

Queen of Angels School

ATHLETIC ASSOCIATION CONSTITUTION

Article I-NAME

The name of this organization shall be the Queen of Angels Athletic Association. The members shall include parents and /or guardians of Queen of Angels School student athletes, our adult coaching staff and the Athletic Board. The Athletic Association hereinafter referred to as the Association.

Article II-PURPOSE

The goals and objectives of the Athletic Association shall be:

- 1) establishing, arranging and carrying out an athletic program;
- 2) provide reasonable physical education;
- 3) instill a Christ-like code of sportsmanship;
- 4) provided an opportunity for recreation.

Article III-MEMBERSHIP

The Athletic Association consists of:

- 1) Six officers being: President, Vice-President, Secretary, Treasurer, Boys Representative and Girls Representative.
- 2) Voting members being fathers, mothers, and/or guardians of Queen of Angels Athletes, adult coaching staff, and officers of the Association.
- 3) Nonvoting members being anyone else interested in the welfare of Queen of Angels Athletic Association.

Article IV-OFFICERS

The officers of the Athletic Association are President, Vice-President, Secretary, Treasurer, Boys Representative and Girls Representative. These offices shall be elected by the Athletic Association members at the last general meeting of the school year according to their term of expiration. These Officers hereinafter will be referred to as the Board.

Article V-MEETINGS

The Athletic Association shall have a minimum of three meetings during the school year. Additional meetings will be announced and published in advance. All members of the Association are encouraged to actively attend all general meetings .

Executive meetings with all officers will be called by the President or by request of any of the officers.

Article VI-RELATIONSHIP

Resolutions of pertinent decisions should be achieved through the majority vote among the Athletic Association members.

Article VII-AUTHORITY

Section 1:

The Board shall set and disseminate all policy. This includes policy governing the expected conduct of Queen of Angels coaches, players, parents and/or fans of all grade school sports involving Queen of Angels School.

Section 2:

The pastor shall have the power to veto an action of the Officers with the right of the Officers to appeal to the Bishop of the Diocese.

Section 3:

The Board has the power to enact BY-LAWS to this constitution with the majority approval of the Association.

Article VIII-TERMS

The President shall serve a two (2) year term. The Vice President shall serve a two (2) year term. The Treasurer and the Secretary shall serve a two (2) year term. Boys Representative and Girls Representative shall serve a one (1) year term. Election of officers shall be held at the May meeting. The positions up for election shall be advertised for four (4) weeks in the church

bulletin and at least two (2) notices sent home through the school informational system. In addition, the positions shall be prominently displayed on school and church bulletin boards. Upon ratification of Constitution, current officers will commence new terms of their office.

Section 1:

The Board shall coordinate all requests for purchases of equipment to be used in school sports.

Section 2:

The Board shall set up basic rules, regulations and guidelines for all sports programs in accordance with school policies.

Section 3:

The Board shall, above all else, demand good sportsmanship from all parties involved in sports programs at Queen of Angels. THERE SHALL BE NO EXCEPTION TO THIS RULE.

Section 4:

Every effort should be made to have full participation of all players in each and every school sports program involving Queen of Angels.

Section 5:

Vacancies: If a vacancy occurs in an elective office, the President, after consultation and approval of the Board, shall have the authority to fill the vacancy by appointment. The appointee shall serve out the unexpired term.

If the President is unable to fulfill the term of the office, the Board shall appoint someone to fill the vacancy for the remainder of that school year. If the vacancy occurred during the first year of the two year term, a special election shall be held at the last general meeting of the Association to fill the office for the remaining year of the term.

Article IX-DUTIES OF THE OFFICERS

The President is given the power to operate and perform from the Board and, as such, has the following duties with respect to the function of the office:

The President shall:

- 1) preside over all general and Executive meetings.
- 2) act as a liaison between the Association and the School Board.
- 3) directs the Board in the preparation of guidelines for the Standing Committees.
- 4) oversees and approves the spending of Association monies.
- 5) assists in the preparation of the agenda for the General meetings.
- 6) assists with the preparation of the tentative and actual annual budget, and the calendar of Association events.
- 7) initiates action to acquire and discharge, when necessary, all coaches for Queen of Angels School sports, subject to Board approval.
- 8) mediates for all disputes resulting from actions taken by Queen of Angels coaches, players, parents and/or fans which arise in the conduction of all school sports involving Queen of Angels School, subject of Officers review and approval, including practices. Final decisions of all disputes will be made by the majority of Officers.
- 9) Review and approve all schedules for all school sports of Queen of Angels, approval occurring when confirmed by a majority of the officers.
- 10) shall be responsible for purchasing equipment.
- 11) shall be the Parish representative from Queen of Angels to the Fort Wayne Catholic Youth Organization and is given all power associated with the appointment.
- 12) shall implement all policy that is enacted by the Association and shall enforce all decisions made by the Association.

The Vice President shall:

- 1) In the absence of the President, assumes all of the duties of the President.
- 2) **coordinate scheduling, maintenance, access, etc. of necessary facilities (Activities Center, fields, etc.)**

3) Assists with election tallies.

4) Assist with preparation of the tentative and actual annual budget and calendar of events.

5) Assumes duties as associated with running the Concession stand and will be the liaison between the Board and any other Parish organization as in regards to the running and scheduling of the Msgr Faber Activities Center.

6) Performs such other duties incumbent of the office.

The Treasurer shall:

1) Pay bills, make deposits, and reconcile bank accounts.

2) Run the Athletic Association Raffle.

3) Invoice other entities as necessary.

4) Submit a financial report to the Board at least annually.

The Secretary shall:

1) Take the minutes of each Board and Executive meeting.

2) Send announcements to families and prepare announcements for publication in the bulletin.

3) Take care of Board correspondence.

4) Take over Treasurer's duties in respect to the bank accounts when Treasurer is unable to perform such duties. This includes being on the check signature card at the Bank.

Standing Committees:

The volunteer coordinator(s) shall acquire a list of parents of student athletes to call on as needed for fund-raisers, **including the concession stand, and shall be responsible for scheduling these volunteers.**

The Representatives of Girls Sports and Boys Sports shall distribute and collect uniforms, copy rosters, copy and distribute schedules and collect CYO fees and Physical forms from various coaches. They will also see that all physical forms are current and on file.

Article X-PARLIAMENTARY AUTHORITY

The Queen of Angels Athletic Association shall use Robert's Rules of Order (current edition) to orderly transact business in meetings.

Article XI-BY LAWS

The Board shall restate all By Laws to all coaches at least once each year.

Queen of Angels School
ATHLETIC ASSOCIATION BY-LAWS

Relation to:

Fort Wayne Catholic Youth Organization

1. All school sports programs will be governed by the written rules and regulations of C.Y.O.
2. Queen of Angels Athletic Board shall be supportive of the C.Y.O. and should work to improve the organization. This support should extend to all school sports programs under the direction of the C.Y.O.
3. *The Board will make available to all coaches IHSAA rule books.*

Queen of Angels School

1. All school sports programs and participants will adhere to and be guided by policies of both the Queen of Angels Parish (Council) and the School Board.
2. All coaches and assistants will be responsible for the conduct of their respective sport participants during games and practices.
3. Coaches are to be responsible to the Queen of Angels Athletic Board.
4. Coaches have a primary mission—that mission is to teach and the Board will support all its coaches and will try to meet their needs.
5. Coaches will be familiar with and *adhere to* all Board, School, Parish and C.Y.O. policies.
6. *The Board will make available Handbooks to coaches, student/athletes and parents.*

Coach Selection

1. All coaches will be selected by the Board.
2. Returning Head Coaches, *in good standing based upon guidelines in Coach's handbook*, will be given *first consideration to return to their coaching position. At the first board meeting after the end of the season, the coach's request to return will be considered.*
3. Each new coach *applicant* shall provide the board with three (3)

credible personal references, none of whom may be related *to the coach*.

4. All coaches, including assistant coaches, shall fill out a Board-Approved application.

5. Head Coaches should inform the board at the end of the current season if he/she is interested in coaching for the next season.

Behavior of Coaches

1. For protection of all interested parties, C.Y.O. recommends that a **FEMALE ADULT** be present on the bench, in the locker room, and suggested to be at all practices if a girls team has a male coach or coaches. *Vise Versa*, if a boys team has a female coach or coaches.

2. It is also highly recommended and encouraged for the protection of all concerned that two (2) adults be present at practice and games whenever possible.

Equipment and the Storage Building

1. Coaches are to be responsible for any equipment issued to them. Also, coaches with keys are responsible for the contents at the time the coach or his representative utilize the building. All Coaches must be observant and immediately notify a Board member of any problem with the building, its contents and/or the athletic equipment in use.

Administration

1. Prior to the start of a season, all schedules for all sports are to be submitted to the board by coaches for approval. This policy relates to both C.Y.O. and other scheduled games.

2. Travel by any team for a sports event scheduled or otherwise involving a Queen of Angels Team or person is limited to a radius of 35 miles from Queen of Angels Parish. Exception to this policy must be submitted in writing to both the Athletic Board and the School Board.

3. Queen of Angels Athletic Board will prepare a budget at the end of the school year.

A. Each coach prepares a list of equipment and supplies that would

require replacement for the next season. This task would best be handled at the end of each sports season.

B. Items to be purchased must be submitted to the **Players' Representative** by April 10 of each year.

4. Handbooks will be given to coaches, student/athletes and parents at the start of each season.

Student Athletes and Managers

1. Students at Queen of Angels School will be given an opportunity to participate in sports.
2. Grades 5-6 will be offered football, volleyball, basketball, soccer, track and cheerleading. Grades 7-8 participate in football, volleyball, basketball, soccer, track and cheerleading; also 6-8 grade girls participate in softball.
3. Only girls on girls' teams and boys on boys' teams.
4. The academic standard shall be determined by the school administration and approved by the School Board. If none is in effect IHSA rules will be used. The President of the Association should **confirm with the Principal that all athletes are still eligible to play. The Board will support and enforce any decision made by the Principal and the parents or guardians of the student athlete.**
5. If a student is suspended from school, that student is also suspended from the sport on which the student is participating for the duration of the suspension.
6. The purpose of 5-6 grade sports is to teach fundamentals of the sport, provide game strategy, wholesome competition and peer interaction. Therefore, every effort should be made to play all student athletes in each game, if they have been faithful to practice and the coaches' rules.

Physicals

1. According to the C.Y.O. policy, a physical must be on file every school year. Physicals must be **turned in before the start of practice. No athlete will be allowed to participate in practice or games until a physical is turned in.**

It is the parent's responsibility to notify the Athletic Board of any known physical disabilities or ailments and to obtain the approval of their physician for the child to participate in the sports program.