elections of the President and Treasurer are in odd years. The elections of the Vice President and Secretary are in even years.
4. The election is a secret ballot that includes all school parents. The school Principal receives the election results.
5. The Athletic Director is not an elected position. The school Principal appoints the Athletic Director.

Article 8 - Player Eligibility

1. The Athletic Association will follow the [Diocesan Student Sport Participation Policy for Catholic Elementary Schools](#).
2. Only those students enrolled in South Hills Catholic Academy are eligible to participate in an athletic program sanctioned by the Athletic Association, unless another nearby school is unable to field a team. Participation by a non- student in the South Hills Catholic Academy athletic program requires approval by the school Principal.
3. All athletic participants are required to have a physical exam as specified by diocesan regulations.
4. All students wishing to participate in diocesan league athletic programs must obtain written approval from a parent or guardian prior to participating in the program.
5. The Head Coach is responsible for following league rules pertaining to player eligibility.
6. The Head Coach may discipline an athlete for inappropriate conduct or other deficiencies. The Head Coach may also recommend suspension of an athlete to the Athletic Director or school Principal.
7. Players are subject to suspension from the team by the school Principal for reasons of inappropriate conduct, academics, or other deficiencies.
8. The Board will uphold any disciplinary action taken by the school Principal.

Article 9 - Team Makeup

1. The Athletic Association will follow the [Diocesan Student Sport Participation Policy for Catholic Elementary Schools](#).
2. Each year the Athletic Association will determine the best mix of teams for each sport based on the number of participants, coaches and volunteers and the physical and cash resources available. In other words, if there are not enough players at one level, the Athletic Association may decide to combine age groups in order to place all registered players on a team.

Article 10 - Concerns and Complaints Procedure

1. Parent or other person's that have concerns or complaints regarding the athletic program or a team must initially discuss them with the Athletic Director or the Head Coach of the team involved. This initial discussion must not take place immediately before, during or after a sporting event, but at a scheduled meeting held in a mutually agreeable time and place.
2. If the concern or complaint is not resolved at the first meeting with the Athletic Director or the Head Coach, the Board may address the matter at a mutually agreeable time and place. In addition to those

raising the concern, this meeting will include the Athletic Director or Head Coach and, if appropriate, any assistant coaches.

3. The Board will resolve all matters brought to their attention.

Article 11 - Rules and Guidelines for Parents and Guardians

1. Parents and Guardians shall:
 - a. Sign the [Diocesan Parent Participation Pledge](#) prior to their child's participation in the athletic program.
 - b. Adopt positive, Christian behaviors when involved with a South Hills Catholic Academy team and as a spectator.
 - c. Be oriented to their child's sport, coach, rules, and goals at the beginning of the season.
 - d. Provide transportation to and from all games and practices.

Article 12 - Rules and Guidelines for Coaches

1. The selection of coaches will follow the [Diocesan guidelines on Coach Appointments](#).
2. The Head Coach is responsible for running the team in accordance with league rules, practices and policies, and in accordance with the spirit of all policies established by the Athletic Association.
3. The Head Coach selects the assistant coaches for their team. The Athletic Director and school Principal approve all assistant coaches.
4. All coaches are responsible to the Board.
5. The Athletic Director and Head Coach are responsible for seeing that all players have submitted the required registration fee, physical and parental permission forms prior to permitting the player to participate in a practice or a game.
6. The Head Coach is responsible for distributing and collecting all uniforms and equipment. They are also responsible for the team.
7. The Head Coach or an assistant coach must be present at all practices, scrimmages, or games.
8. Any coach that does not live up to the philosophy embodied in these Bylaws or any policy established by the Parish, the school or the Athletic Association is subject to dismissal or other disciplinary action. The school Principal may dismiss or otherwise discipline any head or assistant coaches.

Article 13 - Registration Fees

1. As part of the annual budget process, the Board will set the annual registration fees and any refundable deposits for participants.

Article 14 - Business Matters

1. The President sets all general meeting agendas. Any member of the Association may have an item placed on the agenda by contacting the President prior to the regularly scheduled meeting. The Board only votes on agenda items at that meeting. Diocesan rules take precedence over all other rules.
2. The Association makes decisions by a simple majority vote.

Article 15 - Amendments

1. The Board may amend these by-laws by a majority vote at any regularly scheduled general meeting provided a Board member submits the amendment in writing at the prior general meeting and the proposed amendment is included in the minutes of the prior general meeting.