

HOLY CROSS ACADEMY ASSOCIATION BY-LAWS

PHILOSOPHY:

- To teach, develop and exemplify Christian character
- To teach principles of good sportsmanship
- To provide athletic opportunities for students through Diocesan and community competition and intramural activities
- To provide the necessary personnel, equipment and facilities to carry out the athletic programs at Holy Cross Academy
- To fully abide by the Guidelines for Catholic Elementary Schools Sports Programs
- To ensure that coaches are aware that although the winning of games is not the primary goal, Holy Cross Academy strives to field competitive teams in all sports in which it competes

BY-LAWS – HOLY CROSS ACADEMY ATHLETIC ASSOCIATION

ADOPTED – 9/2017

Article 1 – NAME

The name of this organization is HOLY CROSS ACADEMY ATHLETIC ASSOCIATION.

Article II – OBJECTIVES

- Sec. 1 To establish and maintain an athletic program for Holy Cross Academy students.
- Sec. 2 To provide the necessary personnel, equipment and facilities to carry on such programs.
- Sec. 3 To foster and encourage the ideals of good sportsmanship in all participants.

Article III – MEMBERSHIP

- Sec. 1 The membership shall be comprised of all interested adults who have a child participating in any HCAA sport, or is currently a coach or Sports Director.
- Sec. 2 **An Active Member in Good Standing shall be an adult who has attended three out of the last five previous regularly scheduled general meetings of the Association.**
- Sec. 3 Attendance shall be taken at each general meeting to determine the status of each member.
- Sec. 4 **Only Members in Good Standing may vote in Executive Board member elections.**

Article IV – GENERAL MEETINGS

- Sec. 1 The regular monthly general meeting shall be held on a day and a time specified by the Executive Board and shall be published in the school calendar. Attendance shall be taken at each meeting.
- Sec. 2 Special meetings may be called by the President, Principal or a majority of the Executive Board.
- Sec. 3 Four of six members of the Executive Board shall constitute a quorum.

Sec. 4 Except for special Executive Board meetings, the general meetings shall be held concurrently once a month, August through May.

Article V – OFFICERS

Sec. The Executive Board shall consist of the Moderator, President, Vice President, Treasurer, Secretary, Registration Administrator and Athletic Director. Attendance shall be taken at each Executive Board Meeting.

Sec. 2 The President shall preside at all meetings and perform all other duties as the office requires. The President is authorized to co-sign checks.

Sec. 3 The Vice-President shall perform all the duties of the President in his/her absence. The Vice President is authorized to co-sign checks.

Sec. 4 The Treasurer shall receive and safely keep all money, financial records and receipts belonging to HCAA and the same shall be disbursed under the direction of the Board. Proper vouchers shall be taken for all such disbursements. It shall be his/her duty to keep an accurate account of the finances of the Association on the books prepared and furnished for that purpose. All books shall be open for inspection and examination by the Board of Directors. He/she shall render an account of the standings of the Association at the general meetings of the members and at such other times as the Board of Directors may require. At the expiration of his/her term of office, he/she shall deliver all monies and property of the Association. The Treasurer is authorized to sign checks.

Sec. 5 The Secretary shall keep the minutes of all meetings, keep all other necessary records and pass on all records to the successor in order that they may be made permanent. The Secretary is authorized to co-sign checks. Minutes should be distributed to the general membership at least two week prior to the next general meeting. He/she shall coordinate all correspondence for the Association.

Sec. 6 Registration Administrator shall manage the HCAA sports registration process/system. He/she shall ensure that **all athletes are in compliance with all required documentation**. He/she will also ensure all compliance of coaches and directors certifications. The Registration Administrator is authorized to co-sign checks.

Sec. 7 The Athletic Director shall coordinate all gym schedules and perform all communications between the Board and Coaches. The Athletic Director is authorized to co-sign checks.

Sec. 8 The Moderator shall be the Principal, or their designated representative. The Principal has the right to sign checks.

Article VI – EXECUTIVE BOARD

- Sec. 1 The Governing body of the Association shall be known as the Executive Board. The Principal shall at his/her discretion have the authority to overrule any decision of the Board.
- Sec. 2 Any vacancy occurring on the Executive Board because of resignation, death or disqualification may be filled until the next election by a majority vote of the remaining members of the Executive Board. Three consecutive absences from a general meeting by a member without valid reason shall be deemed a resignation.
- Sec. 3 The Executive Board shall interview potential applicants for each Sport Director and/or Varsity, JV and Developmental Head Coaching position and recommend selected candidates to the Principal. After interviewing those involved, only the Executive Board shall have and hold the authority on the recommendation of each Sport Director and/or Varsity, JV and Developmental Head Coach.
- Sec. 4 Each Sport Director will be based on a two-year term with eligibility for renewal. Renewal terms will be staggered based on the seasonality of the sport. The Sport Director and/or Head Coach for fall and winter sports (e.g., Cheerleading, Cross Country, Football, Girls Volleyball and Girls and Boys Basketball) will be renewed no later than May 1. The Sport Director and/or Head Coach for spring sports (e.g., Soccer, Track and Field, and Boys Volleyball) will be renewed no later than November 30. Announcements concerning the application and renewal process, including whether any incumbent is seeking renewal, will be distributed and published in the bulletin and a flocknote sent for a period of two weeks. Eligibility for renewal shall be at the sole discretion of the Executive Board.
- Sec. 5 An Executive Board member may serve in a coaching capacity for HCAA teams but not in a Sports Director position.

Article VII – POWERS AND RESPONSIBILTIES OF THE EXECUTIVE BOARD MEMBERS

- Sec. 1 The Executive Board members manage the business, funds and property of the association.
- Sec 2. The Executive Board members may adopt and enforce rules consistent with the objectives and principles of these by-laws governing the operation of the association and its activities.
- Sec 3. The Executive Board members may appoint standing or special committees of the association, and if necessary, change their personnel. The Executive Board members may work with or belong to any other organization affecting the operation of the HCAA.

- Sec. 4 All disbursement over \$500 must be approved by a majority vote of the Executive Board members prior to the expenditure of funds.
- Sec. 5 The Executive Board members, including the Principal, have the power to bring issues to the members for a vote.
- Sec. 6 All new programs or activities are subject to the approval of a majority vote of the Executive Board members.
- Sec. 7 All powers and responsibilities of the HCAA Executive Board shall be performed in cooperation with and subject to the approval of the Principal.
- Sec. 8 The Executive Board shall set the annual registration fees and/or refundable deposits for participants. This will be done as part of the annual budget process.

Article VIII – ELECTION OF EXECUTIVE BOARD MEMBERS

- Sec. 1 Nominations must be submitted by March 15.
- Sec. 2 The Executive Board shall present nominations at the next meeting held after March 15.
- Sec. 3 Election of Officers shall take place at the April meeting. The newly elected Executive Board members will begin their term the first day of the summer break.
- Sec. 4 The term for Executive Board members shall be two years.
- Sec. 5 The election shall be held by a secret ballot of all meeting candidates who are Members in Good Standing. Ballots to be counted by the moderator.

Article IX – PLAYER ELIGIBILITY – GENERAL

- Sec. 1 Only those students enrolled in Holy Cross Academy are eligible to participate in the HCAA Programs. Exceptions may be permitted by the Executive Board consistent with the Diocese guidelines where a neighboring Catholic school does not sponsor or field a school team. The Sport Director must approve and otherwise must comply with any other eligibility requirements and all necessary registration requirements.
- Sec. 2 All league rules pertaining to player eligibility (or other) must be followed. Diocesan rules take precedent in determining eligibility. This is the responsibility of the Head Coach of each participating team.

- Sec. 3 Players are subject to disciplinary action by the Sports Director and Principal for reasons of inappropriate conduct, academics, or other deficiencies.
- Sec. 4 The Executive Board will uphold any disciplinary action taken by the Principal.
- Sec. 5 During periods of season transition from one sport to another (e.g., basketball and football), or, during simultaneous seasons (e.g., basketball and cheerleading), it must be recognized that players must meet the commitments of each team as determined by the Head Coach. Current season sports take precedence over pre-season practice or non-playoff, post season games.

Article X – TEAM ELIGIBILITY – VARSITY, JV AND ALTERNATE

- Sec. 1 Varsity Teams participating in league competition will be primarily comprised of players from 7th and 8th grades selected by the Coaches, and approved by the Executive Board, based on their performance and ability to compete at this highest level of grade school competition.
- Sec. 2 JV Teams participating in the league competition will be comprised primarily of players from the 5th and 6th grades selected by the Coaches, and approved by the Executive Board, based on their performance and ability to compete at this level.
- Sec. 3 HCAA will determine, each year, based on the number of willing participants, coaches and volunteers and the physical and cash resources available and/or securable, the best mix of Alternate Teams. For example, these teams may be called 7th, 5th, 4th Intramural or B Teams and their purpose is to provide competition for all registering players not selected on a Varsity or JV Diocesan Team. The Sport Director for each sport shall make reasonable efforts to recruit and recommend separate coaches for each team, including any A and B teams or any alternate teams however named. If allowed by Diocesan rules for the particular sport, B Team or Alternate Team players will have the opportunity to move up to an A Team when a shortage of players is evident. “A” Team players shall not be permitted to play on a “B” Team unless there is a shortage of players that would limit the ability of the team to compete reasonably in a particular game. In these circumstances, the Coach of the B Team shall proceed understanding that the purpose of the B Team is to provide the B team players with the maximum opportunity to gain playing time.
- Sec. 4 If a Sports Director contemplates dividing teams into A and B or Alternate Teams, he/she will propose the composition of the teams to the Executive Board in advance for approval. Decisions concerning the selection of players for each team shall be the made by the coaching staff based on the player’s performance and ability to compete at the particular level of competition, subject to the Executive Board’s approval. **See Article XIII Section 11 for further clarification.**
- Sec. 5 Team eligibility will be governed in all cases by Diocesan rules for the current year.

- Sec. 6 All eligible players who attend practice shall participate equally in all practice activities unless a player becomes a disciplinary issue. Parent or legal guardian, coach and referee shall determine, in their judgment and discretion, when an injured child can participate in any practice or game. All parties must agree that the child may participate, when cleared.
- Sec. 7 The Cheerleading Sports Director, at his/her discretion, will determine teams for the JV (4th, 5th and 6th grade) and Varsity (6th, 7th and 8th grades) to compete in the annual Diocesan Tournament competitions.

Article XI – PLAYER SELECTION AND PARTICIPATION

(Varsity, JV and Alternate Teams)

The HCAA endorses the concept of promoting school identity and school spirit that is the result of a competitive team approach. Accordingly, the Varsity and JV players will be selected based on their performance and ability to compete at these levels. The team coaching staff will determine the amount of playing time. However, for JV and alternate teams, each uninjured player on a team roster attending the game and who attends practice on any regular basis shall play in each game. Additionally, the Association also recognizes the importance and endorses the opportunity for each willing registrant to participate in a school sports program. In order to accomplish this, the Alternate Team concept, which includes any “B” Teams or alternative teams however named, has been established by the Association and included in the Association By-Laws. Alternate Team players will be comprised of all willing registrants not selected for the Varsity or JV Diocese Team.

Article XII – GRIEVANCE PROCEDURE

Any parent or other persons’ concerns/complaints regarding HCAA programs must be initially discussed with the team coach of the program involved. This initial discussion must not take place immediately before, during or after a sports event. It must be conducted at a scheduled meeting held in a mutually agreeable time and place.

If the concern/complaint is not resolved at the initial meeting with the team coach and the Initiator (person(s) bringing the matter to attention) would like to discuss it further, the matter may then be brought to the attention of the Sports Director for resolution. In addition to the Initiator raising the concern, this meeting will include the Respondent (person(s) grievance is with), the Sports Director and team coaches and will be held at a mutually agreeable time and place. All resolved complaints shall be presented to the Executive Board for information,

Regardless of the Initiator, any sports programs’ concerns/complaints not able to be resolved with the Sports Director may then be brought to the Executive Board of the Athletic Association. The Principal shall be notified of any matters brought to the Executive Board. The Association Executive Board will determine all matters brought to their attention.

Article XIII – RULES, RESPONSIBILITIES AND GUIDELINES FOR SPORTS DIRECTORS AND COACHES

Sec. 1 The Sport Director for each sport is responsible for running the sports program in accordance with Diocesan league rules, practices and policies, and in accordance with the by-laws of the HCAA. The Sport Director for each sport will be elected by the Executive Board. If at any time there is a vacancy for a Sports Director position, it is the responsibility of the Secretary to put a general announcement for two consecutive weeks, announcing that vacant position. If at that time there are no interested candidates, the Athletic Association Executive Board, by majority vote, may appoint an interim Sports Director. If an interested candidate is found and qualified, he/she would also be elected to fill the position by the majority vote of the Athletic Association Executive Board.

The Sport Director must submit the program budget of projected income and expenses for the upcoming year as required by the Executive Board. They are responsible for seeing that all players have submitted the required registration fee, physical and parental permission forms prior to permitting the player to participate in a practice or a game. They are responsible for distributing and collecting all uniforms and equipment. They are also responsible for the team inventory and requesting and selecting new uniforms and equipment. The purchase of new uniforms and equipment must be approved by the Executive Board. The Sport Director shall be responsible, among other things, for recruiting, recommending, overseeing and, to the extent necessary, training any other coaches appointed to coach teams playing that sport.

The Sports Director is responsible for attending in season Executive Board meetings to give an update of their sport including any incidents, complaints and grievances.

- Sec. 2 Selection criteria and proper certification as prescribed in the Diocesan rules will be utilized in securing head coaches, JV coaches, and all assistants. These include, but may not be limited to:
- Demonstrate a consistent Christian Ethic on and off the field or court
 - Possess Act 34 clearance, which is a criminal background check and Act 151, which is a child abuse background check.
 - Attend Protecting God's Children in-service
 - Be approved by the principal
 - Have the necessary knowledge of the sport in order to insure the students have a worthwhile experience.
 - Be emotionally stable and responsible

- Sec. 3 The Head Coach is responsible for the collecting and the record keeping of all gate receipts from scrimmages or games. Coaches may delegate this assignment to a parent volunteer. The Head Coach is responsible for acquiring parent (or other) volunteers to coordinate running the refreshment stand, the gate and crowd control.
- Sec. 4 The Cheerleading Coach will attempt to arrange a schedule so that the cheerleaders attend as many home sports games or events as feasible throughout the teams' respective seasons. Attempts should be made to have reasonably equal representation split between Diocesan and "B" team games, keeping in the Catholic spirit of sports.
- Sec.5 The Coach or their designated adult volunteer must be present at all practices, scrimmages or games.
- Sec.6 Any parent or legal guardian may attend a practice of their child.
- Sec.7 All coaches are requested to attend all Athletic Association general meetings.
- Sec.8 Any coach who does not live up to the philosophy embodied in this charter and the associated policies of HCAA shall be subject to dismissal. The Principal or a majority vote of the Athletic Association Board may dismiss a coach or assistant coach.
- Sec.9 The Coaches are encouraged to provide athletic opportunities for players during the off-season. All students must be notified for the purpose of qualifying for a HCAA team off-season activity.
- Sec.10 A Coach or any other person must receive Association approval before giving any award or making any purchase. This includes non-Athletic supported purchases.
- Sec. 11 All Coaches should provide players with an equal opportunity to demonstrate their ability to perform before making any team selections. Team selections shall be made without regard to family relationships. A Coach shall not select or promote a child, grandchild, niece or nephew, child-in-law or stepchild or any such child of any relative based upon any such family relationship. However, where a coach's child, grandchild, niece or nephew, child-in-law or stepchild or any such child of any relative demonstrates through his or her performance a superior ability to play the sport at the particular level as compared to another player, such a relationship shall not disqualify any such child from being selected.
- Sec. 12 The HCAA will provide funds for two tournaments per team per season.

Article XIV – TEAM AND BANQUET AWARDS

Team Awards

- Sec. 1 Each member of a team winning a League Championship shall receive an award designating the sport, year and the championship won.
- Sec. 2 The ordering and purchase of championship awards must comply with Athletic Association purchasing policy.

Banquet Awards

- Sec. 3 All eighth-grade athletes shall receive a plaque recognizing their athletic participation and efforts.

Article XV – PARLIAMENTARY AUTHORITY AND BUSINESS MATTERS

- Sec. 1 Robert's Rules of Order shall govern the Association in all cases to which they are responsible and not inconsistent with these by-laws.
- Sec. 2 The President shall set all general meeting agendas. Any member of the Athletic Association may have an item placed on the agenda by contacting the President at least one week prior to the regularly scheduled meeting. Only agenda items may be brought to a vote at that meeting. Diocesan rules will take precedence over all other rules.
- Sec. 3 Decisions are made by simple majority.

Article XVI – AMENDMENTS

These by-laws may be amended if Five out of Six Executive Board members vote to amend. The amendment(s) must be submitted in writing to each member of the Executive Board in advance (at least fourteen calendar days) of the next Executive Board meeting.