

1.) **NAME**

The name of the organization is the St. George Youth Athletic Association.

2.) **PURPOSE**

The SGYAA is an organization of parents and dedicated youth leaders whose primary function is the promotion of a wholesome Christian attitude and environment, in sports and other youth activities. Parents, coaches, leaders and students work together to coordinate and financially support an extensive athletic program for out St. George youth. The SGYAA administers a budget maintained by activity fees and fundraising activities.

3.) **DIOCESAN VISION STATEMENT**

The Catholic Diocese of Erie desires to create an environment through our athletic programs that encourages the development of relationships between youth and believing adults who can articulate and share their faith in a variety of situations.

We believe that athletics can be an effective influence on the formation of a Christian value system and lifestyle for the adolescent; or a detrimental force, dependent on the nature of the experience and the “key person” as the coach.

For this vision to be converted into action, the diocese, the parish, the school, the parents, and the coach must be committed to call everyone, participants and adults to act this out, it is the responsibility of all leadership.

Implementation of the vision is the responsibility of the parish and the school

The athletic program in a parish setting provides an avenue to teach Christian values of competition, helping young people achieve a balance in their lives in order to stain what is good and right and possible in healthy competition, without adverse effects of over emphasizing competition for the wrong reasons.

Catholic Christian athletic programs provide an opportunity to evangelize our young people by giving examples and forming values that are gospel based.

To take a stance for justice rather than “winning at all costs,” to take a stance to develop the potential of each participant and, is a call to counter culture that is so frequently inherent in the gospel message of Jesus. Catholic Christian athletics should and very frequently do, give witness to the world.

4.) COACH'S RESPONSIBILITY

Refer to Appendix A

5.) ATHLETIC DIRECTOR RESPONSIBILITY

Refer to Appendix B

6.) MEMBERSHIP

Officers – the SGYAA board shall consist of the following officers:

President
Vice president
Treasurer
Secretary

Members – the SGYAA board shall consist of the following members:

Athletic Director – Football
Athletic Director – Girls Basketball
Athletic Director – Boys Basketball
Athletic Director – Wrestling
Athletic Director – Soccer
Athletic Director – Tennis
Athletic Director – Swimming
Athletic Director – Cheerleading
Athletic Director – Cross Country
Equipment Coordinator
Gym Scheduler
Clay League Representative
Members at Large

7.) EX OFFICIIIS MEMBERS

The school principal shall serve as an ex officiiis member. The pastor shall himself, or through a representative, shall serve as spiritual advisor to the board.

8.) ELECTIONS AND TERM OF OFFICE

Term of office: All board members shall serve for a two (2) year term. No board member shall serve more than three (3) consecutive terms in any one position.

Elections: Board members shall be elected at the May meeting. Nominations may be submitted from any member of the panel. A majority vote of the board present at the May meeting is required for election. Should a board position become vacant between regular elections and require that it be filled immediately, the board by majority may elect an individual to complete the term, subject to reappointment the following May meeting.

9.) **MEETINGS**

The SGYAA shall meet at 7:00 PM the third Monday of each month from August through June. The president as required may convene additional meetings.

Meetings shall be open to the parish. However, the President may limit attendance and discussion in order to ensure orderly conduct of the meetings.

10.) **EXECUTIVE COMMITTEE**

There shall be an executive committee composed of the Principal, President, Vice President, Treasurer, and Secretary of the board. The executive committee shall have the authority to act in the name of the board between regular meetings and in emergencies, or an unknown situation requiring an immediate decision. In order to so act, three-fifths (3/5) of the executive committee shall approve or disapprove any action. All acts of the executive committee shall be subject to verification by the board at the next regular meeting.

11.) **VOTING**

Each member of the board shall have one vote. Board members must be present at the meeting during which the vote is taken in order for their vote to be accepted.

12.) **BOARD ATTENDANCE**

Board members are required to attend all meetings unless legitimate reasons prevent attendance. Failure to regularly attend meeting shall result in disciplinary action deemed appropriate by the board.

All Athletic Directors are required to attend the annual June budget meeting. Failure to attend the June budget meeting could result in under funding of individual sports due to budget constraints.

13.) ACADEMIC ELIGIBILITY

During the season of any specific athletic program, the student involved will be required to abide by the following policy, which has been approved by the administration, faculty school board and SGYAA

Progress reports will be sent at the midpoint of each grading period to parents of those students who are showing an academic deficiency in major subjects.

Students receiving two (2) or more D's or any E's or U's will be placed on probation and reevaluated weekly

During the probation period, the student is not permitted to participate in practices or games, including playoffs. This probation period runs from Monday through Monday, inclusive.

A conference with the respective student and parent(s) will be scheduled so as to discuss the deficiency.

If the student is successful in raising the grade, he/she will be permitted to participate again in the respective sport.

The same policy will hold for the actual report card marks issued at the end of each quarter

If a student receives two (2) D's or lower for a final grade, he/she will be required to present evidence of attendance at summer school in order to be eligible for a fall sport.

Absentee: if a student is absent, he/she will not be permitted to participate in practice or a game on the same day he/she is ill. This does not apply to approved absences due to necessity.

At the beginning of each season, this policy statement will be signed by the parent, student, and coach as acknowledgment and acceptance of the policy.

14.) CCD POLICY

St George supports the participation of its parish children in all parish activities, where possible and practical. Students of St. George parish school or CCD may be eligible with approval of the pastor, principal and the SGYAA. However, CCD students will not be invited to participate if the effect will be to eliminate the participation of St. George school students, i.e. sports where tryouts and cuts are routinely used to limit the size of the participants. Any coach or student advisor who wishes to invite participation of any CCD student(s) for any activity shall

first request permission to do so. Requests shall be made to the SGYAA board for discussion. The board, by majority vote, shall recommend approval/disapproval of the request to the principal and pastor, whose decision shall be binding.

15.) NUMBER OF PRACTICES

Any team or activity participating under the authority of St. George School shall be limited to a maximum of five (5) sessions per week (a week is defined as seven {7} days) including practices and games; regardless of whether the sessions are conducted at St George School. The exception to this policy is if a team is participating in a tournament then per SGYAA rule the number is raised to six (6).

16.) CANCELLATION OF EVENTS

In the event that the school is dismissed early or canceled altogether because of weather emergency, all school-related activities are also canceled. If you have any questions regarding this policy please feel free to contact the board president.

17.) GAME LIMITATIONS: ALL SPORTS

The session for each sport will end with the last scheduled league or playoff game. No practice or games may be held beyond that date, unless participation in a tournament is approved by the board.

The total number of games allowable for each sport shall be determined by the Diocesan Athletic Office. St George School shall adhere to the game limitations as set forth by the Diocesan Athletic Department.

18.) EQUIPMENT

The Athletic Director and Coach are responsible for assuring that all uniforms and equipment are returned to him/her, clean and in serviceable condition

An inventory will be recorded as equipment is returned

Any participant not returning their equipment within sixty (60) days of the completion of the season shall be reported to the Athletic Director who will then sent a request to the student/parents, for either a return of the equipment or a payment in lieu of return of missing equipment.

19.) **BUDGET**

A budget is to be submitted for each sport by June of each year. Each athletic director submitting a budget is encouraged to get quotations on each item. Once the budget is approved any spending in excess of the budgeted amount must have prior approval of the board. Any budgeted items not used by the respective sport is to be returned to the general fund and does not become discretionary money to be used as the coach/athletic director sees fit.

Any post season travel must be approved by the board and a per diem shall be set based on budget and number of participants eligible for travel. Travel expense shall be for participants and coaches only.

20.) **GYM REGULATIONS**

Courtesy shall be shown to other teams at all times, including ending practice on time and not disrupting another coach's practice or game.

It is the coach's responsibility to see that all participants respect school property and adhere to all safety regulations

Locker rooms are to be kept clean at all times. All lockers are to be closed and loose articles picked up before leaving

Following practice, all athletes and spectators must leave the premises as soon as possible. The coach is to assure that all members of his/her team have left the building.

At least one coach must be present during the entire practice session or the practice must be cancelled and the gym closed.

No athlete or spectator is allowed in any section of the school or church at any time

Bleachers are to be returned to their closed position following a game (unless there is a subsequent game), scoreboard equipment returned to its proper place and locked, and any tables and chairs returned to their proper place.

21.) **GYM SCHEDULING**

PRIORITY

Church and school functions have first priority over all athletic events.

League scheduled athletic events take priority over practice sessions. The gym must be relinquished to a scheduled event at least one (1) hour prior to the start of a game or match.

SCHEDULING

A practice schedule will be established on a bimonthly basis determined by the gym scheduler through either a meeting or input from the coaches.

Sports and activities whose season is in session shall have priority in scheduling gym time.

All game schedules shall be forwarded to the gym scheduler upon receipt from the Diocesan Athletic Office.

Any cancellation or change of schedule must be communicated to the gym scheduler at least twenty-four (24) hours in advance.

22.) FUNDRAISING

In order to insure a fair distribution of time to each activity and to eliminate an excessive number of fundraising activities, all fundraising for SGYAA activities shall be conducted by the SGYAA.

Any sports team or activity wishing to conduct fundraising of any kind must first obtain SGYAA board approval.

23.) AMENDMENTS

SGYAA policies may be adopted, amended or repealed by a simple majority of the membership present and voting at any regular or special meeting of the board

24.) MISCELLENOUS POLICIES

The Diocese of Erie establishes basic participation and eligibility standards. St. George School shall adhere to the standards and eligibility requirements as set forth by the Diocese of Erie. These rules and regulations for the participation are set forth in the Diocesan athletic handbook. Any questions regarding eligibility or participation shall be addressed to the Area Moderator or Diocesan Athletic Director through the SGYAA President.

Fees for participation in each sport shall be determined by the SGYAA board at the annual June budget meeting.

APPENDIX A

COACHES GUIDELINES

The St George creed emphasizes our school's mission to educate our children by stimulating and directing them: intellectually, spiritually, emotionally and physically.

Coaches should follow the example of the St George creed and regard the gymnasium and playing fields as classrooms in which the principles and values are incorporated within the instruction.

Above all else, remain mindful that we are volunteering our time and energies for the children. What lies in their best interest is our priority, not what may be best for us. This concept should be regarded as our primary guideline when working with these children.

Coaches should have proper Christian attitude toward sports and should lead a good Christian life. I realize I am a role model, for my players and will conduct myself in the proper manner.

Coaches should teach the correct way to perform, working with all players, in a positive atmosphere with constructive criticism and should not belittle or berate players.

Coaches should make every player feel that they are part of the team

Coaches should have their team pray before every game that everyone is spared serious injury and that the teams exhibit good sportsmanship.

Coaches should remember that they are representatives of Saint George School and will show the proper respect due officials and those they come in contact with during competition. Harassment of officials is not to be tolerated by coaches, players, or fans.

Coaches will hold, when applicable, a mandatory preseason tryout meeting with parents and players to explain their philosophy of coaching, tryout guidelines and attendance during tryouts. It is mandatory that the ad and /or an executive board member of SGYAA be present.

Coaches will hold a mandatory parent/player meeting before the start of the season to review 1) discipline code, 2) pass out uniform with care instructions, 3)player respect, 4) parent respect, 5)the need for positive support by players during practice and games, 6) any other rules that need to be mentioned. It is mandatory that the ad and/or an executive board member of SGYAA be present.

Coaches should with the direction of the school principal, advice the students attending the games that they are to conduct themselves properly. ONLY POSITIVE CHEERING. .

Coaches should be fair to each individual member of the team

Practices and games are mandatory. From time to time a conflict may arise with another St. George academic function or sport. The coach must be notified if a student is not able to attend practice or a game. The coach will use his/her discretion how missed practices or games will affect the student's participation with the team. The coach must communicate this discretion/definition at the mandatory preseason parent meeting.

Coaches will uphold the no smoking, drug, alcohol and weapons policy at Saint George School.

Coaches will abide by the SGS rules of no eating or drinking in the gym at all times (water bottles for athletes is permissible

Coaches will respect the confidentiality of any player or parent. They will discuss a player's problem with the appropriate representatives. Coaches will not discuss player's problems with other players or other parents. If there are any player or parent problems during the season the course of action is as follows. 1).Coach 2).Athletic Director 3).SGYAA President 4).Principal

According to diocesan rules, all camps or clinics must be open to all students in the appropriate age group

Understand as head coach and assistant coach they will not use the name lancers or St George School to participate in any league other than the diocesan league or board approved tournaments, without consent from the board or principal

Coaches will receive approval from the SGYAA President and Principal on any correspondence sent to players or parents (this does not include schedules or schedule changes).

Coaches will obtain approval of any assistant coaches by SGYAA board and the principal

Realize that with the backing of the SGYAA board, that if a child is playing a school sport and a club or league sport at the same time the school team practice and games come first.

Coaches will not hold more than five (5) scheduled practices/games per SGYAA rule week. (Monday – Sunday). During tournament time, the number is raised to six (6) practices/games per SGYAA rule.

APPENDIX B

ATHLETIC DIRECTOR

Enlist and recruit coaches for their respective sport.

Receive approval or agreement with the school principal and SGYAA President before final selection of any new coach

Cover and explain all areas of responsibility with each new coach prior to the start of each season. Set up times for coaches to view diocesan training video and obtain a completed act 34 form

See that the SGYAA coach's guidelines are distributed and signed by the coaches and returned to the SGYAA president prior to the start of each season

Distribute to all coaches the diocesan coaches creed and guidelines. Copies available in SGYAA handbook

Make sure all coaches are aware and will follow the practice schedule guidelines approved by the SGYAA and school

Mandate that all coaches have the required mandatory parent meetings. One meeting held before tryouts to discuss the tryout procedure (if needed) and a second meeting after the team is chosen to discuss practice schedules, philosophies, playing time, fees, parental support, etc.

The athletic director and the board will be responsible for coach's actions, issues or concerns as presented by parents, school officials, the diocese or the SGYAA board.

Make sure all coaches receive a diocesan accreditation and a police clearance (paid for by SGYAA)

Inform all coaches the athletic director must receive copies of all letters to parents prior to them being distributed so that the principal and SGYAA president can approve and have them in their possession before distribution

Receive approval or agreement with the school principal and SGYAA President prior to the removal of any coach

EQUIPMENT

Responsible for the distribution and collection of all equipment

Make requests to the SGYAA board for any new or required equipment, uniforms, supplies, etc. All athletic directors are required to attend the June budget meeting. No exceptions.

All budget requests for large anticipated expenses should be presented

Make sure all teams have the necessary first aid kits available at each game.

ROSTERS

Provide a copy of all team rosters to the Diocese with the required fees.

Provide a copy of all rosters to the school principal for academic eligibility tracking.

Provide a copy of all rosters to the SGYAA President.

Be responsible for the collection of all fees due by students. (Exceptions to be reviewed by the SGYAA board)

DIOCESAN MEETING

Attend all diocesan sport specific meetings prior to each season. Notices are normally sent to the board president who will forward the note to each Athletic Director.

Provide input or concerns to the SGYAA President for any regular scheduled Diocesan meetings.

MISCELLANEOUS

Coordinate with all coaches and SGYAA representatives an annual photo session for buttons and team pictures for yearbooks.

Responsible for submitting all articles and bulletin announcements from their sports to the appropriate parties. Responsible for (if applicable) submitting scores to newspaper, and for submitting schedules to rectory for bulletin announcements.

Attend the mandatory parent meeting. Inform the SGYAA President if you are unable to attend.

Put players names and sports on evaluation forms, place in envelopes and mark "to the parents of ..." and distribute.

Fill out Head Coach Evaluation and forward it to SGYAA President at the conclusion of the season.

Appoint a game manager to attend each game to oversee the operation of all aspects of the game and to assure that all individuals abide by the Diocesan Code of Conduct

STATE CHAMPIONSHIP FUNDING POLICY

- 1) Diocesan/CYO sponsored state or higher tournaments will be funded by SGYAA. (As of May, 2011 the only Diocesan/CYO sponsored tournaments are the state tournaments in basketball). SGYAA will also fund state tournament trips for wrestlers participating in the PJW state tournament if the wrestler is:
 - (1) a qualified member of the St. George wrestling team
 - (2) Has qualified for the PJW state tournament as a St. George wrestler.
- 2) Participation is allowed in other non Diocesan/CYO sponsored state or higher tournaments BUT funds cannot be acquired through fundraisers at St. George School, St. George Parish, or by using the funds of SGYAA.
- 3) SGYAA will have the sole responsibility to develop the budget, fundraise, disburse and plan all fundraising activities in collaboration with the Principal and Director of Advancement. All monies received will be used to offset the costs incurred according to this policy. Any funds collected over and above budgeted needs will revert to the SGYAA State Championship fund for future tournaments. SGYAA will use any carry over monies from previous years first in developing budget and activities.
- 4) Parents of the team or teams involved are required to actively support the fundraising activities in order to be qualified for disbursements from the fund.
- 5) SGYAA will fund state championship trips with the following:
 - a. Travel: At the discretion of the SGYAA executive board, SGYAA will either:
 - i. Provide group transportation for each team participating the qualified state event, or
 - ii. Provide a mileage stipend based on each player travelling to the qualifying state tournament. The mileage stipend shall be (60) sixty percent of the IRS mileage rate in effect at the time of the event.
 - b. SGYAA will provide \$35 per day food stipend for each student athlete attending the qualified event.
 - c. SGYAA will provide a lodging stipend for each student athlete attending the qualifying event. The lodging stipend shall be 25% of the designated host hotel rate. Limited to nights of tournament competition only.
 - d. For state qualifying teams/squads who have:
 - i. 8 or more athletes attending a qualified tournament, up to 3 coaches shall be eligible to be reimbursed for the event.
 - ii. 4 to 7 athletes attending a qualified tournament, up to 2 coaches shall be eligible to be reimbursed for the event.
 - iii. 3 or less athletes attending a qualified tournament, 1 coach shall be eligible to be reimbursed to attend the event. (In the case that three or less athletes are attending a qualifying tournament, the athletes may only

- be permitted to travel to and be reimbursed for such event only if a parent or legal guardian travels with them.
- iv. Eligible coaches, shall receive one hundred percent (100%) reimbursement of lodging and mileage expenses incurred in travel to qualifying tournaments, and shall be entitled to the \$35 per day food stipend,
 - v. In the case that a team has; (a) more coaches on its Diocesan roster than the allotted number of coaches permitted to be reimbursed for qualifying tournament and, (aa) all of the coaches wish to attend the qualifying tournament, then an amount equal to the amount that would have been allotted if the maximum number of eligible coaches attended will be divided among all of the coaches attending.
 - e. Under no circumstance will a coach be permitted to lodge with a player, unless such player's parent or legal guardian is also staying in the same room.
 - f. In the event that the qualifying event is held in Erie County, no expenses shall be reimbursed.
 - g. At the discretion of the SGYAA athletic board, the amounts indicated in this Paragraph 5 may be reduced or eliminated due to budgetary concerns.

The Pastor will approve all fundraising activities and budgets.

Approved at the 3/19/12 SGYAA board meeting

UNIFORMS

Team uniforms shall have a primary color of either red or white. Secondary colors may be used on uniforms, but should not be used as the primary (or base) color of the uniform unless the color is one of the accepted primary colors. Acceptable secondary colors include: red, white, black, gold, silver and gray. The only exception is for swim uniforms which may use black as a primary color. Any other exceptions to this must be presented for approval by the board. Potential exceptions include wearing colors in support of a cause or in memoriam.

Team names on uniforms shall only be written as: "St George Lancers", "St George", "SGS" or "Lancers". Styling such as fonts and capitalization should be consistent with the style of the uniform.

Approved at the 12/17/12 SGYAA board meeting

HEAD COACH EVALUATIONS AND COACHES REVIEWS

Within 30 days immediately following the completion of a sports season, the individual sports AD shall be responsible for distributing Head Coach's Evaluation Forms to all players' parents.

Parents shall be directed to return the forms to school to the Principal's attention within one week form distribution.

The Principal shall review the evaluations and forward them to the President of the SGYAA for review. The President shall, in turn, review the evaluations and forward them to the individual sport AD for review (unless the individual sport AD is also a coach, in which case, all following duties of the individual sport AD shall be the responsibility of the President.)

Upon review of the evaluations if the Principal, President and if applicable, the individual sport AD agree that there are no material issues with the coach, then at the next regularly scheduled meeting, they shall report that the coach's performance was acceptable and the coach shall be retained for the following year, if he or she so desires.

If upon review, the Principal finds there are material issues with the coach's performance and reviews, he/she may choose to involve the Spiritual Advisor in further discussions about how to proceed.

In, addition, the Principal may choose to either (i) take appropriate action to counsel the Head coach with the President and/or AD and retain him/her for the following season, or (ii) make a recommendation to replace the coach for the following season. If a recommendation to replace the coach is made, then the position shall be considered vacated, and procedures for appointing a new coach shall be employed.

Regardless of the recommendation made, the individual Head Coach shall be entitled to receive a copy of all evaluations submitted.

Approved at the 1/14/13 SGYAA board meeting

COACHING VACANCY

If a Head Coaching position should become vacant, the individual sport AD shall:

1. Post the opening in at least four consecutive weekly bulletins to notify potential candidates of the position; and
2. Accept applications for one month following the first bulletin posting to allow potential candidates time to apply for the position.

Upon review of all candidate applications, the AD shall make a recommendation for appointment of the vacant position to the Principal.

If the Principal accepts the recommendation, then at the following SGYAA regular monthly meeting, the AD shall present the candidate for appointment to the position. In addition, the AD shall present the list of all candidates who applied for the position.

Unless there is an objection from a member of the SGYAA board in attendance at the meeting to the proposed candidate, the candidate shall be appointed to the position.

If an SGYAA member objects for any reason to the appointment of the candidate, then the SGYAA member must make and present his/her case for not accepting the appointment and make motion to challenge the candidate's appointment. A "Yes" or "No" vote will be taken to determine if the candidate is acceptable to the SGYAA board.

If the candidate is accepted by a majority of the board not abstaining from the vote, the candidate will be appointed. If the candidate is rejected by a majority of the board not abstaining from the vote, the individual Sport AD and the Principal may present an alternate candidate for appointment. The process may be repeated until a candidate is accepted.

If all Principal approved candidates have been presented, and still no candidate has been approved; then the President may (i) choose to re- open the application process; or (ii) call for a general vote on all Principal approved candidates. To be approved by a general vote of the board, a candidate must receive a majority of the votes of the board members not abstaining from the vote. If more than two candidates are involved in a general vote, and no clear majority exists when the vote is tabulated, then the candidate with the least amount of votes will be eliminated and another general vote will be taken. This process will be repeated until a candidate receives a majority of the votes of the members not abstaining from the vote.

If a Head Coaching position becomes vacant within 90 days prior to the start of the of the sports season or if no Head Coach has been appointed to the position by 90 days prior to the start of the season, the individual sport AD may suggest a candidate to the Principal for approval. The Principal may approve that candidate for immediate appointment for the position, as an Intermediate Head Coach. In such case, after one season, the Head Coaching position must be posted as if the position was vacated, as described herein.

Approved at the 1/14/13 SGYAA board meeting
With revisions tabled at 2/11/13 SGYAA board meeting
Approved at the 3/18/13 SGYAA board meeting