

Saint Cletus Athletic Program Constitution and By-laws

Constitution

Article I

Name This Association shall be known as the St. Cletus Athletic Association.

Article II

Purpose The Saint Cletus Athletic Program provides an instructional and competitive sports program for boys and girls as an extension of the Saint Cletus School academic program. Participants will learn the fundamentals of each sport and be given the opportunity to develop strong, healthy, and disciplined minds and bodies. Participants will also develop a sense of good sportsmanship, fair play, and team spirit while representing their school and community.

Article III

Philosophy Saint Cletus School is concerned with the development of the whole person - the religious, emotional, moral, social, and academic dimensions, as well as physical development. Participation in athletics is an important part of student development. Through participation in the Saint Cletus Athletic Program, students may develop life-long skills and positive values. These values include leadership, healthful living habits, self-discipline, integrity, teamwork, respect for rules and regulations, and the ability to participate, win or lose, with dignity.

Article IV

Administration & Positions

The administrative authority of this association shall be vested in a minimum committee of eight (8) members. This Committee headed by an Athletic Director and comprised of Sport Coordinators for each sport offering as well as a Special Events, Spirit Wear, Concessions, and Picture Coordinator, Treasurer and Secretary. A St. Cletus School faculty member also serves on the Committee acting as a liaison (non-voting position) with the school administration. The Committee aids the Athletic Director by making recommendations concerning all activities, as well as the future direction of the Program. The Pastor or Principal interviews, hires, and evaluates the AD. The Athletic Director appoints the committee positions. Any parish member may apply for any vacant Committee position.

Members:

Voting

Athletic Director
President
Treasurer
Secretary
Boys' Basketball Coordinator
Girls' Basketball Coordinator
Football Coordinator
Cross Country/Track & Field Coordinator

Non-voting

Special Events Coordinator
Uniform Coordinator
Spirit Wear Coordinator
Cheerleading Coordinator
Concession Stand Coordinator
Picture Coordinator

Article V

Authority The members of the Committee are hereby authorized to interpret the Constitution and By-laws and to exercise all the powers and duties expressed or implied in this Constitution and By-laws. The members of the Committee shall conduct all business of the Committee, shall be empowered to appoint such assistants as may be found necessary to carry on the affairs of the Committee. Since school-sponsored athletic programs are an extension of the school and its curriculum, these programs are subject to the authority of the Pastor by virtue of his office, and the Principal. The Principal and the Pastor share primary authority over the Athletic Program in the school.

Article VI

Financial Structure and Management

The Athletic program is funded by activity fees, admissions collected, concession and spirit wear profits and donations. The determination and collection of all activity fees and the final distribution of receipts from all contests sponsored by the Committee shall be left to the discretion of the Committee. The Committee does not accept donations from individuals or groups for the benefit of only one team or sport. The Committee shall determine all necessary expenditures of money in the conduct of the affairs of the Committee.

Article VII

Action on Amendments

Quorum A majority voting members of the Committee shall constitute a quorum. When a vote is taken upon any matter pending before the Committee, a quorum being present, a majority of the votes of the members of the Committee voting on the matter shall determine the outcome thereof.

Amendments All proposed amendments to either the Constitution or By-laws and all other proposed legislation of a permanent character shall be referred to this Committee for consideration. Proposals to amend the Constitution and By-laws shall be submitted not less than 20 days prior to the next meeting to deal with such proposals. The Committee shall be authorized to reword or amend a

proposal, but shall obtain authorization from the person(s) submitting the original proposal before referring the revised or amended proposal to the Committee.

Effective Date of Amendments Each amendment of the Constitution and By-laws shall become effective on July 1st of the year following its adoption; on the date specified by the person(s) submitting the proposal providing such date is not less than thirty days following the vote in which the proposal was passed; or on a date mutually agreed upon by the submitting person(s) and the Committee.

Article VIII

Statement of Non- Discrimination Saint Cletus School does not discriminate on the basis of race, color, sex, national or ethnic origin in its admission or hiring policies, educational programs, athletics, or any other school-administered program.

Article IX

Meetings The Athletic Committee generally meets every other month during the school year. Meetings are held in the school building on set convenient dates to be determined each year. Meetings are open to the public.

By-Laws

Program Goals In addition to the fundamentals of each sport, it is the goal of the St. Cletus Athletic program to teach athletes a sense of sportsmanship, teamwork, and fair play and for St. Cletus sports to be a positive experience for all. Sportsmanship includes the manner in which the athletes conduct themselves on the athletic field, respect for the opponent, their adherence to the rules of the game, and courtesy to the officials. While during team play, the athlete is expected to conduct him/herself in a way that brings honor to their school and to their teammates. This includes the way they receive the judgments of officials. In all things they are first and foremost courteous and respectful. Team leadership, self-discipline, self-confidence, fair play and humility are paramount virtues to be built in to the character of the athlete.

Program Overview Interscholastic athletics are a part of the educational process. The St. Cletus Athletic Program sponsors six different sports, over three seasons. The program consists of more than thirty interscholastic teams involving boys and girls in grades five through eight. The success of the Athletic Program through the years can be attributed to effective leadership, encouragement by the parish staff, and most importantly, the tremendous support of our parents, not only financially, but in acting as volunteer coaches and providing supervision at home events.

Athletic Program Offerings Grade 5 through Grade 8

Season set by Suburban Parochial League

Fall

Football

Cheerleading

Cross Country

5th & 6th Gr. Volleyball

7th & 8th Gr. Girls Basketball

Winter

7th & 8th Gr. Volleyball

5th & 6th Gr. Girls Basketball

5th—8th Gr. Boys Basketball

Spring

Track & Field

*Boys volleyball 5th-8th is a Spring sport and a part of The Classic League

Evaluations & Team Selection: The Cletus athletic program has a “no cut” policy for all programs. No interested, eligible student is excluded from participation.

Basketball and Volleyball: Evaluations will be held before the start of the season to determine player skill level. Players will be assessed on skills, attitude, effort and coach-ability. 5th grade is considered introductory; players will be distributed evenly by skill level across teams. In grades 6-8, teams will be divided into one ‘A’ team and as many ‘B’ teams as necessary to maintain manageable team sizes.

Football: St. Cletus offers football at both the Varsity (7th & 8th grade) and Junior Varsity (5th & 6th grade) levels. Each level contains one ‘A’ team and one ‘B’ team. It must be stressed that the Varsity ‘A’ team is not an 8th grade team (not 6th grade at JV level) and the Varsity ‘B’ team is not a 7th grade team (not 5th grade at JV level). As stated in the *SPFL Constitution and By-laws*, the Varsity team is 7th and 8th graders combined, and JV is 5th and 6th graders combined. Therefore, the players exhibiting the most desirable football skills, commitment, and effort will be placed on the ‘A’ team. Football evaluations and team selections are ongoing processes that continue throughout the season. ‘A’ and ‘B’ teams are not necessarily constant for the duration of the season. It may be likely for a student-athlete to improve his skills throughout the season and compete in ‘A’ games and vice versa.

Track & Field/Cross-Country: St. Cletus competes primarily in the SPL for both cross-country and track & field. In all SPL events, athletes compete by grade and gender, i.e., 5th boys, 5th girls, 6th boys, 6th girls, etc. There is no ‘A’ or ‘B’ Team. In non-SPL events, teams will be organized as Junior Varsity, comprised of 5th & 6th grades, and Varsity, made up of 7th & 8th grades. Athletes are allowed to compete at a higher grade level based upon ability and the needs of the team.

Cheerleading: St. Cletus offers cheerleading for 7th and 8th graders.

Practice & Season Length

Gatherings: A game, practice or team meeting is considered a gathering. No team should gather more than four times per week (exception for tournament play or in the event of a rescheduled game or night game). In cases where sports seasons overlap, an individual involved in both sports may participate in up to six gatherings during the overlap. All sport gatherings for all students will end no later than 9:00 pm.

Basketball & Volleyball: Practices may not exceed two hours in duration; not to exceed 6 hours per week. No more than 2 games per week. (Exception: Tournaments)

Football: Practices may not exceed two hours in duration; not to exceed 10 hours per week during the summer before school starts and not to exceed 6 hours per week during the school year. No more than one game per week. (Exception to total hours per week: rescheduled games, such as weather related, or a Saturday night game).

Track & Field/ Cross-Country: For all grades, both cross-country and track & field offer 3-4 practices per week, generally lasting 90 minutes, with athletes expected to attend 2 practices per week. Exceptions and alternate practices can be arranged with the head coach, if conflicts arise with other St Cletus sports/activities.

Maximum number of Games/Matches/Meets/Tournaments in a season for each sport:

Games/Matches/Meets/ Tournaments are defined as any competition between two or more teams in which a running score is kept and referees are present.

Basketball

5th Grade—15 games, 18 week season

6th Grade—20 games, 18 week season

7th & 8th Grade—26 games, 18 week season

Volleyball

5th & 6th Grade—15 matches, 12 week season

7th & 8th Grade—20 matches, 12 week season

Football

5th through 8th Grade—12 games, 14 week season

Track & Field

5th through 8th Grade—5-8 meets, 10 week season (3-4 week pre-season & 6 week meet season)

Cross Country

5th through 8th Grade—5-7 meets, 10 week season (3-4 week pre-season & 6 week meet season)

Cheerleading

7th and 8th Grade—12 games season, 14 week season

The number of leagues in which teams participate per season should not exceed two leagues.

Playing Time

Playing time is frequently a source of misunderstanding and conflict among coaches, students, and parents. The St. Cletus Athletic Association has developed the following guidelines for league playing time, keeping in mind that 5th grade is considered developmental and instructional, while 6th through 8th grade are competitive.

The objective of the Athletic Program is to ensure that all eligible participants receive a fair share of playing time. "Fair share of playing time" is open to interpretation and does not necessarily mean "equal". It means that playing time will be awarded based on many factors, only one of which is skill level. Other factors affecting playing time are demonstrating self-discipline, a positive attitude, demonstrating a desire to learn assigned positions, demonstrating proper techniques, showing a desire to improve, leading by example and adhering to the athlete's code of conduct.

Basketball & Volleyball: Each player's amount of playing time will reflect his/her ability, effort, attendance at practices, and commitment to the team. The 5th grade basketball and volleyball programs are developmental programs focused on teaching fundamentals, skills and team play. Teams are divided equally by skill level.

In 6th, 7th and 8th grades, basketball and volleyball teams are broken into one 'A' team and one to three 'B' teams. The 'A' teams compete at a higher level of play than the 'B' teams; therefore 'A' league teams may place a greater emphasis on ability with respect to playing time.

- In fifth grade, all eligible players must play the equivalent of at least one full quarter each game.
- In sixth through eighth grade, every eligible athlete should play in every game. Each player's amount of playing time will reflect his/her ability, effort, attitude, attendance at practices, and commitment to the team.
- If an athlete is required to "sit out" a game for disciplinary reasons (Ref. Expectations of Athletes) this will be communicated to the athlete and a parent prior to the game.

Football: The St. Cletus football program is a Silver division member in the *Suburban Parochial Football League (SPFL)* and as such is required to adhere to the *Constitution & By-laws* of the *SPFL*. Various rules within the *SPFL Constitution & By-laws* may effect a coach's decision regarding a student athlete's playing time.

The Junior Varsity team is comprised of student-athletes in the 5th & 6th grades. There will be an 'A' team and a 'B' team at the Junior Varsity level. The 'B' team is developmental, instructional and focused on teaching the fundamentals of the game of football. For the JV B game, it is the goal that all eligible athletes play the equivalent of one quarter each game. The JV A team is competitive. It is expected that all players will receive playing time in every game. Factors determining playing time are ability, effort, attendance at practices, commitment to the team and the safety of all participants in the program.

The Varsity team is comprised of student athletes in 7th & 8th grades. There will be an A & B team at the Varsity level. The varsity teams are competitive. It is expected that all players will receive playing time in the game for which they were selected (see team selection). Factors determining playing time are ability, effort, attendance at practices, commitment to the team and the safety of all participants in the program. A team players are encouraged to stay and support the B team; however A players will not play in the B game, unless they are needed to fill out a roster.

The sport of football is unlike other sports in that it is a full contact sport and the safety of the student-athlete and their teammates is always paramount.

Coaches should not strive to ‘win at all costs’, or to exclude eligible players from participation. However, a coach may elect not to play a player in his/her next game after missing a practice or game without good cause. (Ref. Excused Absences/School Absences) Excessive absences can result in reduced playing time and even exclusion from the team

A player may be required to sit out a game or games or his/her playing time may be reduced as a disciplinary action, e.g., when a player fails to adhere to the student athlete expectations, violates team rules, loses self—control, is disruptive in practices, shows misbehavior, or engages in other conduct unbecoming a Christian student athlete. (Ref. Expectations of Athletes)

Players may not be rostered on more than one team per season; however from time to time, it will be allowable for players to participate in games of teams other than the one on which they are rostered. This would normally occur when a team is short of players due to illness, injury, or other causes of absence.

Coaches’ Selection

The coach has the greatest responsibility as well as the greatest opportunity to guide and influence the student athletes. Coaches assume the role of teacher, mentor, and minister to the young people in their charge. A coach’s attitude and behavior are critical to modeling good Christian Catholic sportsmanship both in word and in deed. The careful selection of coaches is vital if our Athletic Program is to reflect the Purpose and Philosophy of our school sports program.

The process and criteria for the selection of coaches is as follows:

Prior to the start of a season, a notice will be placed in the appropriate St. Cletus media requesting anyone interested in coaching contact the Sport Coordinator or Athletic Director.

- Candidates must possess those qualities outlined under the “Coaches Responsibilities” Section.
- Candidates applying to be a head coach must be at least 21 years of age. (It is highly desirable to select qualified non-parent head coaches whenever possible.)
- Candidates are required to undergo a criminal background check.
- Candidates must complete the online Virtus Training Program and the Archdiocesan Protecting God’s Children Program

- Names of candidates will be submitted to the Athletic Director who will verify completion of training programs and background check.
- The Athletic Director will then present the names of qualified candidates to the entire committee for approval.
- No position is guaranteed year after year. At the close of each season, coaches should communicate to the Athletic Director or Sports Coordinator what their intentions are for the following season.

Coaches' Responsibilities

The coaches should be familiar with, adhere to, and carry out the objectives and mission statement of the Athletic Committee and all local policies and guidelines as well as league policies and guidelines.

Coaches should be knowledgeable of the rules of the sport and techniques for teaching the fundamentals of the sport. They should use tactics and strategies that are appropriate for the age and skill levels of their athletes.

Coaches should develop each player's skill within the framework of the team concept. They will emphasize team goals over those of the individual. They must help each player develop self-confidence, discipline, and sportsmanship, and make participation a learning experience for all.

Coaches should carry with them at all times pertinent information on every athlete in their care in case of emergency. This information should include conditions such as asthma, heart problems, and allergies.

Coaches may never administer medication.

Coaches should attend all practices and games and/or they are responsible to make sure that there are two nonrelated adult (21 years or older) supervisors in their absence. They are responsible for monitoring student conduct and behavior at practices and at games.

Coaches are responsible for the equipment issued to them and for the proper use of the facilities where practices and games are held.

Coaches must hold a parent meeting as early as possible, before league play, to review and address league rules, playing time, league schedules, practice schedules, and the selection of a team parent.

Coaches will communicate the schedule of practices and games (or any cancellations or alterations) in a timely manner.

Coaches cannot assume that players will get an oral message home; written communication is encouraged.

Coaches are to keep objective, factual, written records concerning any repeated discipline problems and then contact the parent of the participant as well as the Sport Coordinator in regards to the

repeated behavior. These records are important when discipline matters might lead to suspension &/or expulsion of a student from the program.

Coaches keep a written record of accidents and injuries and notify parents of these. While it may be impossible to document every injury and its source, an honest effort to document and notify parents in a timely manner is important for the safety and well-being of the student athletes. Accidents or injuries are also communicated to the Coordinator. It is the responsibility of the Coordinator to inform the AD who will in turn notify the principal.

Coaches ensure that student athletes wear the uniform, all proper safety equipment and any other expected attire.

Coaches know the Emergency Plan developed by the St. Cletus administration and periodically rehearse the Plan with the team.

Coaches Code of Conduct

Coaches will serve as representatives of the values of St. Cletus in their appearance, thoughts, words and actions. Coaches should model Christian sportsmanship knowing that the school is judged more by the coach's sportsmanship than by the team's record. The coach should teach and guide the team members with a sense of fair play and model winning and losing in a respectful, courteous, and gracious Christian manner.

Coaches should show respect for game officials and opponents: publicly shaking hands with the officials and the opposing coach before and after a game gives clear witness to this respect. They should refrain from public protest which may lead to similar behavior from students, parents, and other spectators.

Coaches should strive to be fair and unprejudiced in their relationships with student athletes and their parents. They should strive to be objective when they evaluate talent. Coaches will criticize constructively and be quick to praise.

Coaches do not tolerate any player word or action that de-values another player, name calling, taunting, etc.; likewise any action that is physically dangerous, e.g. deliberately trying to injure an opponent during a game, is absolutely not allowed. Coaches discipline inappropriate student behavior or disrespect, however, coaches never resort to physical or verbal abuse or profanity. (Ref. Decorum)

Coaches never instruct, or encourage, student athletes to violate either the spirit or the letter of the rules of the sport or of the league. They do not "run up" huge point spreads, but substitute players when the opposing team is significantly behind.

Coaches are not allowed:

- To use inappropriate, abusive or vile language.
- To deny adequate playing time to students who are cooperative in effort and attendance.
- To place too much attention, or give preferential treatment to the most gifted athletes.
- To submit rosters that are not signed by the pastor and/or principal (or athletic director).
- To play students who are not on their regular school roster or to roster students on two school teams in the same sport.

- To forfeit games without following local procedures
- To join another league or an additional tournament without the approval of the athletic board/committee, athletic director or pastor and/or principal.

Any violation of this code will result in disciplinary action, which may include some or all of the following:

The Sport Coordinator will discuss the alleged violation with the coach. (At any time during the discussions, either the coach or the Sport Coordinator has the option of requesting a meeting with the Athletic Director.) The Coordinator will inform the Athletic Director of the incident and the outcome of the discussion. If a resolution cannot be reached between the coordinator and the coach, a meeting with the coach, coordinator and Athletic Director will be arranged. In the event of a three party meeting—coach, coordinator, and Athletic Director—written documentation will be made of the incident as well as the recommendations resulting from the meeting. Recommendations may include verbal notice, game suspension, or immediate removal from the team. Any coach that has received three written code violations within a season will be immediately removed as coach.

Monitoring coaching performance:

The Athletic Committee has developed these guidelines and procedures to regularly monitor and evaluate the coaches in the performance of their duties. These guidelines and procedures are approved by the pastor and/or the principal. If a coach is unable to perform his/her duties according to the spirit and guidelines of the athletic program, this process for disciplining and/or removing a coach is clearly outlined and will be followed by the Athletic Committee. Coaches who have been negligent or deficient in carrying out their responsibilities are not retained. Ordinarily, coaches who have been removed from their position are not involved in any other aspects of the athletic program.