

CONSTITUTION AND BYLAWS OF THE SAINT ANNE ATHLETIC CLUB

Saint Anne Athletic Club

32000 MOUND ROAD • WARREN • MICHIGAN • 48092

ARTICLE I

NAME:

The name of this club shall be the “**Saint Anne Athletic Club**” located at:

**Saint Anne Parish
32000 Mound Road
Warren, MI 48092**

PURPOSE:

The objective of this club shall be to promote athletic and social activities for all the children of St. Anne Parish. It shall be the responsibility of the Saint Anne Athletic Club to fulfill its purpose in accordance with catholic teachings and the Constitution of the United States. Activities of this club should be coordinated through the Board of Education at their regularly monthly meetings. The direction of programs, funds, and the funding of programs, shall be *under* the sole discretion of the General membership of the Saint Anne Athletic Club.

MEETINGS:

The meetings normally will be held on the first Monday of each month in the Administration building. The time of the meeting will be announced in the Saint Anne Catholic Community News, and/or in the School Bulletin.

MEMBERSHIP:

Any adult (18 years or older), registered member of Saint Anne Parish, or has a child attending Saint Anne School, or is a Catholic Youth Organization coach for Saint Anne, may be eligible for membership in the club, provided:

- A.** That person is willing to contribute reasonable time and effort as shall be requested of him or her by the duly elected officers, for the attainment of the objectives of this club.
- B.** That person shall not endeavor to cooperate with others to use this club for the furtherance of political convictions or to seek adherents in social issues not directly related to the expressed objectives of this club.

PARTICIPATION:

- Participation fee set by the General Membership will be required for grade school athletic programs.
- The fee assessed (in school/ parish) for one sport will be \$110 per athlete, per sport. For an out of parish/non-school athlete, the fee will be \$160 per athlete, per sport, with no maximum per year. **A late fee of \$35 will be added to any sign-up done after the last scheduled sign-up date for that particular sport. Any associated bank recovery fees will also be applied to the outstanding total balance.**

CONSTITUTION AND BYLAWS OF THE SAINT ANNE ATHLETIC CLUB

EXCEPTION:

- The participation fee for the three spring sports of Baseball, Softball and Track will be \$100 per athlete (in school/ parish). For an out of parish/non-school athlete, the fee will be \$125 per athlete for these three sports.
- The participation fee for Cheerleading (a two season sport) will be \$135 per athlete (in school/ parish). For an out of parish/non-school athlete, the fee will be \$175 per athlete.
- The fee schedule for club sponsored non-CYO athletic programs, (Warren Youth Soccer, Flag football and Instructional basketball) will be determined as dictated by the costs relative to participation in that sport.
- The fees for 3rd thru 8th Grade OUT OF PARISH football participants shall be assessed at \$260.00. \$210.00 will be collected at signups for fall sports with the remainder due by Sept 30. If the parent(s) agree to provide 8 hours of verified volunteer service at the annual St. Anne Parish Fall Sausage Festival, the additional assessed fee of \$50.00 shall be refunded and thus the cost for participation shall remain at \$160.00.

ELIGIBILITY:

Youths are eligible to participate in Athletic Club sponsored CYO programs provided that:

- Their parents/guardians have been registered members of St. Anne Parish for at least six months prior to season start for the sport in which they wish to participate.
- They attend Saint Anne School or,
- Youths outside St. Anne Parish and school must attend a Catholic school or attend C.C.D. The school in which the youth attends must not sponsor the sport in which the youth will be participating in and parents must be registered and in good standing with the parish to which they belong.
 - A non-cut sport, and any other sports team that cannot meet the Athletic Club's minimum number of players required to compete for that sport, may fall back on CYO eligibility rules only to meet the team's minimum number. If any sport were to ever cut players, those outside the Saint Anne School and Parish would be the first to be eliminated.
 - Outside transfers, youths from an existing CYO Program choosing to participate at St. Anne, will be limited to 5 players per team per season.
- The participation fee has been paid PRIOR to distribution of uniforms and equipment.
- **In order to promote equitable and fair opportunities to all youths of the St. Anne Parish and School community, athletes may participate in only one CYO sponsored sport per season (Fall, Winter, or Spring)**

EXCEPTION:

- Families that have recently moved into the Parish area will be considered for the current sport.

ACADEMIC ELIGIBILITY:

- Students forfeit their athletic or cheerleading eligibility if at any time they are earning a grade of less than a "C-" in three of their major subjects (excluding Spelling and Handwriting). The grade of less than a "C-" may be for conduct and/or effort.

CONSTITUTION AND BYLAWS OF THE SAINT ANNE ATHLETIC CLUB

- The school will notify parents, if a student athlete has to forfeit his or her athletic or cheerleading eligibility.
- It is the student's responsibility to notify the coach. Eligibility is restored when enough grades are again at the "C-" or better level to meet the academic eligibility rule.
- School discipline problems, that might jeopardize eligibility, will be brought to the attention of the Athletic Director by the principal.
- Non St. Anne student athletes must turn copies of progress reports and report cards over to the head coach for review of academic eligibility by a Board Member or Athletic Director.

APPROPRIATIONS:

Except for financial emergency situations as covered in Article II, the General Membership shall have the responsibility to approve all expenditures for the club. For any expenditures involving \$500 or more, over the approved budget, of the current year, the Executive Board shall be given a minimum of 30 days to evaluate the need and availability of funds prior to the membership approval.

In matters pertaining to athletic equipment, the request must be first submitted to the Athletic Director, who will then submit the request with his/her recommendations to the Executive Board. The Board will make its recommendations to the General Membership for approval or disapproval at the regular meeting.

In the event that the Athletic Club ceases its operations as directed by a vote of the General Membership or on the recommendation of the Pastor, all of its funds and operations activities shall be turned over to the Governing Authority – The St. Anne Catholic Community.

ARTICLE II

EXECUTIVE COMMITTEE

- President
- Vice President
- Secretary
- Treasurer
- Social Director
- Fund Raiser

DUTIES OF EXECUTIVE BOARD OFFICERS

PRESIDENT:

The President shall preside at all meetings of the membership and of the Executive committee. Appoint all committees, appoint himself/herself or a member at large to sit on the Board of Education; may remove any member of a committee; with the help of the Executive Committee, direct the activities of the club and report regularly to the membership; see that all motions of the membership and of the Executive committee are carried out; be empowered to approve routine expenditures on amounts not to exceed fifty dollars over budgeted expenses without the authorization of the General Membership.

CONSTITUTION AND BYLAWS OF THE SAINT ANNE ATHLETIC CLUB

VICE PRESIDENT:

The Vice President, in the absence of the President, shall assume the duties of the President and maintain a current membership file through out the year as well as coordinate the sales of ads for the Fall Ad Book.

SECRETARY:

The Secretary shall keep an accurate account of the proceedings of all membership and Executive Committee meetings give proper notice to all members on the date and time of all meetings called by the President; see that all motions, resolutions or communications are executed or referred to the proper source for execution.

TREASURER:

The Treasurer shall keep an accurate record of all money belonging to the club including receipts and expenditures; deposit income as soon as possible in an account with an insured bank; set up his/her books showing in detail the amounts expended by various activities of the club; report at every membership meeting, giving an accurate accounting of expenditures and the balance of the St. Anne Athletic Club's budget.

SOCIAL DIRECTOR:

The Social Director shall be responsible for club publicity of events and general activities of Saint Anne Parish on a monthly basis; organize activities of interest for General Membership meetings; be responsible for an ongoing drive to recruit new members. He/she will be responsible for purchasing merchandise for concessions.

FUND RAISER:

The Fund Raiser shall be responsible for the coordination of all fund raising events of Saint Anne Athletic Club. The Fundraiser should also coordinate and sell all St. Anne Athletic Apparel. All St. Anne Athletic Apparel must be purchased through the St. Anne Athletic Club Fund Raiser Coordinator. A monthly report is to be given on such activities.

OTHER EXECUTIVE BOARD DUTIES:

The Executive Board shall have the following responsibilities:

- Verify the accuracy of the club's financial position at least once every quarter.
- Have full control in matters pertaining to the Athletic Director, Coaches and Staff. This is to include salaries, evaluations, and salary adjustments and not to exclude the hiring and firing of such persons.
- To direct the club in its objectives, and financial matters in the best Catholic and business practices without prejudice.

CONSTITUTION AND BYLAWS OF THE SAINT ANNE ATHLETIC CLUB

STANDING COMMITTEES:

The following committees shall be referred to as Standing Committees; the President may appoint a member in good standing as chairperson of each committee prior to the appropriate General Membership meeting. All chairpersons of the standing committees may sit on the Board of advisory members. The Committees are as follows:

- Homecoming Committee
- Ad Book Committee
- Fundraising Committee
- Team Coordinator Committee
- Election Committee

EMERGENCY SITUATIONS:

If, in the opinion of the President, an emergency situation arises requiring action prior to the next general meeting, the Executive Committee shall, by simple majority vote of the seven members, have the power to make the necessary decision for the club. If the decision involves expenditures in excess of \$50 at least four of the Executive Committee members, including the President must favor action. Under no circumstances shall the Executive Committee approve the expenditures in excess of \$500 over budgeted amount without the approval of the General Membership.

ARTICLE III

NOMINATIONS AND ELECTIONS OF CLUB OFFICERS:

The annual nomination of officers shall take place at the regular meeting in May and the annual election shall take place at the June meeting which shall not coincide with another Athletic Club event on that same date. Executive Committee members shall serve a two-year term of office. Nominations shall be made orally. Candidates for office need not be present at the meeting to accept the nomination of office. The Secretary shall so advise absent candidates of their nomination and receive their concurrence prior to the election.

The incumbent President shall conduct the election. The election shall be a written ballot, which shall be prepared by the Election officer as appointed by the President. The candidates in nomination shall be listed in the Saint Anne Community News prior to the annual election. All candidates are to give a brief accounting of themselves and what their goals will be prior to the actual casting of votes.

Members holding positions on the Coaching Staff can run or hold a position on the Executive Committee as long as they are a current member of the Parish in good standing. A decision to run for office will require a letter of resignation presented to the Executive Board at least one week prior to the nomination of officers.

Any Officer who is terminated from their position on the Executive Committee during their term, cannot run or be appointed for any position until a period of two years has elapsed from the date of termination.

CONSTITUTION AND BYLAWS OF THE SAINT ANNE ATHLETIC CLUB

ARTICLE IV

VACANCIES IN OFFICE:

In the event of a vacancy occurring in the office of the President, the duties of said office shall be performed by the Vice President for the balance of the term in which the vacancy occurs.

In the event of a vacancy in other elected offices, the board will publish a notice and it shall be the responsibility of the Executive Committee to appoint a qualified, interested member to fill said office for the balance of the term. Such action shall be reported to the General Membership at the next meeting.

ARTICLE V

QUORUM AND VOTING:

A quorum of the General Membership shall be composed of not less than six (6) active members, not including the elected officers. A quorum of the Executive Committee shall consist of at least four Executive Committee members. On proposals from the floor, the Athletic Director will vote only to break a tie.

ARTICLE VI

BENEFITS:

A Mass shall be offered once annually for the spiritual and temporal welfare of all members for this organization.

ARTICLE VII

Any member may propose a change in the BYLAWS at any monthly meeting by a motion therefore. If properly seconded, a vote shall be taken by members present to determine if the motion warrants further actions. If the membership favors further consideration, the proposed changes shall be listed in the Saint Anne Community News prior to the next general meeting and shall be put to a vote of the membership at the next meeting.

For changes to become effective, they must be approved by 2/3 of a quorum of members and officers present.

ARTICLE VIII

PARLIAMENTARY LAW:

The Club shall be governed by rules of Parliamentary Law as stated in Robert's Rule of Order, with special emphasis on the following:

- Justice and Courtesy for all
- One thing at a time
- The rule of the majority

CONSTITUTION AND BYLAWS OF THE SAINT ANNE ATHLETIC CLUB

ARTICLE IX

ORDER OF BUSINESS FOR REGULAR MONTHLY MEETINGS:

1. Call to order and prayer
2. Reading of minutes
3. Introduction of new members
4. Treasurers Report
5. Report of Committees
6. Bills
7. Old Business
8. Communications
9. New Business
10. Adjournment

ARTICLE X

ATHLETIC DIRECTOR:

The Athletic Director shall be appointed by the Executive Committee. He/She shall be present at all board meetings to inform the board of all events and to answer any questions or concerns. Upon completion of his/her report, his/her presence may or may not be required for the completion of the board meeting. The Athletic Director shall have the following responsibilities:

- Control of all CYO sports programs sponsored by the Saint Anne parish and Athletic Club and any other sport sanctioned and approved by the Saint Anne Athletic Club.
- Make recommendations relative to the number of teams entered in the program based on the number participating and the availability of coaches and funds.
- Final decision relative to participation of the various teams in tournaments subject to the approval of the Saint Anne Athletic Club regarding availability of funds.
- Responsibility for the athletic equipment used by the programs, including the submission of requests for new equipment to the Saint Anne Athletic Club for approval. All requests shall be submitted according to the following schedule.
 - Fall Sports ~ December
 - Winter Sports ~ April
 - Spring Sports ~ September
- Submission of all entry fees to Saint Anne Athletic Club for approval and payment will be designated as the official CYO parish representative to assure coordination between the parish and CYO headquarters.
- Will coordinate activities relative to the intramural sports program with the Saint Anne School representatives.
- He/She will be empowered to cast an executive committee vote in the event of a tie.

CONSTITUTION AND BYLAWS OF THE SAINT ANNE ATHLETIC CLUB

ARTICLE XI

TEAM PLACEMENT

The CYO has made allowances to have (2) skill levels of competition at both the Varsity (7th and 8th grades) and Junior Varsity (5th and 6th grades). Two levels of play allow each student athlete an opportunity to play in a competitive environment to their skill level. Considering that CYO sports are competitive, St. Anne will field competitive teams in a manner that puts the athlete first.

Varsity 1 (8th Grade) Varsity 2 (7th Grade)

For grades 7 and 8, a greater emphasis is to be placed on the competitive nature of CYO athletics while continuing to improve the physical and mental development of each of our student athletes. Participants on the Varsity teams will be grade specific with the following exception policy:

Exception Policy:

In the event there is a 7th grader(s) that is deemed to be ready and able to participate at a meaningful level, that player(s) can move up to the Varsity 1 team. The following criteria must be met for the exception policy to be invoked.

1. Parental and player consent must be obtained.
2. The Varsity 1 Head Coach, Varsity 2 Head Coach, Sport Coordinator (if applicable) and Athletic Director(s) will evaluate the player(s) after 5 full practices.
3. There must be a unanimous decision amongst the evaluation team, player(s) and parent/guardian to move the player(s) up.

OTHER CRITERIA::

1. No 8th grade player who has made the team will be cut to allow the 7 grader(s) to play.
 - a. An 8th grader will be allowed to move to the Varsity B team upon Parental and player consent.
2. The Board must approve any addition over the maximum or add an additional Team at the Varsity Level affected.

Junior Varsity – 5th and 6th Grades:

In grades 5 and 6, the primary emphasis will still be placed on the physical and mental development of each student athlete. The 5th and 6th grade teams will remain grade specific.

CONSTITUTION AND BYLAWS OF THE SAINT ANNE ATHLETIC CLUB

TEAM SIZE:

Cheerleading	8 Minimum	14 Maximum
Football	50 Minimum Varsity	70 Minimum Junior Varsity
Volleyball	12 Minimum	15 Maximum
Soccer	18 Minimum	22 Maximum
Basketball	12 Minimum	15 Maximum
Softball & Baseball	13 Minimum	18 Maximum
Lacrosse	18 Minimum	25 Maximum
Track	10 Minimum (Cuts permitted if Player not showing interest)	

- If minimums are not met, 4th graders will be allowed to try out only to meet the minimum numbers.
- Coaches cannot cut under the maximum.
- Any additions over the maximum must be board approved.
- All elementary school players will stay within their own grade level to the extent possible. (See Exception Policy – Article XI)

Specifically:

- If there is one J.V or Varsity team, the split must be 5th and 6th grade; Varsity – 7th and 8th grade. The board can decide to add another team
- If there are enough players the split must be by grade level, i.e. one 5th grade team and one 6th grade team.
- In the event there are enough players for two teams, but not enough to split by grade, (one team cannot meet the minimum player limit), a decision will be made by the Board on how to best handle the situation.

The objective of the St. Anne Athletic program is to allow as many players to play as possible.

EXCEPTIONS:

- Under no circumstances will 3rd graders be allowed to play any CYO sport, regardless of age or size.
- Any 6th grade player who is over the maximum allowable weight without pads will be given the opportunity to play Varsity Football, provided the parents and child both give their consent to do so. Fourth graders may be invited to tryout for Junior Varsity teams if the number of 5th and 6th graders is less than the minimum after two practices.

EXCEPTION (1): 4TH graders are allowed to go out for football.

EXCEPTION (2): 3rd graders can be added to the 4th grade football (non-CYO)

CONSTITUTION AND BYLAWS OF THE SAINT ANNE ATHLETIC CLUB

sanctioned) squad **only** if the number of 4th grade participants is under 30.

EXCEPTION (3) 3rd grade girls may be invited to join the Junior Varsity Cheer Squad if numbers for that team are below the minimum.

ARTICLE XII

CYO sports programs are competitive in nature. Winning is healthy but is not the most important thing. Every athlete enjoying himself/herself, learning a sport and learning about life's intangibles are the most important things. We hope to promote desire, dedication, discipline, sportsmanship, and teamwork for our athletes.

COACHES' CODE OF CONDUCT:

1. Always remember this is a Catholic sports program, and nothing that is done in practice, on the playing field, or in the locker room, should ever come into conflict with these principles. Coaches are first and foremost youth ministers for our young people and should help them grow not only physically, but also as moral young men and women.
2. Never touch a player in a fit of anger or in discipline.
3. Never use vulgarity, or verbally abuse anyone.
4. Team prayers are suggested before and after games.
5. Please remind your players that they do not pray to win, but they pray to play well.
6. The building of each athlete's character is our Number 1 concern.
7. Stress importance of academics to the athletes. We are trying to build the whole person, mind, body, and soul.
8. Coaches should avoid technical and/or penalties. Let the officials or umpires know you're disagreement only during time outs, half time, or between innings.
9. Never indicate to players that bad officiating might be a reason for a loss. Never accept this attitude from a player.
10. During games with lopsided scores, play all players as much as possible.
11. Coaches will show up 10 to 15 minutes prior to practice time.
12. Coaches must never leave until last player is picked up from practice or the game.
13. Coach must never cut practice short without notifying parents.
14. Common sense and all necessary safety precautions should be employed at all times. Mats should be used wherever practical, i.e., when teaching rolls.
15. In case of injury, immediate attention is required and follow-up with parents is expected. Injuries should be reported to the Athletic Director. Players under doctor's care must obtain a release prior to returning to the team.
16. Coaches are responsible for complete rosters.
17. Schedules and directions to away games and/or practices should be provided to parents well in advance.
18. Athletic Director must be notified when tournament dates and sites are secured.
19. At start of season, coach will not allow a player to participate without registration forms and fees paid. (Team Coordinator will aid in these responsibilities).

CONSTITUTION AND BYLAWS OF THE SAINT ANNE ATHLETIC CLUB

20. Closed practices are optional and apply only to practices held at St. Anne gym. 21. Scrimmages must be opened.
21. Outside gym door must be unlocked during practice.
22. Inside gym door must be opened 10 minutes prior to the end of practice.
23. Locker room door to be open before practice and locked at end of practice or when not in use. A Coach must be present (in the locker room) when in use.
24. Players are not allowed to bring food and beverages in the gym or locker room.
25. Coaches and players are responsible for gym and locker room housekeeping.
26. Absolutely nothing is to be left on the gym floor.
27. Last practice coaches are responsible for lights, windows, and locking of doors.
28. Make sure chairs, bleachers, and tables are put away.
29. Coaches are monetarily responsible for loss of medical boxes, scrimmage vests, balls, bats assigned equipment and uniforms. Monies will be deducted from salaries.
30. Scoreboard is for use only during games and scrimmages against other teams. It is not for use during practice.
31. Practices for a sport will not begin until eligible players from the previous sport have had at least three school days off (cheerleaders exempt). No cuts will be made until the end of five full practice sessions.
32. Individual awards, such as MVP, etc., are prohibited.
33. Coaches must have a PO number (Purchase Order Number) issued by the Board and given to the Athletic Director, before making any commitments for expenditures. All expenditures must be within the budgeted amount.
34. All coaches must attend a mandatory meeting prior to season start to receive Coaches Code and Policies, St. Anne Bylaws and sign an agreement that they will abide by said codes, policies and bylaws.
35. All suspensions and/or dismissals (excluding Academic Eligibility) must be made by the Board only.
36. All problems, difficulties, clarifications, etc., between parents, players, and coaches that cannot be resolved by open discussion and communication between the parties directly involved, should be taken to the Athletic Director for resolution. If still unresolved, the issue should be brought to the Athletic Board for resolution and/or arbitration. In the unlikely event that a resolution cannot be reached by the Athletic Board, then and only then, should an appeal be made to the Pastor. It is, and should be presumed that the Pastor would rarely be involved in deliberations of this nature.

VIOLATION OF THESE RULES AND CODES OF CONDUCT MAY RESULT IN THE IMMEDIATE DISMISSAL OF THE COACH.

CONSTITUTION AND BYLAWS OF THE SAINT ANNE ATHLETIC CLUB

PARENT AND STUDENT-ATHLETE CODE OF CONDUCT:

1. All parents and or responsible guardians of athletes must read the “Zero Tolerance” form presented to them at the beginning of each season by the team coordinator or coach.
2. The “**Zero Tolerance**” form must be signed and returned to the coach at the commencing practice. Once signed, the parents and athletes are bound to the terms and conditions specified in the contract, which essentially dictate principles of ethical and moral behavior, not above the expectations of a practicing Catholic family representing St. Anne.
3. In cases where violations of the “**Zero Tolerance**” policy, or any other behavior deemed detrimental to the well being of athletes or coaching staff of St. Anne or their competition are reported, the Athletic Board will immediately hold a fact finding quorum to determine whether penalties should be imposed.
4. Upon conclusion of the investigation, the Athletic Board, who is the governing body for all athletic programs sponsored by the Parish, has the right to dispense within the context of its authority the following sanctions:
 - a. Issuance of a written warning, a copy of which will be forwarded to the Pastor.
 - b. A ban of two (2) CYO sanctioned athletic events for the offending party (may be the parent, athlete or both).
 - c. Prohibition from participation in CYO sponsored athletic events at St. Anne’s either in an athletic (player) or Spectator role.
5. In most cases, the sanctions will be progressive in nature. **The only exceptions may be in cases where fear of ones safety and well being are considered in jeopardy.**