

HOLY TRINITY SCHOOL ATHLETIC ASSOCIATION BY-LAWS September 2008

OUR MISSION:

Through the development and operation of a school athletic program, we are dedicated to the formation of the student athlete in an environment of faith, family, academic achievement, and athletic ability. Our athletic program stresses the idea that every child be given a chance to play a fair amount of time appropriate to the level of play, to be taught Christian values, to enjoy the fellowship of team membership, and to learn the appropriate behavior in practice and game situations.

SECTION 1: HTSAA OPERATIONS

A. NAME

The name of the association shall be the "Holy Trinity School Athletic Association" or HTSAA. The Association shall be governed by the Executive Board, the members of which shall hold office and conduct business pursuant to the terms and provisions of these bylaws.

B. MEMBERSHIP

Membership in the Association is open to the parents or guardians of school students that participate in Association programs. To be a member in good standing with voting privileges registration fees must be paid and attendance of at least two general membership meetings

Coaches of sports teams are granted honorary membership with voting privileges after attending at least two general membership meetings per school year.

C. EXECUTIVE BOARD

President – serves as the overall presiding administrator of the Association, chairs meetings and sets agendas for meetings, upholds the principles and purposes of the Athletic Association, helps organize and carry out all functions associated with the HTSAA and helps maintain fiscal integrity of the Association.

Vice President – fills in for president when he/she is not available, upholds the principles and purposes of the Athletic Association, helps organize and carry out all functions associated with the HTSAA and helps ensure compliance with Diocesan rules.

Secretary – will keep accurate minutes of all Association meetings and all other records including clearances, disseminates information to parents as needed, schedules gym time, upholds the principles and purposes of the Athletic Association and helps organize and carry out all functions associated with the HTSAA.

Treasurer – will be responsible for all Association funds, payment of all bills and recording of all income and expenditures, prepares monthly financial reports, develops budget along with other board members, responsible for sports registrations, physical forms, releases and fees, upholds the principles and purposes of the Athletic Association and helps organize and carry out all functions associated with the HTSAA.

At Large Board Members – attends Association meetings, helps with organizing uniforms, concession stand maintenance, recruiting team parents for each sport team, upholds the principles and purposes of the Athletic Association and helps organize and carry out all functions associated with the HTSAA.

Every Board member has a vote at meetings and each vote holds equal weight.

D. MEETINGS

General membership meetings will be held every other month beginning in September. The election of new officers will be held at the May general meeting. The year-end sports banquet will be held in April or May. Registrations for the following year will be conducted at the end of year Sports Banquet. Notices for future meetings and other HTSAA information will be posted on the school website under Athletics.

E. REGISTRATION FEE

Each student that participates in a school sponsored athletic activity is required to pay a fee at registration to the HTSAA. This fee helps to defray the costs of operating the athletic program. Checks should be made payable to the **Holy Trinity School Athletic Association (or HTSAA)**.

In addition to the registration fee, the Athletic Association must receive the following completed forms for each child:

- Family Registration Form;
- Athlete's Emergency Information Form;
- Medical Release Form; and
- Car Pool Form.

Students will not be able to participate until all of these forms are returned.

F. FUNDRAISING

To efficiently organize and run the athletic program, much assistance is required from all involved families. The Athletic Association is self-supporting and receives no financial assistance from the Parish or School. Funds are generated primarily through registration fees and fundraising activities throughout the year.

The major fundraisers include, **but are not limited to**, the Basketball Summer League, admission for home games, concessions and 50/50 ticket sales at home games.

These events cannot be a success for the organization without everyone's effort and cooperation.

G. WHERE OUR FUNDS ARE SPENT

Thousands of dollars are spent towards the operation of the athletic program for the student athletes every year. The money rose through the registration fees and the fundraisers help to fund the following athletic program expenses:

- Gym maintenance;
- Field fees;
- Referee Fees;

- Uniform Expenses;
- Equipment Purchases;
- League and Tournament Entry Fees;
- First Aid/Clerical Supplies;
- Awards, Trophies, Certificates and Recognition Expenses; and
- Year-end Celebration.

H. VOLUNTEER TIME BY SCHOOL PARENTS/GUARDIANS AND STUDENT ATHLETES

All parents/guardians of students involved in the athletic program at Holy Trinity School shall be required to volunteer their time and services to the Athletic Association.

All families involved in the athletic programs are required to work at least one shift at the door/concession area or score table for the Summer Basketball League. The length of the shift will be determined by the number of teams entered in the league.

Parents/Guardians of athletes are required to volunteer their time, especially at home games and during fundraising activities. Listed below are some of the areas in the Athletic Association where help is needed:

- Team Parent – One representative for each team. More information about being a team parent is provided below.
- Scorekeeper – One volunteer per game.
- Time Clock - One volunteer per game.
- Admissions, 50/50 Ticket Sales and concessions - Two volunteers per game.
- Year-end Celebration - A minimum of twelve volunteers are needed (at least 6 for set-up and 6 for clean-up).

Each team will have a Team Parent, who will have the following responsibilities:

- create a “phone tree” or email list for families to use throughout the season
- ensure the team first aid kit is complete and request additional supplies as needed
- recruit and schedule concession stand volunteers for all of the team’s home games
- help coordinate the presentation of trophies and gifts at the year-end celebration

Team Parents will contact each family to coordinate volunteer schedules.

I. QUESTIONS AND CONFLICT RESOLUTION

The Holy Trinity School Athletic Association Executive Board and at large member’s interview and select coaches. They select coaches that will act in the best interest of Holy Trinity School and the student athletes. The coaching staff must be capable of teaching the sport as well as properly handling the athletes.

Parents and athletes are encouraged to communicate with the coaches whenever a question or concern arises. The coach is best capable of answering your questions because he or she works most closely with the student athletes.

Questions and concerns between athletes, coaches, and parents should be handled in the following manner:

- Step #1 Ask the coach. Parents and athletes should first discuss their concerns or problems with the coach.
- Step #2 Ask the HTSAA President. If the coach is unable to assist you, you may direct your concern to the HTSAA President.
- Step #3 Ask the Principal. If the HTSAA President is unable to assist you, you may direct your concern to the Principal.

Any complaints/issues against a school, coach, student, fan or official that cannot be resolved at the school level must be presented in writing to the Diocesan Sports Coordinator.

SECTION 2: HTSAA PROGRAMS

A. STUDENT ELIGIBILITY

Behavior of all students involved in extra-curricular activities must be in accordance with the Code of Behavior of the school. Removal from any or all sports activities, based on behavioral or repeated disciplinary action is an option available at the discretion of the principal.

Participation in sports is encouraged. However, should a student experience academic difficulty, sports activities may be curtailed, after an appropriate discussion between the principal and the parents/guardians. All school tuition and fees must be current as well, for students to be eligible for the athletic program.

B. DIOCESAN DEVELOPMENTAL SPORTS

Basketball, Cross Country, Soccer

All of the following activities are considered developmental sports, both within the school and the diocese. In some cases, teams will be playing against other schools. However, the primary purpose of all the developmental sports is to provide **every** student with an opportunity to learn, develop, and participate. Coaches are instructed to ensure every student athlete participates in every game or event. Game participation should be substantially equal.

3rd AND 4TH GRADE BASKETBALL

3rd and 4th grade boys and girls participate in the South Hills section of the Diocesan league of schools. 3rd and 4th grade coaches are to provide substantially equal playing time to all players and no score is kept for these games.

SOCCER

Boys and girls in 3rd and 4th grade can participate in co-ed soccer. They are allowed to participate in matches against other schools, as designated by the coaches. At this level, every student is to play in every game. The team will play other schools in the Diocesan Soccer League. Coaches are to provide substantially equal playing time to all players. Based on performance and ability, students at the 4th grade level may be asked to play at the JV level, with the approval of the Athletic Association.

For 3rd and 4th grade developmental teams: If there are enough students to accommodate two teams in one age bracket and a second coach is available; the two teams should be split evenly, to the satisfaction of each coach and the Board.

The HTSAA will have final determination if two teams are needed and how they will be split.

C. DIOCESAN COMPETITIVE SPORTS

VARSITY SPORTS: Basketball, Cheerleading, Cross-Country, Soccer, Volleyball

These sports are all considered section sports, with participation offered to 7th and 8th grade students. Playing time at this level is not guaranteed, and likely will not be equal. However, every reasonable effort will be made by the coaches to get as many players into a game as possible. At this level of play, the teams are trying to develop the players into high school caliber competitors, make the Diocesan playoffs, and continue as far as possible towards the Diocesan Championship.

JUNIOR VARSITY SPORTS: Basketball, Cheerleading, Cross-Country, Soccer, Volleyball

These sports are all considered section sports, with participation generally offered to 5th and 6th grade students. Playing time at this level is not guaranteed, but is strongly encouraged for each player. Every reasonable effort will be made by the coaches to get as many players into a game as possible. At this level of play, the teams are trying to develop the players into Varsity caliber competitors, make the Diocesan playoffs, and continue as far as possible towards the Diocesan Championship.

D. “MOVING UP”

If a team needs a player or players to “move up” to be able to field a team, the coach must make a request to the HTSAA Board. Coaches must make this request to the board well before the start of the season. The rosters will be determined by a try out as determined by the coaches, and at least one board member. An athlete moving up to a Varsity level team must be a 6th grader. Students moving up to a JV level team must be a 4th grader. Due to the time constraints of a student athlete practicing and playing on multiple teams, athletes should be limited to playing for only one team, to be determined at the discretion of the Board.

E. PRACTICE

Practice is a mandatory aspect of being a part of each team. Every effort should be made to make each practice. In the event that an athlete must miss practice, the coach must be notified. Failure to attend practice could result in diminished playing time and/or punishment at the discretion of the head coach.

F. COACHES

All coaches and moderators, prior to working with student/athletes, must complete an Act 33 and 34 certification. This consists of a criminal records check and child abuse history report. They must also register in the Diocesan database and attend a Protecting God’s Children Workshop. They must keep up with their VIRTUS online content.

Head coaches of each team are selected by the Athletic Association, with the approval of the principal. Assistant coaches are chosen by the head coach, with approval of the Athletic Association. Head coach selections are based on the coach’s qualifications, past experience, knowledge of the sport they are involved with, and the ability to properly mentor grade school and middle school children. At the Varsity level, emphasis is placed on teaching and developing the student athlete for high school participation. At the JV level, emphasis is placed on teaching and preparing the student athlete for the Varsity level to

follow. At the Developmental levels, emphasis is placed on teaching fundamental skills for that sport, and ensuring that all student athletes have the opportunity to participate in the activity.

Coaches are required to hold a pre-season parent meeting to state their coaching philosophy and address questions or concerns. A Board member should be present at this meeting.

Coaches may not hold or enter any team in a tournament without the approval of the Board.

Coaches should fill out a Coaching Application every year to be approved by the Board.

Coaches must read and sign the Code of Pastoral Conduct every year.

All coaches will be bound by the Coaching Guidelines and may be subject to removal if guidelines are violated.

Parents should fill out a Coaches Evaluation Form at the end of each season.

G. UNIFORMS

Each student is responsible for his or her uniform. If the uniform becomes damaged or is lost, the player will be responsible for the cost to replace the uniform. Uniforms have been inspected and inventoried, and are fully appropriate to wear for the coming season. On a rotating basis, the Athletic Association will replace uniforms for certain sports and certain levels.

There will be a scheduled time set up after each sport's season, for all uniforms to be returned to the coach. If a uniform is not returned, the student cannot participate in any subsequent sports activity until it is returned. Uniforms should be sent through the school office only as a last resort.

H. PARENT RESPONSIBILITIES

The role of parents cannot go unmentioned, or unappreciated. It is the parent who supports the student's participation in any extra-curricular activity. This includes transportation to and from games and practices on a timely basis, notifying coaches when the student can't make a practice or game, etc. As a parent/guardian, you are asked to encourage your child to do his or her best.

Our student athletes directly represent Holy Trinity School. Parents, family members and supporters who attend these activities indirectly represent our school as well, and reflect the values we teach and believe in. We ask you for the same approach that we require from the student athletes. You should be a model of good sportsmanship. At all times, you should display respect for opponents, other parents and fans, coaches/moderators, and officials/referees. **Any fan that becomes disruptive or disrespectful at any activity will be asked to leave and, if necessary, may be suspended from attendance at future competitions (Diocesan Guidelines, V.5).**

The role of parents at games is strictly that of a fan, not a coach. You should refrain from "coaching" from the sidelines while a competition is underway. It is important that the athletes know that the coach is in charge, and that there is a single set of instructions that need to be followed. Remember that these activities are only games, and one small part of your child's life. Enjoy them for what they are, be positive and supportive, and let the kids perform, learn, and develop to their fullest

During each season, parents will be assigned to work selling 50/50 tickets and working in the concession area. This work schedule will be prepared by the Team Parent. All of these activities financially support the sports programs and allow the HTSAA to keep registration fees to a minimum. Your cooperation is appreciated.

