



Saint Mary's Academy Athletic Association

By-Laws

St. Mary's Academy Athletic Association is affiliated with area community sports programs whereby it is the responsibility of the St. Mary's Athletic Association (SMAA) to ensure an inclusive manner of forming any sport program or team. In addition to the SMAA By-laws the SMAA is additionally required to comply with any By-laws set by the community sport program for which SMAA enters a team. The SMAA is an inclusive sports program, therefore, shall not hold or conduct "try-outs" to determine eligibility or team division.

The sport programs currently offered at St. Mary's Academy include, but are not limited to: Soccer, Basketball, Tennis, Skiing and Baseball.

Team Name

St. Mary's Academy is known as the "Blue Angels".

Game Rules

Game rules are governed by the community sport in which SMAA enters a team. It is the SMAA Sport Liaison's responsibility to provide a manual for the current sport to the SMAA board and coaches. See the following Appendixes for each set of governing game rules/guidelines:

Appendix A: Soccer

Appendix D: Skiing

Appendix B: Basketball

Appendix E: Baseball

Appendix C: Tennis

The rules/regulations for each of the above appendixes may change from year to year as the community is the regulator governing the rules for each respective sport program and may update them at will. The sport liaison coordinator is responsible for updating annually.

Rosters / Registration

Team rosters are to be made available to the SMAA board, Development Coordinator and Coach of current sport. Rosters should include contact information for each player. The oldest player on the roster determines the division or age bracket a team is required to play unless otherwise stated in community by-laws for current sport season.

Registration in a community sport program must be done so by the Sport Liaison Coordinator or SMAA board member in a timely manner. Failure to do so may result in SMAA inability to comply with the community sport regulations and may incur additional penalties unable to be supported by the SMAA. These penalties may include and may not be limited to late entry fees or exclusion from participating in that season.

When there is more than one team per age bracket for any given sport it shall be the duty of the Sport Liaison Coordinator to bring this to the SMAA board's attention for final decision on division(s) of team.

Player Information

The SMAA's Sport Liaison Coordinator is responsible for ensuring that each player of current sport is registered correctly under the by-laws/guidelines of that particular community sport program. In addition to the community requirements each player must complete the registration form, medical release, player's card, passes (if required), and registration fee. Without proper completion of these requirements the player(s) will not be allowed to participate. These forms are attached to this document under Appendix F.

Any player misrepresenting his/her age or grade will be suspended. Any Sport Liaison Coordinator/Coach knowingly using a player that is misrepresenting his/her age or entered without regard to sport program by-laws/guidelines will be suspended for one (1) year from coaching any sport through the SMAA.

Coach Responsibilities

It is the goal of SMAA to provide each sport with coach(s) to facilitate skilled instruction for current sport. Those interested in coaching should complete the Interest Form (Appendix G) and submit to the SMAA for review. Coaches are appointed by the SMAA Executive Board and will then be asked to fill out the Coach Volunteer Form (Appendix H) which discusses details of their coaching responsibilities.

Coaching qualifications include, but are not limited to:

- ❖ Coaches must be CORI'd with St. Mary's Parish.
- ❖ Possess sufficient knowledge of the sport for which they have interest in coaching.
- ❖ Coaches will follow the rules and guidelines of the St. Mary's Code of Conduct.
- ❖ Adult CPR/AED certification is encouraged.
- ❖ Participation as a coach is completely voluntary, therefore monetary rewards or scholarships shall not be promised or given to any player, coach or prospective player.
- ❖ A Coach with a child/(ren) playing a sport is not exempt from registration fee(s).
- ❖ Coaches must be aware of and follow SMAA Constitution and By-Laws relative to the current sport season.

- ❖ Coaches will not collect money or handle Athletic funds at anytime. Coaches will not be reimbursed or expect reimbursement for any of the expenses they incur by performing their duty as a volunteer coach. (for example: travel expenses, equipment or uniforms)
- ❖ Coaches are not allowed to purchase equipment expecting reimbursement from the SMAA. Any equipment purchased by the coach will remain in the possession of the coach and will not be reimbursed.
- ❖ Coaches identifying an equipment need(s) are encouraged to communicate that to Sport Liaison Coordinator for consideration of purchase by the SMAA.
- ❖ Coaches must help ensure good sportsmanship at all times by players and parents.
- ❖ The St. Mary's Academy Athletic Association has the right and obligation to protect the club, and if, in the committee's opinion, the coach is not working in the best interests of the SMAA, the coach will be relieved of his/her coaching duties.
- ❖ Coaches must renew their coach's information form each academic year; Continuation of coaching duties is not automatic.
- ❖ Coaching is an obligation to instruct, condition and motivate participants within the mission statement set forth by the SMAA.
- ❖ Coaches are expected to conduct practices and games on time, with sufficient warm up and down time to ensure proper conditioning to muscles.
- ❖ Coaches are encouraged to attend coaches meetings. At this time coaches will be given rosters, game rule book, equipment, uniforms, first aid kit, drills packet and an opportunity to answer questions and be supportive to each other.
- ❖ Coaches are encouraged to communicate with parents of the players regularly throughout the season. The route of communication should be determined with the parents in advance.
- ❖ Coach and players will be required to comply with the SMAA Zero Tolerance policy attached in Appendix I.

Discipline: coaches are responsible for the conduct of themselves and their players at all games and practices. Abusive or obscene language, racial and/or ethnic disparagement, violent play, violent conduct, fighting and other behavior detrimental to the safe playing of any game or practice will not be tolerated and will be dealt with by the SMAA board. In the event of such violations the SMAA board may be assessed by the community program and subject to fines, probation from league, suspension or forfeitures. Any expenses by such behavior

Coaches on sideline will be limited to the head coach, assistant coach and team players. All others are considered spectators and shall be seated in the designated area for spectators. Coaches are expected to adhere to and enforce this guideline.

Teams will be given a survey at the conclusion of each sport season for the purpose of gathering information necessary to guide the SMAA in making each sport season more successful than the last. The survey will cover but not limited to: the league, coaching, communication, practices, fields/courts and referees/umpires.

Division Level, Ball size, Game length

Division level, ball size and game length are dependent on the sport played and in conjunction with the rules and guidelines of current sport community program.

Playing up or playing down, for the purposes of SMAA's, the following general guideline will be used in the absence of a community sport based ruling:

A player may play up if:

1. The current level does not have sufficient players to field a team; or
2. The older team would not have sufficient players without participation of a younger player or Players.

** This process will be followed by using the oldest player without regard to skill so long as the team he/she is departing remains with adequate number of players to field a team.

A player may play down if:

1. The current level for the player does not have sufficient players to field a team; or
2. The player does not have sufficient skill level to play up when current level lacks sufficient players to field a team.

SMAA will from time to time reach out to the St. Mary's community for the purpose of obtaining additional players to complete a roster. This community includes but is not limited to the St. Mary's families and friends but also the St. Mary's Parish.

Requests outside the above guideline should be submitted in writing to the Sport Liaison Coordinator for review by SMAA board. All decisions are final and upheld by the SMAA board.

Teams are developed based on community league guidelines. When enrollment allows for more than one team for that age or grade level the teams will be divided evenly. "Hand-picking" or "try-outs" at not time will be allowed. Thus allowing all players an opportunity to grow within their age or grade level.

Financial Obligations

It is the responsibility of the Sport Liaison Coordinator to submit to the SMAA board all anticipated fees, number of participants and deadlines for fees to be paid as outlined by the community program for current sport. This information should be provided at the earliest time possible via the Athletic Organization form found in Appendix B of the Constitution. It is encouraged that enrollment to community sport program begin as early 6-8 weeks before start of season.

Sport Liaison Coordinator and Coaches are reminded that all monies are handled by the Treasurer, President or Vice-President. This should include but is not limited to acceptance of registration checks, donations, or fundraising delivered to the school and put in the designated Athletics box. The only exception to this is when a coach must provide payment to a referee or umpire at the time of the game in cash. Arrangements will be made by the Treasurer/President/Vice-President to provide the coach(es) appropriate and timely form of payment. This is due to the specific sport and league SMAA chooses to enter will depend upon the specifics for payment and responsibilities.

Additional monies needed for tournaments will be decided at the SMAA in advance of the season. No team shall enter more than 2 tournaments during any given sport season. Any Coach wishing to enter a tournament should bring this to the attention of the Sport Liaison Coordinator for SMAA board approval.

Bonds

This is a fee that may be charged by a community sport program. This fee is paid upfront in the event a team forfeits a game to cover the costs of a referee and field preparation. This fee is generally refundable if not used and for this reason coaches, players, and any other party involved need to be reminded that forfeits become an unnecessary expense and teams should make every effort to communicate the need to cancel a game well in advance to the Sport Liaison Coordinator – otherwise it is expected that teams be on time and at scheduled games and practices. Cancellations due to weather do not apply to this fee.

Alcoholic Beverages / Tobacco Products

Alcoholic beverages are prohibited at any SMAA event. This is in accordance with the St. Mary's "Code of Conduct" which states, "I will not use, possess, or be under the influence of alcohol.....".

Tobacco products are also prohibited at any SMAA event. This is in accordance with the St. Mary's "Code of Conduct" which states, "I will not smoke or use tobacco products in the presence of children and/or youth".

Referee/Umpire

It is the general ruling of the SMAA to allow the referee/umpire to:

Conduct the game within the scope of the league rules and regulations.

Have discretionary power from the time he/she enters the field of play and to record and caution any player or coach, spectator or parent guilty of misconduct or unsportsmanlike behavior, and if he/she persists, to suspend him/her from further participation in the game or sideline.

In the event there is an issue with a referee/umpire this information should be brought to the attention of the Sport Liaison Coordinator who will investigate the issue and bring facts to the SMAA board for determination.

Referee No Shows

In the event a Referee/Umpire does not show for a game the Coach should contact the Sport Liaison Coordinator. In this case the Sport Liaison will contact the community sport program and determine next step. It is at this time only the Sport Liaison will be able to make a determination for continuation of play or rescheduling will be determined.

First Aid/CPR

Coaches are encouraged to be adult CPR/AED certified. Coaches as part of their equipment to each practice or game played will be required to bring a first aid kit provided to them at beginning of sport season.

Unplayable Fields & Weather Conditions

In the event a team arrives to a field and it is determined by the referee that it is unplayable, the decision made by the referee/umpire stands.

In the event a game needs to be cancelled due to snow or rain the Sport Liaison Coordinator will be in contact with the coaches at the earliest possible moment. It will then be the responsibility of the coaches to contact the parent/guardian of their players via the fastest route possible.

Minimum Number of Players

In order to run teams effectively and comply with the general guidelines of each community sport program, the SMAA has developed this guideline to provide adequate number of players per sport:

Soccer: U11 to U15 = max of 18 players per roster (minimum of 13)

U8 to U10 = max of 15 players per roster (minimum of 11)

Kindergarten = max of 10 players per roster (minimum of 7)

Basketball: max number per roster should be 12 (minimum of 7)

Baseball: max number per roster should be 16 (minimum of 11)

In addition to the above there may be community sport guidelines that stipulate what constitutes the minimum number of players to start a game. Coaches are encouraged to communicate with their families to ensure all their players are aware of game schedules and avoid the need to forfeit a game.

Uniforms/Equipment

Uniforms are the property of the SMAA and should be turned in at the conclusion of each season. Coaches are responsible for providing the uniforms to their players and for ensuring their return – preferably clean. As a matter of formality and convenience a form to assist the coach has been developed for proper “sign-out” of uniforms expected to be returned. This form can be found in Appendix J.

Exceptions to the above statement:

- Soccer uniforms included in the fee to participate
- Baseball hats/caps included in the fee to participate

Any uniform lost will be assessed a fee of \$25 minimum for replacement.

Equipment strongly encouraged to be worn includes but is not limited to:

<u>Sport</u>	<u>Required for Uniform</u>	<u>Strongly Encouraged with Uniform</u>
Soccer	<ul style="list-style-type: none"> • Shin pads • Soccer cleats • Assigned uniform 	<ul style="list-style-type: none"> • Mouth guard • Male sport cup/support
Basketball	<ul style="list-style-type: none"> • Basketball shoes • Assigned uniform 	<ul style="list-style-type: none"> • Mouth guard • Male sport cup/support
Tennis	<ul style="list-style-type: none"> • Appropriate footwear 	
Skiing	<ul style="list-style-type: none"> • Skiing helmet • Warm outerwear 	
Baseball	<ul style="list-style-type: none"> • Batting helmet with face guard • Baseball cleats • Assigned uniform 	<ul style="list-style-type: none"> • Male sport cup/support

Coaches are also required to return equipment they signed out – appropriate time to return equipment will be determined by the Sport Liaison Coordinator with the banquet being the latest date.

Protest of a Game

Protest must be done within 24 hours of the game in question. Initially a verbal appeal may be done.

Any coach wishing to submit a protest of a game must do so verbally and in writing to the Sport Liaison Coordinator. The protest should include but is not limited to: the referee(s) name, date of game, and situation. The Sport Liaison Coordinator will investigate the facts with community sport representative and then bring the facts to the SMAA board for determination. All decisions made by SMAA or community sport program are final and upheld.

Modifications to By-Laws

The Constitution and By-Laws shall be discussed, amended (if needed) and approved at the SMAA Annual meeting to be held no later than the first week of June. The Constitution and By-Laws amendments will be voted on only at the annual By-Law meeting. All By-Law amendments shall be submitted to the President no later than May 1st for presentation at June Meeting.