

Sacred Heart Athletic Association

Amended and Restated Bylaws (these "*Bylaws*"), 06/2002

Mission

The mission of Sacred Heart Elementary School (the "*School*") is to provide its students with an education in the Catholic tradition and to develop the spiritual, intellectual and physical potential of each student. The Sacred Heart Athletic Association (the "*Association*") mirrors the values of the School. The goal of the Association is to enhance the development of the morals, minds, and bodies of the students who participate in the School's athletic programs.

Governance

1. The Association will be called "The Sacred Heart Athletic Association". The Association will serve as an athletic organization of the School with the responsibility to uphold and reflect the values of the School. The Association shall be governed by a board of directors (the "*Association Board*"), the members of which shall hold office and conduct business pursuant to the terms and provisions of these Bylaws.
2. Teams playing under the auspices of the School will abide by all regulations promulgated by the Diocese of Pittsburgh from time to time for each sport sponsored by the Association (each, a "*Sport*") in which they participate.
3. The president of the Association Board (the "*President*") will be a voting, ex-officio member of School's board (the "*School Board*"). The President shall report to the School Board, the School principal (the "*Principal*"), and the pastor of Sacred Heart Parish (the "*Pastor*").

Membership

Membership in the Association is open to the parents or guardians of School students who participate in Association programs and other parents of School students or Sacred Heart parishioners who express interest.

Financial Affairs

The Association Board shall manage the finances of all Sports. Expense budgets for each Sport must be submitted to and approved by the Association Board prior to the beginning of each Sport's season. The Association Board representative for each Sport will work with the various coaches in developing the budget for such Sport. Prior approval of the Pastor, the School Board, and the Principal shall be required before any fund-raising activities are undertaken or representations are made to the School community or third parties regarding the use of funds to be raised.

Fees

The Association Board will set fees for each Sport each year, prior to the season. Fees and concession stand profits will fund the Association's activities and programs and facilities that support them. Fees of team members' families must be paid before the first game of the regular season. Families must also be current in School tuition payments. Association fees may be waived only by approval of the Association Board.

Program Scope

Currently the Association offers programs in basketball, cross-country and volleyball. Within the various programs there are instructional, developmental, participatory, and competitive levels. **It is important for coaches, parents, and athletes to understand the differences among the programs.** In the **instructional** program, athletes are instructed in the fundamentals of a Sport and are given a chance to practice through games among themselves.

- In the **developmental** program, athletes are guaranteed substantially equal playing time and play against schools offering similar teams.
- In the **participatory** program, athletes are guaranteed meaningful playing time and play against other schools offering similar teams.
- In the **competitive** program, athletes are not guaranteed playing time in each game.

Although reasonable efforts will be made to provide each athlete playing time, coaches have some latitude with regard to playing time at this level. Competitive teams may hold try-outs and, as a result, some athletes may not be selected for the competitive team. Efforts will be made to accommodate all athletes who wish to play by having a participatory team as needed. In no event will athletes from the competitive "A" teams "play down" on the participatory "B" teams, absent prior Association Board approval. The following chart shows the programs currently offered:

	Basketball (Boys/Girls)	Cross-Country (Co-ed)	Volleyball (Girls)
1 st - 2 nd Grade	Instructional		
3 rd - 4 th Grade	Developmental		
5 th - 6 th Grade	Competitive		Competitive
J.V.	Participatory*		
7 th - 8 th Grade	Competitive	Participatory	Competitive
Varsity	Participatory*	Participatory*	

* Subject to there being a sufficient number of interested athletes.

Association Board

1. **Members.** All Sports will be represented on the Association Board. Currently, the Association Board consists of fifteen (15) members: a representative of boys varsity/J.V. basketball, girls varsity/J.V. basketball, instructional/developmental basketball, cross country, volleyball, three at-large members, members responsible for concessions, registration, and gym scheduling, the Principal, the Pastor, and a faculty member. If a new Sport is added, the Principal shall appoint one or more individuals, as appropriate, to the Association Board to represent such Sport, which individual(s) shall hold office until the next elections are held. If a Sport is discontinued, that Sport will no longer have representation on the Association Board.
2. **Terms.** A term will be two years and an Association Board member may serve no more than two consecutive terms. The representatives of cross country and girls and boys basketball, and the members responsible for registration, concessions and gym scheduling will be elected in even numbered years. Three at-large member and the representatives for instructional/developmental basketball and volleyball will be elected in odd numbered years. Elections will be held in May with the new members joining the Association Board in June. If a vacancy occurs during a term, the Principal will appoint a replacement.

3. **Nominations and Elections.** The current Association Board members shall select an Association Board member for each particular sport. In the event there is more than one interested party for a sport, an election shall take place with the Association Board voting. Elections will take place at the May meeting and the terms of the new members will begin June 1 of the same year.
4. **Officers.** The officers of the Association Board will consist of a President, a secretary (the "*Secretary*"), and a treasurer (the "*Treasurer*") and each such officer will be chosen from among the existing Association Board members. These officers will be elected by the Association Board at the first meeting of the Association Board each June and will serve a two-year term in that position. The officers may serve up to two consecutive terms.
5. **Responsibilities.**
 - a. The President will be responsible for presiding at all meetings. The President will also serve as a voting, ex-officio member of the School Board.
 - b. The Secretary will keep accurate minutes of all Association meetings and keep all other records as may be required. The Secretary will be responsible for scheduling meetings, reserving rooms, and communicating this information to Association Board members and others. Minutes of Association Board meetings will be distributed to all Association Board members no later than the next meeting. The Secretary will also be responsible for conducting the annual elections for seats on the Association Board.
 - c. The Treasurer will be responsible for all Association funds and attending to the financial business of the Association. This includes the payment of all bills and recording of all income and expenditures. Monthly financial reports will be supplied to Association Board members and the School Board. Two signatures will be required on all checks over three hundred dollars; authorized signatures will be the Treasurer, the President, the Pastor, or the Principal. The Treasurer will also coordinate the development, review, and approval of annual expense budgets for each Sport, working with the various Association Board representatives for each such Sport. An annual financial report will be submitted to the Association Board and the School Board at the May meeting of the School Board.
6. **Standing Committees.** At least one member of the Association Board will serve on each standing committee. All committee assignments shall be made by the Association Board. Other members will be drawn from the school community at large. Each committee will elect a chairperson at the first meeting each year.
 - a. **Concessions** - responsible for coordinating all activities involved in the concessions, gate, and any moneys realized from activities held during games. The representative of each Sport will be responsible for recruiting one member to serve on this committee. This committee will be chaired by the Association Board member in charge of concessions.
 - b. **Registration** - responsible for all Sports annual registrations, coordination of physician forms, releases, and fees. This committee will be chaired by the Association Board member in charge of registration.
 - c. **Basketball** - responsible for coordinating all activities concerning boys, girls, developmental, and instructional basketball.
 - d. **Gym Scheduling** - One Association Board member will be selected to oversee the master schedule of gym time for pre-season, season, and post-season basketball and volleyball, as well as provide monthly updates to the Association Board on the gym schedule.

- e. **Cross-Country** - responsible for coordinating all activities concerning cross-country.
- f. **Fundraising** - responsible for planning, coordinating, and executing Association fundraising activities.
- g. **Publicity** - responsible for making sure information concerning Sports and Association activities is available for the newsletter and general public distribution.
- h. **Recognition** - responsible for planning the annual Association banquet as well as any other appropriate recognition for athletes.

Eligibility of Athletes

All athletes on teams sponsored by the Association shall be students enrolled in the School. The Association shall abide by the School's policy regarding eligibility as set forth in the School's handbook, as amended from time to time. Athletes shall comply with the Athlete Guidelines, as adopted from time to time by the Association Board. The Principal has the final determination as to the eligibility of any athlete.

Meetings

A majority of the Association Board is required to conduct any Association business. The ordinary business of the Association may be transacted by a simple majority of those present; however, voting by written proxy shall be permitted. Voting by email regarding ordinary business of the Association shall also be permitted. The Association Board shall have monthly meetings, which shall be posted in the school calendar. Meetings of the Association are open to all members of the School community. Any party wishing to have a matter placed on the agenda for any Association Board meeting, or to address the Association Board, must request permission from the President in advance, which permission may be granted or withheld in the reasonable discretion of the President. Meeting minutes will be made available by the Secretary to members of the School community in the School office.

Amendments

Any proposal to amend these Bylaws must be presented at least one meeting prior to its being voted upon. Any amendment will require a majority vote of the Association Board.

Coaches

The Association Board will be responsible for recruiting and appointing qualified coaches for all Sports. All coaches will serve for one year, renewable annually. All coaches serve at the pleasure of the Principal and the Pastor. All coaches will be bound by the Coaching Guidelines, as adopted from time to time by the Association Board. Coaches may not host or enter a team in a tournament, in either case under the auspices of the School or the Association, without the approval of the Association Board. The head coach of any team wishing to host or enter any such tournament must apply to the Association Board in writing for permission to host or participate in such tournament and to request payment of any entry fee or other costs.

Parental Involvement

Parents or guardians of all athletes must sign a letter of understanding of all requirements before the athlete may participate in any Sport. All parents and guardians will also be bound by Parent/Guardian Guidelines, as adopted from time to time by the Association Board.