



Saint Michael School

ATHLETIC BOOSTER ASSOCIATION BYLAWS

ARTICLE I - PURPOSE

The St. Michael Athletic Booster Association (Booster Association) exists to provide opportunities for St. Michael children to participate in athletic activities; to coordinate and run said activities, and manage the finances of said activities in such a manner that the Booster Association is self-supportive.

Athletics can be an integral part of the educational process. Athletics can provide experiences that will help the student athlete develop physically, mentally, socially and emotionally. It is our duty to blend Christian values and sportsmanship so our student athletes come away with a heightened sense of themselves, as a person who can strive for great things.

ARTICLE II - MISSION

The St. Michael Athletic Booster Association shall attempt to provide as many athletic programs as possible to the children attending St. Michael. Through these programs the parents and coaches should act as educators and transmitters of Christian values. An emphasis will be placed on teaching and developing the individuals athletically; good sportsmanship, respect for their teammates, coaches, and opponents; to build character; and to leave a positive impact on the children participating in the programs.

ARTICLE III - ORGANIZATION

A. The Booster Association membership shall be open to any registered St. Michael student's parent(s)/guardian(s). The Executive Officers, Sport Coordinators and Fundraising Coordinator shall have one vote on all matters concerning the Booster Association; regardless of the number of positions a member may hold. The combination of the Executive Officers, Sport Coordinators and Fundraising Coordinator shall constitute the "Board" of the St. Michael Athletic Booster Association. The Executive Officers shall be responsible for appointing the Athletic Coordinators and Fundraising Coordinator.

B. Executive Officers: Shall consist of President, Vice President, Treasurer, and Secretary. The duties of the Officers are outlined as follows:

President – The duties of the President shall include, but not limited to:

1. Serve as the executive officer of the Association and represent it as necessary.
2. Prepare the agenda for and preside over all meetings of the Booster Association.
3. Call all regular and special meetings of the Booster Association.
4. Shall only vote on matters before the Booster Association when there is a tie.
5. Create and appoint members to any standing committees as needed.

Vice President - The duties of the Vice President shall include, but not limited to:

1. Preside over meetings in the absence of the President. In this circumstance, the Vice President shall retain the right to vote on matters before the Board.
2. Assist the President in appointing members to any standing committees as needed.
3. Review all program/coach evaluations received from the Sport Coordinator and report to the Executive Board.
4. Serve as gym and field coordinator; establish blocks of gym time and field time for practices and games and inform Sport Coordinator of blocks of time.

Treasurer – The duties of the Treasurer shall include, but not limited to:

1. Maintain a checking account in the name of St. Michael Athletic Booster Association. The President's name as well as the Treasurer's shall be on the signature card for each account established by the Association.
2. Pay all bills and debts of the Booster Association as directed by the Board.
3. Deposit all Booster Association income into the checking account in a timely manner.
4. Insure that all necessary insurance premiums are paid.
5. Establish an annual budget for the Booster Association. Fiscal year shall be May 1 to April 30.
6. Present a financial status report at each regular Booster meeting and prepare a year-end annual report no later than June 1. The year-end report shall be submitted to the Parish's Business Manager for a review of the accounting practices and principles.

Secretary – The duties of the Secretary shall include, but not limited to:

1. Take and maintain an accurate and permanent record of all proceedings of the Booster Association meetings.
2. Present minutes of the previous month's meeting at each monthly meeting.
3. Prepare and distribute minutes to all Board members prior to the next regular Booster meeting.
4. Other duties as directed by the Executive Officers.
5. Coordinate the publication and/or distribution of Booster information in the church bulletin, school avenues, and the PTO.

C. The following Sport Coordinators and the Fundraising Coordinator are established and appointed by the Executive Officers:

1. Baseball Coordinator
2. Boys Basketball Coordinator
3. Girls Basketball Coordinator
4. Golf Coordinator
5. Soccer Coordinator
6. Softball Coordinator
7. Girls Volleyball Coordinator
8. Fundraising Coordinator

D. The responsibility of the Sport Coordinators shall be:

1. Attend CYO organizational meetings, or other governing body organizational meetings.
2. Ensure that sign-up sheets are promptly circulated.
3. Select coaches for each team. If two or more parents wish to serve as head coach, the coordinator shall determine the appointment of the head coach by their knowledge of the sport's fundamentals and rules, experience in coaching youth athletics, ability to communicate with student athletes and their parents, time

availability and dependability, and parental feedback from previous coaching experience(s). If the decision cannot be resolved by the Coordinator, the Coordinator has the option to seek the advice and recommendation of the Executive Officers. The Coordinator shall provide feedback to all coaching candidates on the results of the selection process.

4. Sign off on a compliance statement that all coaches have attended the Archdiocesan Child Protection workshop and have been fingerprinted. (See Policies).
5. Submit a preliminary budget for their respective sport to the Treasurer by May 1 of each year. Submit a revised budget to the Treasurer after the completion of said sport season.
6. Assign practice times for each team.
7. Supervise the distribution and collection of uniforms and equipment.
8. Distribute and collect program/coach evaluation forms, and forward all evaluations to the Vice President within one month of the completion of said sport season.
9. Report repetitive violations of codes of conduct involving parents, coaches, or players to the Executive Officers of the Association.
10. Pass along information concerning league play, cancellations, or changes in scheduled games or practices to all coaches involved in said changes.
11. Furnish the school principal with a roster of coaches and his/her student athletes prior to the first game of the season.

E. The Responsibility of the Fundraising Coordinator shall be:

1. Organize all fundraising activities of the Booster Association. These shall include basketball tournaments, Booster dance, mulch sale, or other fundraising activities as approved by the Board.
2. Submit financial reports to the Treasurer on the outcome of each fundraiser.

G. General Information Governing Coordinators:

1. Coordinators will be added when a new sport is introduced and approved by the Board. However, if a Coordinator position is established and in the following year no interest is received to support said sport, the Coordinator position shall be dropped from the Board.
2. If there are co-coordinators, the Executive Officers will appoint a Coordinator and assistant. The assistant coordinator shall not have a vote on matters before the Booster Association, unless the appointed Coordinator is absent from said meeting.

ARTICLE IV - OPERATIONS

- A. Regular meetings of the Booster Association shall be conducted on the second Wednesday of each month at 8:00 p.m. The membership of the Association is encouraged to attend. All decisions regarding policy and finances shall be made by majority vote of the members of the Board in attendance at the regular scheduled meeting.
- B. On rare occasions, where it becomes necessary for the Board to vote on a matter in an expedited manner, a special meeting can be called by the President or a majority of the Executive Officers, or voting can be done via email. If email votes are to be conducted, they shall be conducted by the Secretary and will require a majority of the Board for approval. All members of the Board shall be notified on an email vote.

Results of any email vote will be read into the minutes at the following Booster meeting. Email votes shall not be permitted that significantly change the bylaws, unless the amendment procedure of presenting the proposed amendment has been made at a regular meeting and a special meeting is deemed necessary.

- C. The President, in consultation with the Board, if he/she deems necessary, shall be responsible for all matters involving the operation of the Boosters and its programs, unless provided otherwise herein.
- D. The Board shall, at the last meeting of each school year, determine the annual membership fee for the next school year.
- E. For each member of the Board, a credit shall be provided for the annual membership fee.

ARTICLE V – ORDER OF BUSINESS

- A. The order of business at all regular Board meetings shall be:
 - 1. Call the meeting to order
 - 2. Prayer
 - 3. Roll Call
 - 4. Reading of the minutes and approval of said minutes
 - 5. Reading of the Treasurer’s report
 - 6. Reports of the Coordinators and Executive Officers
 - 7. Remarks from the membership
 - 8. Old business
 - 9. New Business
 - 10. Adjournment
- B. The order of business at special meetings shall not follow the regular Board meeting format as set forth above in Article V, Section A. A special meeting shall address the topics or items for which the meeting was specifically called.

ARTICLE VI - ELECTION OF BOARD MEMBERS

- A. Board members shall be appointed to a one-year term (May 1 through April 30). Nominations for Executive Officer, Athletic Coordinators, and Fundraising Coordinator shall be submitted to the Board Secretary by the regular March meeting. The Executive Officers shall be voted in by the paid members of the Association at the April meeting. In May the new Executive Officers shall approve the appointments of the Athletic Coordinators and the Fundraising Coordinator.

ARTICLE VII - RESIGNATIONS

- A. Any Board member may relinquish their position by written resignation.
 - 1. If the resignation involves an Executive Officer, the vacant position can be held on an interim basis by any Board member until a special election is held to fill the position.
 - 2. If the resignation involves a Coordinator, the Executive Officers shall appoint a person to fill the position.

ARTICLE VIII - PARENTS OF STUDENT ATHLETE

- A.** Parents are important to the Booster Association and shall be supportive of the student athletes, coaches, and Booster Board. The parents shall abide by all rules of their sport, CYO rules, and Booster policies. Parents are encouraged to attend Booster meetings and be active in and supportive of the Booster's fundraising.
- B.** Parents shall conduct themselves with respect and good sportsmanship at all sporting events and practices. Parents shall agree to abide by the Parent's Code of Conduct (Booster Association Policy #1) attached to the bylaws or your student athlete will not be permitted to participate in said sport.

ARTICLE IX - COACHES

- A.** Coaches serve as a role model for our youth and are encouraged to participate in various aspects of parish life.
- B.** Coaches are encouraged to continuously improve their coaching skills through written materials and coaches' clinics.
- C.** Coaches shall attend the Archdiocesan Child Protection workshop and be fingerprinted as required by the parish and the Archdiocese of Cincinnati in order to be eligible to coach a sport in any capacity.
- D.** In addition to a coach, at least one other adult, eighteen (18) years of age or older, shall be present at every practice and game. If the other adult is to participate in a practice or game, said adult shall comply with the applicable sections of this article.
- E.** Coaches shall be responsible to distribute and collect all uniforms, equipment, medical release forms, and other forms as required by CYO or the Booster Association.
- F.** Coaches are required to attend the regularly scheduled Booster meeting the month prior to and the month immediately following sign-ups for the sport he/she is coaching.
- G.** Coaches are not required to provide transportation to or from practices or games.
- H.** Coaches shall conduct themselves with respect and good sportsmanship at all sporting events and practices. Coaches shall agree to abide by the Coach's Code of Conduct (Booster Association Policy # 2) attached to the bylaws or may not be approved by the Sport Coordinator.

ARTICLE X - STUDENT ATHLETE

- A.** The student athlete shall be enrolled in St. Michael School. (See exception, Article XIV, Section D.1.)
- B.** The student athlete shall be supportive of his/her teammates and coaches.
- C.** The student athlete shall abide by all rules of their sport, all CYO rules and be prepared to participate in all practices and games.
- D.** The student athlete shall conduct themselves with respect and good sportsmanship at all sporting events and practices. The student athlete shall agree to abide by the Student Athlete Code of Conduct (Booster Association Policy # 3) attached to the bylaws in order to participate in a sport.
- E.** The student athlete is expected to maintain passing grades.
- F.** No student athlete shall participate in a game/practice while serving a suspension. A student athlete is ineligible to participate until he/she returns to a full day of school from which they were suspended. For clarity purposes, if the student athlete earns a suspension that ends on a Friday, the student athlete is not eligible to participate until the student attends a full day of school following the suspension. A parent of the

student athlete is responsible to notify the coach in charge of the sport of the suspension being served. The principal will also notify the coach in charge of the sport.

ARTICLE XI - DISCIPLINE

- A. All Board members, Coaches, Student Athletes, and Parents shall have respect and good sportsmanship at any contest at all times. Failure to follow the rules and sportsmanship of that sport may result in a warning, suspension, or dismissal of that person.
- B. Any violation of the Code of Conduct by a parent, coach, or student athlete shall be reported to the Sport Coordinator as soon as practical, but no later than 48 hours from the time of the violation. Any repeated violation shall be reported by the Coordinator to the Executive Officers for disciplinary actions. However, any ejection by an official/referee of a parent, coach, or student athlete shall be a mandatory suspension of the next game played. Failure to follow this requirement shall result in an additional game suspension.
- C. Violations of any Code of Conduct shall be administered on a sport-to-sport basis.

ARTICLE XII - QUORUM

- A. A quorum representing at least fifty-one percent (51%) of the Board is necessary for approval of all issues concerning the Booster Association. No Booster business shall be conducted without having a quorum present.

ARTICLE XIII - AMENDMENTS

- A. Amendments to the bylaws shall be introduced to the Board at a regular monthly meeting. The proposed amendment shall be read by the Secretary and discussed by the Board. The proposed amendment will be voted on by the Board and passed by majority at the next regular Booster meeting.

ARTICLE XIV - PARTICIPATION

- A. The Booster Association will attempt to provide opportunities to as many student athletes at St. Michael School as possible. When possible, such participation shall be obtained by fielding the maximum number of teams as practical in each sport. The minimum number of players to field a basketball team shall be 7. The minimum number to field a volleyball team shall be 8. If 21 or more players sign up for basketball, three teams will be fielded, if possible. If 24 or more players sign up for volleyball, three teams will be fielded, if possible.
- B. No team shall "cut" a student athlete in the absence of the approval of the Board.
- C. No student athlete shall be turned away because of monetary reasons. In cases of this nature the parents shall contact an Executive Officer of the Board for assistance with this process.
- D. Participation on a St. Michael School team shall be limited to St. Michael School student athletes, except as provided below:
 - 1. If an affected coach, along with the Sport Coordinator, and in concert with the Board, determines that in order to field a team, more participation is necessary, a

qualified student who is a parish member shall be permitted to play. This exception only applies to fielding a team because of the lack of eligible participants.

2. The Sport Coordinator shall announce the number of open spots available to qualified parish members who may be interested in participating because of the lack of eligible participants.
3. If more qualified parish members sign up to participate than open spots available, the Board shall randomly pick the parish member(s) to fill the open spot(s).
- E. Before a student athlete is permitted to play on a school team, the family shall be a dues-paying member of the Booster Association.
- F. Before a student athlete is permitted to play for any St. Michael team, all uniforms and equipment obtained in the past through the Booster Association shall be returned. If the uniform or equipment is not returned, the stated compensation determined by the Board shall be paid to the Booster Association for the replacement of said uniform or equipment.
- G. The Board has the right to require a deposit for any uniform or equipment for any student athlete participating at the 8th grade level.
- H. Late registrations will only be accepted by the Coordinator if there is an open spot(s) to fill a team(s). Late registrations are subject to a \$20 late fee, with no exceptions to this rule.
- I. If the open gym skills and drills sessions (open gym sessions) have been completed, there shall be no late registrations accepted for participation on an "A" team if there is an A/B format, or on an "A or B" team if there is an A/B/C format.
- J. If a student athlete fails to attend the open gym sessions the player will be placed on the "B" team if there is an "A/B" format, or on the "C" team if there is an "A/B/C" format.
- K. New registrations in the following year will be placed on the team with the next draft, unless there is a need to re-draft, as determined by the Board.
- L. If there are extenuating circumstances (family emergency, student athlete injury disallowing participation, etc.) that prohibit a student athlete from participating in the open gym session, the Sport Coordinator shall address the circumstance on a case-by-case basis.

ARTICLE XV - TEAM SELECTION

- A. Selection of Grades 3-5 teams shall be as follows:
 1. Selection of teams will not take place until sign-ups are closed.
 2. Based on the number of participants, teams shall be divided into an equal number of players on each team, if possible.
 3. If more than one team, and if the opportunity is available, an open gym skill and drill session (open gym session) will be conducted by the Sport Coordinator to allow coaches to assess each student athlete. The goal is to allow coaches, with the assistance of the Sport Coordinator, to assess the players to ensure that teams at these grades are balanced. (Open gym may only be necessary in the third grade if the teams remain the same.)
 4. An alternating draft will be conducted to determine the roster of each team. Coaches' and assistant coaches' children will be automatically placed on their team. There will be no more than two such automatic placements on a team.
 5. Once the teams have been chosen, these teams shall remain together as long as said grade fields multiple teams, unless the Board determines otherwise. As an example, a

re-draft of teams would occur if a team loses a number of student athletes from one year to the next (moving out of the parish, or electing not to participate), and places the affected team below the required number to fill a team.

B. Selection of Grades 6-8 teams shall be as follows:

- 1.** Selection of teams will not take place until sign-ups are closed.
- 2.** Based on the number of participants, teams shall be divided into an equal number of players on each team, if possible.
- 3.** As part of the registration process, the Coordinator will solicit input from the parents to determine if there is an interest to form “A/B” or “A/B/C” teams, if applicable. (The A/B/C format would only be applicable if there are 21 or more registrations for basketball, and 24 or more registrations for volleyball.) Interest for an “A” team shall be a minimum of 7 student athletes signing up for the “A/B” or “A/B/C” format in basketball, and 8 student athletes signing up for the “A/B” or “A/B/C” format in volleyball.
- 4.** If there is sufficient interest for an “A/B” or “A/B/C” format, the open gym sessions shall be conducted by the Sport Coordinator. The open gym sessions shall be a minimum of two (2) 1-hour sessions. All student athletes are encouraged, regardless of their registration selection, to attend the open gym sessions. (See “Participation – Article XIV Sections I, J and L.)
- 5.** The Sport Coordinator shall obtain qualified and experienced personnel to rate each student athlete. If possible, the personnel rating the participants should not be affiliated with St. Michael’s. The Coordinator shall provide an evaluation sheet for rating each participant. The personnel evaluating the student athletes shall have knowledge of the sport fundamentals and skills, and the ability to evaluate each and every athlete fairly and without bias.
- 6.** The Sport Coordinator shall attempt to have at least three (3) evaluators at the open gym sessions.
- 7.** The Sport Coordinator shall, after the conclusion of the open gym sessions, allow the head coaches to have input in the evaluation process.
- 8.** No parents or coaches shall be permitted to attend the opens gym sessions.
- 9.** Upon request, the Sport Coordinator shall permit the parent(s) to review the open gym evaluation form of their child. This provides the parent(s) an opportunity to discuss with the child their areas of strengths and weaknesses.