

Philosophy of St. Joseph Athletic Association

Boys and girls in the various programs are experiencing change during these years – in their physical, psychological and emotional make-up. By focusing on the different levels of development, individual traits and talents, and limitations of each, the coaching staffs strive to accomplish these goals:

To help young people learn and integrate self-discipline in their sports program and, hopefully, in their lives.

To temper competitiveness with Christian values, acceptance of others, give-and-take.

To help young people develop a healthy sense of humility.

To learn the lessons and rules of fair play.

To learn the values of team effort in the accomplishment of goals.

To help each young person learn to use her/his talent to the best of her/his ability.

Bylaws

1. This Association will be known as St. Joseph Athletic Association. Our purpose is to work together to develop young athletes of St. Joseph Catholic School – physically, mentally, and socially – through organized competitive sports programs, that are approved by the membership.
2. This Association will follow the policies of St. Joseph Catholic School Education Commission, the Aurora Area Athletic Association, the Diocese of Rockford, and the Illinois State Board of Education and will make no rulings in conflict with these policies.
3. Association meetings will be held every other month beginning with September through May. Any additional meetings or cancellations may be called by the President, with one week's notice, according to the needs of the Association. The agenda for each meeting shall consist of:
 1. Call to order
 2. Recognition of guests
 3. Secretary's Report
 4. Treasurer's Report
 5. A.D.'s Report
 6. Principal's Report
 7. Coach's Report
 8. Old Business
 9. New Business
 10. Questions, Comments, Concerns
 11. Future Business
 12. Adjournment
4. Membership – In order to be a member of the Association, one must have children currently enrolled at St. Joseph Catholic School, be a member of St. Joseph Parish, be a coach, or be a current member of the Association.
5. Voting membership – The executive committee and any individual who has attended one meeting in the last two years will be considered a voting member.
6. In order to conduct business, a majority of the executive committee must be present. A simple majority vote of the voting membership present at the meeting is needed to approve business. A 2/3 majority vote of the voting membership present at a meeting is needed to make changes to the bylaws.

7. No member of the Association is to represent the Association without the majority approval of the Executive Committee.
8. The Executive Committee will be composed of a minimum of 13 members – President, Vice-President, Athletic Directors, Secretary, Treasurer, Equipment Director, and Principal, and Head Coaches of each 8th grade sport. This will also be the order of succession. If additional members are needed, they will be appointed by the existing executive committee. Athletic Directors shall be current voting members of the Association. The A.D.s will be elected by the voting membership of the association. The term of the Athletic Directors will be renewable 2 year terms, which are staggered for continuity of the program.
9. Election of officers is to be held at the final scheduled meeting of the school year, with nomination of officers being held at the March meeting. Nominations must come from the voting membership. A slate of nominees will be submitted in writing, no fewer than 10 days prior to the election, to the Secretary. A ballot will be printed and submitted to the membership present at the last meeting. The nominee with the most number of votes casts will be elected to office.
10. The offices of President, Vice President, Secretary, and Treasurer shall be elected from the current registered voting membership. Terms of officers shall be 2 years. Election of officers shall rotate with the President and Treasurer elected during even-numbered years, and Vice-President and Secretary elected during odd-numbered years. Any officer may be elected for additional terms. In the event an officer resigns, the membership shall elect someone from the Association to fill the remaining term of office.
11. The executive committee will be in full charge of rules and regulations of any participating program. The Athletic Directors will recommend coaches and/or players for suspension and/or dismissal to the executive committee and their decision will be final. Any rules of the association, school, area, and diocese will be the governing factor.
12. Financial support for the Association shall be by fundraisers, donations, and sports fees.
13. Requests for the purchase of supplies and/or equipment under the amount of \$200 must be submitted to the Athletic Directors for approval. Any purchase exceeding \$200 must be approved by a majority of the voting membership prior to its purchase. Emergency expenditures may be approved by a majority approval of the executive committee. All bills are to be submitted as soon as possible to the Treasurer for payment.
14. The Association will give a donation to the physical education dept. of the school, the amount to be determined annually.

15. The Association will pay for the cost to have the gym floor resurfaced as required.
16. The Association will conduct special award events, annually.
17. Standing committees will be appointed as needed.
18. When a coaching position is open, the coach with the most continuous years of coaching in that sport (boys basketball, girls basketball, football, volleyball, cheerleading) will be given first priority for the open position.
19. All coaches must sign “Criminal Background Check”, “Sexual Misconduct”, and “Child Abuse Reporting” forms, as required by the diocese.
20. These by-laws will be reviewed and updated annually by the executive committee, prior to the last scheduled meeting of the year. See rule #6 for voting on changes.
21. Removal from office – An Association member may be removed from office by: 1) violating association ethics; 2) missing 3 meetings during the year; or 3) at the discretion of the pastor, after consulting with the association.

Annual Agenda

- August
 - Executive Committee Meeting
 - Approve Coaching Appointments
 - Review Calendar of Events
 - Coaches Meeting to Review Rules
 - Reading and Discussion of Bylaws

- September
 - Regular Meeting
 - Organize for Chocolate Sale & Banquet Committee
 - Reports by Fall Coaches
 - Winter Sports Signup
 - Photos for Football, Volleyball, and Cheerleading

- October
 - Executive Committee Meeting

- November
 - Regular Meeting
 - Organize for Women's Stag
 - Reports by Fall Coaches
 - Photos for Boys Basketball

- December
 - Executive Committee Meeting

- January
 - Regular Meeting
 - Reports by Winter Coaches
 - Begin Review of By-Laws and Athletic Policy Books
 - Chocolate Sale Report
 - Organize Men's Stag and Banquet Committee
 - Photos for Girls Basketball

- February
 - Executive Committee Meeting

- March
 - Regular Meeting
 - Reports by Winter Coaches
 - Continue Review of By-Laws
 - Nominations of Officers
 - Stagette Report

- April
 - Executive Committee Meeting
 - Finalize By-Laws
 - Organize Calendar of Events for Next Year
 - Fall Sports Signup

- May
 - Regular Meeting
 - Stag Report
 - Approval of Calendar of Events
 - Election of Officers
 - Approval of By-Law Changes
- May/June
 - Executive Meeting

Duties of Executive Committee

PRESIDENT

- Call and conduct regular meeting of the Association and Executive Committee.
- Set Agenda for meetings.
- Set Calendar for meetings and fund-raising events.
- Appoint Committees to carry out tasks of Association.
- Communicate with Principal information pertaining to the Association.

VICE-PRESIDENT

- Act in the absence of the President.
- Will organize the annual sports awards programs.

SECRETARY

- Set up Agenda for meetings with the President.
- Record and report minutes of regular and special meetings of Association.
- Send agenda and minutes to members.
- Send correspondence related to Association activities. (Request for liquor permit, notice of fund-raiser to media, Thank-yous, invitations to special activities, etc.)
- Keep records, (Current membership, Team rosters, Physicals, Proof of Insurance, Inventory, etc.)
- Notify the Parish Office when Association activities will take place for notice in parish bulletin.
- Send announcements for Awards Night to athletes and families.

TREASURER

- Keep financial record of income and expenditures of Association.
- Pay all bills for Association
- Give written financial status of Association at regular meetings.
- Report financial information to the Parish Finance Council on a regular basis.
- Collect coaches gift donations.
- Collect money from fund raisers.

ATHLETIC DIRECTOR(S)

- Is directly accountable to the Principal of the school
- Enforce St. Joseph and Area Athletic Board policies and regulations.

- Represent Association at the Area Athletic Board.
- Supervise the coaches in all sports.
- Appoint coaches. (Open coaching positions are filled by decision of A.D. and Head Coach of that sport who will look at level of competency and years of service in that sport.)
- Set schedule with coaches for games, tournaments, etc.
- Work out use of gym facilities with coaches, and other parish events.
- Check that all athletes have physicals, insurance, or waivers before practice begins.
- Work closely with Principal and faculty of St. Joseph Catholic School and any other school athletes may come from.
- Communicate with school office about sporting events, game schedules, practice schedules, team rosters, etc.
- Be present at all Association meetings.
- Notify treasurer of all expenditures.
- Direct selection of athletic awards (Heiman & Sharpenter).
- Is responsible that all coaches sign the "Criminal Background check."

EQUIPMENT DIRECTOR

- Keep inventory of all equipment and supplies
- Make request for coaches for new equipment
- Equipment inventory will be made after each season, by the head coach and equipment director. Equipment director must turn in a report to the Secretary within 2 weeks after the season.

HEAD COACH

Head coach is the 8th grade coach of each sport.

- Works with A.D. in selection of coaches.
- Schedules the use of the gym.
- Works with coaches in setting up tournaments, league and non-league games.
- Equipment inventory will be made after each season, by the head coach. Every coach must turn in a report to the Athletic Director and Secretary within 2 weeks after the season.

DUTIES OF COACHES

COACHES

- Follow all policies and regulations of the Association.
- Select assistant coaches with approval of A.D.
- Recruit members for team.
- Be aware of the different levels of skill and abilities of the young athletes.
- Treat the team and individuals with respect (win or lose).
- Understand the Athletic Eligibility requirements. (See Athletic Eligibility requirements in the school handbook.)
- Submit copy of rules concerning conduct codes for practices and games to A.D. and athlete. CORPORAL PUNISHMENT is prohibited.
- Encourage athletes to financially support the Association through participation in fund

raising events.

- Submit team roster to A.D. prior to first season.
- Attend all games with the team, or provide for a substitute coach.
- Communicate any changes of schedule of practice or games to team well in advance preferably in writing.
- Dispense and collect uniforms using the form designated by the Association, for recording purposes.
- Hold regular practices.
Neither games nor practices are held when school is closed for emergencies: ie. snow days.
- Inspire the athletes in the HILLMEN SPIRIT of sportsmanship.
- Work closely with Principal and faculty.
- Attend all Association meetings.
- Submit request for fees to A.D. and Treasurer prior to tournament.
- Collect sports fees, physicals, insurance waivers from athletes. **NO ATHLETE MAY PARTICIPATE IN PRACTICE OR GAMES WITHOUT A PHYSICAL OR INSURANCE WAIVER, NO EXEMPTIONS!!!**
- Notify the school and A.D. when an athlete quits the team.
- Team parties – The Association will not sponsor team parties.
- Coaches are not to transport athletes to or from games or practices.
- Coaches are to supervise athletes until they have all left the facilities with a responsible adult.
- Coaches are responsible for building security, before, during, and after practice.
- Coaches will be held responsible for any expenses incurred as a result of the loss of keys.

ASSOCIATION MEMBERS

- Attend meetings regularly
- Volunteer for committees, work details, fundraisers, etc.
- Support programs and coaches.

AWARDS

The vice president is given discretion in determining the types of awards purchased as long as they are consistent with association policy.

ATHLETES AND PARENTS

- The athletes participating in sports must be enrolled in St. Joseph Catholic School or another school in which we have a participation agreement. The following sports are offered:
 - Football (boys) – 5th & 6th grade (one team), 7th & 8th grade (one team)
 - Basketball – each grade (5-8) will have its own team and league for boys & girls
 - Volleyball – 5th, 6th, 7th, 8th grade girls
 - Track – 5th, 6th, 7th, 8th boys and girls
 - Cheerleading – 8th grade girls (no tryouts)
- Each athlete will submit a sports physical and proof of insurance waiver form prior to starting practice, for each sport. These reports are valid for the school year.
- Each athlete will pay a \$25 sport fee prior to the first sport he participates in. This fee will hold for all sports the athlete participates in. The fee must be paid by the first league game.
- Each athlete will see that all school work is kept up to the best of their ability, or be subject to suspension, according to current eligibility rules.
- Each athlete will support the Association by participation in fundraisers.
- Each athlete will cooperate with the coach and those directing sporting events.
- Each athlete will respect the equipment and facilities for our sports program.
- Each athlete will be responsible for their uniform – if lost or ruined beyond use, the athlete will pay for the uniform.
- Each athlete, as well as gaining individual skills, will work for a team effort with the HILLMEN SPIRIT.
- If an athlete is absent from school due to illness, he may not participate in a game or practice that evening. However, if he is absent on Friday, he can play or participate on Saturday or Sunday.
- Parents are responsible for transportation to and from practices and games.
Arrival at sports functions on school property will be no more than 10 minutes prior to the start of that function. Athletes will be picked up immediately upon completion of the event.
- Parents of athletes will be accountable financially for any destruction of property or damaged equipment their child may incur. Parents will also be billed for unreturned or damaged uniforms and equipment provided for their children. Payments or arrangements must be made within 7 days after notice or the athlete will automatically be suspended from the team.
- Laser pens, which are not allowed in school, are also not allowed at sporting events and will be confiscated.
- All parents and athletes must sign the **Parent-Student Athletic Policy Book** prior to the start of the season.

