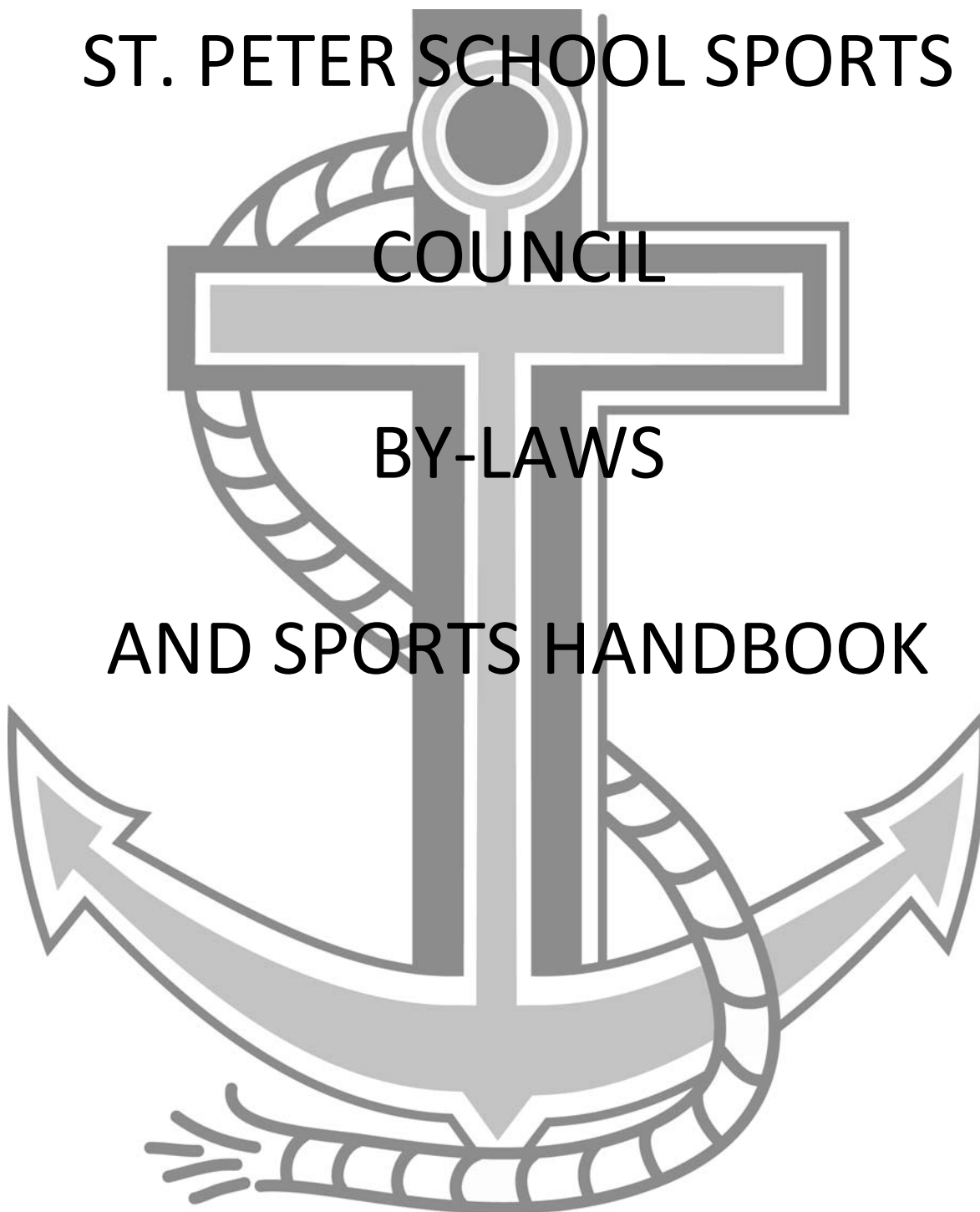


**ST. PETER SCHOOL SPORTS**

**COUNCIL**

**BY-LAWS**

**AND SPORTS HANDBOOK**



## TABLE OF CONTENTS

<b>BY-LAWS .....</b>	<b>1</b>
<i>MISSION STATEMENT .....</i>	<i>3</i>
<b>SAINT PETER SPORTS COUNCIL HANDBOOK.....</b>	<b>4</b>
<i>FORMS .....</i>	<i>11</i>
<b>SAINT PETERS SPORTS COUNCIL BY-LAWS.....</b>	<b>12</b>
<i>SAINT PETER SPORTS COUNCIL.....</i>	<i>12</i>
<i>EXECUTIVE BOARD.....</i>	<i>14</i>
<i>POSITION REQUIREMENTS.....</i>	<i>17</i>
<i>FINANCES.....</i>	<i>23</i>
<i>MEETINGS.....</i>	<i>25</i>
<i>CHANGES .....</i>	<i>26</i>
<i>CHAIN OF COMMAND.....</i>	<i>27</i>
<i>EXECUTIVE BOARD SIGNATURES .....</i>	<i>28</i>
<i>CHANGE PAGE.....</i>	<i>29</i>

## MISSION STATEMENT

The goal of the Saint Peter Sports Program is to provide the opportunity for the children of our School and Parish to participate in athletic events. The purpose of this participation is to enrich friendships and a better understanding of teamwork in relation to Christian life. Through participation in our sports program, our children will be exposed to an environment rich in faith and love, where all children are encouraged to develop into faith-filled and responsible Christian young adults. The Saint Peters Sports Program will be offered to all our children, regardless of religion, gender, race, ethnic background, and/or national origin.

## SAINT PETER SPORTS COUNCIL HANDBOOK

The guidelines contained in this handbook shall govern the conduct of all participants in the Saint Peter Sports Program including, but not limited to, athletes, coaches, parents and spectators. The Sports Council Executive Board must approve any and all exceptions to these guidelines in collaboration with the Administrator and Pastor. The Saint Peters Sports Council By-Laws set the rules and regulations to guide a successful sports program.

1. A student of Saint Peter School will be allowed to participate in the athletic program only after parental permission is given and a doctor's medical approval is received. The procuring of the medical examination is the sole responsibility of the parent and not the coaches or the school administration. The sports program will provide a written form for parental permission and medical release.
2. No student may participate in the athletic programs without proof of medical insurance. In order to participate in the athletic programs sponsored by the diocesan elementary school, all students **must** show evidence of family hospitalization insurance, which covers sports injuries **or** have purchased a special insurance plan that covers the same. A form will be provided to indicate insurance coverage.

3. Participation on Saint Peter School teams is a privilege, not a right.

Students in danger of academic failure or who display behavioral misconduct may lose their eligibility to participate in the sports program. The Administrator shall be responsible for determining a student's eligibility (suspension and/or possible re-instatement.)

4. Junior Varsity (JV) – Students in grades 5 and 6 will be eligible to participate at the JV level. Currently these teams include: cheerleading, and boys and girls basketball.

- a. If 5<sup>th</sup> and 6<sup>th</sup> grade student membership is low, a practice team consisting of 4<sup>th</sup> grade students may be formed as determined by the Executive Board. Individual players from this practice team may be chosen to participate on the Junior Varsity level by the Head Coach if needed to field a complete Junior Varsity team.
- b. A practice team is a group of players who will be required to participate in practice sessions of the sport. The purpose of the practice team is player skill development. Games may or may not be played by practice teams. If members of the practice team are chosen to play in a competition they are selected according to athletic ability by their coach.
- c. The Head Coach of a team may chose player(s) from the practice team to participate at the Junior Varsity level based on the participant demonstrating a satisfactory skill level for the anticipated level of play.

- d. The safety of the children is of primary importance. No children participating on a practice team will be allowed to play on a Junior Varsity team if the Head Coach does not judge that child as adequately skilled to play the Junior Varsity level.
5. Varsity – Students in 7<sup>th</sup> and 8<sup>th</sup> grades will be eligible to participate at the varsity level. Currently these teams include: cheerleading, boys and girls basketball, baseball, soccer and softball.
- a. If 7<sup>th</sup> and 8<sup>th</sup> grade student membership is low, Junior Varsity team players may be selected to participate on the Varsity level by the Head Coach to field a complete Varsity team.
  - b. A practice team consisting of lower grade students may also be formed as determined by the Executive Board. A practice team is a group of players who will be required to participate in practice sessions of the sport. The purpose of the practice team is player skill development. Games may or may not be played by practice teams. If members of the practice team are chosen to play in a competition they are selected according to athletic ability by their coach.
6. Track and Field will be offered in the spring to students in grades 2 through 8.
7. A participation fee, determined by the Sports Council, will be required for participation in the sports program. The Executive Board will determine if this fee will be a single fee for all sports or a fee charged for each sport separately.

These fees offset the cost of each teams' expenses, which include league fees, tournaments, competitions, and equipment.

8. A general membership and parents information meeting will be held at least once per year. The Athletic Director, in collaboration with the Administrator, will determine the place and time of the general meeting; however, the meeting will be held in September. Coaching assignments and/or coaching vacancies will be announced at this meeting. A minimum of ten days notice will be given prior to this meeting.

9. Student Athletes. Participation in athletics is a privilege. All students who participate in the Saint Peter Sports Program must exhibit acceptable behavior at all times. This includes at school, practices, and games. Acceptable behavior consists of being courteous, respectful and cooperative. If the student athlete does not meet the above standards, disciplinary action will be taken either by the Coach, Sports Council, or Administrator.

- a. All athletes are required to meet the academic standards set forth.
- b. All athletes are required to act respectfully to their coaches and teammates at all times.
- c. All athletes are responsible for attending practices and games. If an athlete is unable to attend a practice or game the coach must be notified.
- d. All athletes are responsible for their uniforms. If a uniform is returned in bad condition or not returned at all, a replacement fee will be assessed.

- e. Athletes will conduct themselves in a Christian manner on and off the field of play. Failure to do so will result in disciplinary action determined by the Coach, Sports Council, or the Administrator.
- f. Athletes who are absent from school may not participate in that day's practice or game unless specifically excused by the Principal.

10. Coaches. All coaches must conduct themselves in a respectful manner. Head or Assistant Coaches who engage in verbal abuse, threatening behavior, physical abuse, or engage in any inappropriate contact or actions with the players will be removed as judged by the Executive Board.

11. Volunteers. Volunteers provide assistance to Head Coaches, Assistant Coaches, and/or Directors, and may be anyone who agrees to help for the good of the Saint Peter Sports Program. Volunteers shall be under the direct supervision of the Head Coach, Assistant Coach or Director for that sport.

12. Spectators. All spectators are required to conduct themselves in a responsible manner. Spectators shall not interfere with the actions of the coaches or athletes. Spectators shall not interfere with referees or umpires in the performance of their duties, or engage in retribution or criticism of the referees and/or umpires based on the performance of their duties.

- a. Spectators who fail to abide by these guidelines will be asked to leave the particular event.
- b. Repeated inappropriate conduct by a spectator will result in banishment from all future sports events.



13. 24-Hour Rule. Parents or spectators are not to discuss any “issues” concerning a game situation with the coaching staff until at least 24 hours have passed from the completion of the game. If we honor this concept, concerns will be moved away from an audience with the children, an ill-timed discussion may be prevented, and issues will be viewed in the proper perspective.

If the issue remains a concern after the 24-hour period, the following procedure must be followed:

- a. The parent/spectator will contact the Coach to discuss the concern.  
Following the meeting with the parent/spectator, the Coach will notify the Athletic Director of the pending situation. The meeting with the parent/spectator will be documented in writing.
- b. If the concern is not resolved from the coach’s meeting, the parent/spectator may contact the Athletic Director and schedule a meeting to discuss the situation. The Athletic Director will strive to resolve the situation. The Athletic Director will discuss the concern with the coaching staff and obtain a documented, consensus recommendation. The Athletic Director will consult with the Administrator and Pastor as warranted by the situation.
- c. The Athletic Director will respond to the issue of concern to the parent/spectator.

- d. If the parent/spectator feels that the issue of concern remains and has not been appropriately addressed, the parent may schedule a meeting with the Administrator and Pastor.

Violations of the 24-Hour Rule will be addressed. A first warning will be given to the parent/spectator to remind them of the 24-hour rule. If the parent/spectator disregards the first warning, they may be asked to leave the event. If the parent/spectator refuses to leave, or continues to disregard the 24-hour rule, they may be banished from all future sports events.

14. As in any school setting, changes to any facility must be approved by the Administrator. This includes, but is not limited to: changes in electrical supply, locks and passageways and permanent banners and adornments of the facility.

15. Any request for the use of the gym by an outside organization must be presented directly to the Administrator for approval. The Athletic Director will be responsible for scheduling available gym times upon approval.

## FORMS

1. Accident Injury Report
2. Athletic Handbook
3. Athletic Physicals Form
4. Coaching Application Form
5. Coach Registration Form
6. Game Incident Report
7. Membership Permission Form

## SAINT PETERS SPORTS COUNCIL BY-LAWS

1

### 2 ***SAINT PETER SPORTS COUNCIL***

3

4 The Saint Peter Sports Council shall encompass the power to set rules and regulations to  
5 guide its members and participants towards the goals mentioned in the Mission  
6 Statement. These rules and regulations shall be in accordance with and not infringe  
7 upon the policies of the Pastor or Parish. Further, these rules and regulations shall be in  
8 accordance with and not infringe upon the policies of the Principal or School.

9

10 1. SPORTS COUNCIL LEADERSHIP. The Sports Council shall consist of an Executive  
11 Board to provide the leadership to meet the goals of the Saint Peters Sports  
12 Program.

13 a. The Executive Board shall consist of:

- 14 1) Administrator  
15 2) Athletic Director  
16 3) Senior Assistant Athletic Director  
17 4) Junior Assistant Athletic Director  
18 5) Treasurer  
19 6) Athletic Director Emeritus

- 20            2. SPORTS COUNCIL MEMBERSHIP. Besides the Executive Board, the Sports  
21            Council shall include.
- 22            a. Head Coaches
  - 23            b. Assistant Coaches
  - 24            c. Directors

25

26 **EXECUTIVE BOARD.**

27

28 3. Administrator. The Administrator shall be the School Principal. The  
29 Administrator shall oversee the Saint Peters Sports Program, including all School  
30 and Parish Sports.

31

32 4. Athletic Director. The Athletic Director shall oversee all Sports Council  
33 functions and keep the Administrator informed regarding such. It is the  
34 responsibility of the Athletic Director to communicate effectively with parents,  
35 coaches and administrators to provide all athletes with a positive experience  
36 within the guidelines of these by-laws. The Athletic Director shall have a term of  
37 office of three years, which may be renewed after each term. The Athletic Director  
38 shall be chosen by majority vote of the Executive Board and approved by the  
39 Administrator. The Athletic Director must have served on the Sports Council to be  
40 eligible for the Athletic Director position.

41

42 5. Assistant Athletic Directors. Two Assistant Athletic Directors shall be chosen.  
43 The Assistant Athletic Directors shall be direct assistants to the Athletic Director.  
44 The term of office for the Assistant Athletic Director shall be two years, alternately  
45 renewable after each term; i.e. terms may not run consecutively. The Assistant  
46 Athletic Directors shall be chosen by a majority vote of the Executive Board. To be

47 eligible for the position, the Assistant Athletic Director must have served as a Head  
48 Coach, Assistant Coach, or a Director of the Saint Peter Sports Program. There  
49 shall be the position of Senior Athletic Director and Junior Athletic Director, which  
50 shall be chosen based on seniority.

51

52 6. Treasurer. The Treasurer shall be responsible for recording all Sports Council  
53 income and expenditures. The term of office for Treasurer shall be two years,  
54 which may be renewed after each term. The Treasurer shall be chosen by a  
55 majority vote of the Executive Board. To be eligible for the position, the Treasurer  
56 must have served as a Head Coach, Assistant Coach, or Director of the St. Peter  
57 Sports Program.

58

59 7. Athletic Director Emeritus. The Athletic Director Emeritus shall be an honorary  
60 position granted to a former Athletic Director. The term of office for the Athletic  
61 Director Emeritus shall be two years, non-renewable. The Athletic Director  
62 Emeritus shall assume this position following their term of office upon stepping  
63 down. Multiple Athletic Director Emeriti may be possible. The Athletic Director  
64 Emeritus shall act as a voting member of the Executive Board during his/her term  
65 of office.

66

67 8. Any other candidate for a position on the Executive Board that does not have  
68 prior Sports Council experience must be approved by the Athletic Director, and  
69 may only be admitted by a unanimous vote of the Executive Board.

70

71 9. The Executive Board is responsible for certifying that all coaches follow the  
72 rules of eligibility, seasonal practice requirements and safety regulations of all  
73 leagues.

74

75 10. The Executive Board, the Administrator and Pastor and the diocesan office  
76 must approve all league participation outside the auspices of the diocese.



77

78 **POSITION REQUIREMENTS**

79

80 11. Athletic Director.

81 The following shall be the responsibilities of the Athletic Director:

82 a. Shall be responsible for ensuring all duties and responsibilities related to the  
83 Saint Peter Sports Program are performed.

84 b. Shall perform all duties as are customarily entrusted to and performed by the  
85 Athletic Director.

86 c. Shall be responsible for the day-to-day operation of the Saint Peter Sports  
87 Program and shall coordinate activity with the Executive Board.

88 d. May assume Head Coach or Assistant Coaching responsibilities as long as that  
89 duty does not interfere with his/her performance as Athletic Director.

90 e. Shall appoint or accept volunteers as needed to assist with sports related  
91 events or activities, except for those positions that require Executive Board  
92 concurrence.

93 f. Shall conduct Executive Board meetings at least four times per year at a time  
94 and location chosen by the Athletic Director in collaboration with the  
95 Administrator.

96 g. Shall have the power to call special meetings upon due notice to the  
97 Executive Board after collaboration with the Administrator.

- 98 h. Shall conduct a general meeting of the Sports Council at least once per year.  
99 The Athletic Director, in collaboration with the Administrator, shall determine  
100 the place and time for the general meeting. A minimum of ten days notice of the  
101 meeting will be given to the members.
- 102 i. Shall conduct a general membership and parent's information meeting at  
103 least once per year. The Athletic Director, in collaboration with the  
104 Administrator, will determine the place and time of the general meeting;  
105 however, the meeting will be held in September. A minimum of ten days notice  
106 will be given prior to this meeting.
- 107 j. Shall oversee the scheduling of all player try-outs.
- 108 k. Shall coordinate all activities requiring the use of the gym to avoid schedule  
109 conflicts with the gym while recognizing the School as having first priority in the  
110 use of this facility.
- 111 l. Shall assist adult programs approved by the administrator and pastor in the  
112 scheduling of facilities or the obtaining of a permit. The Sports Council has  
113 jurisdiction over third to eighth grade school and parish programs, and is not  
114 responsible for other programs.
- 115 m. Shall approve league participation for the various teams for the Executive  
116 Board.
- 117 n. Shall conduct all necessary Coaches Meetings.
- 118 o. Shall oversee the securing of all required permits and insurance coverage for  
119 all playing facilities.

- 120 p. Shall have authority to make purchases for sports related activities.
- 121 q. Shall be responsible for documenting and maintaining Coaches and Assistant
- 122 Coaches certifications and records in the RUTGERS Certification Program for
- 123 Sports S.A.F.E.T.Y., Virtus Training and fingerprinting, and/or other background
- 124 investigations that may be required. The Athletic Director shall notify the
- 125 Administrator of any coaching candidates whose background investigation is
- 126 negative.
- 127 r. Shall report on the state of the Sports Program to the Parish Council and the
- 128 Finance Council upon the request of either organization.
- 129 s. Shall oversee and coordinate the Parish intramural sports program.
- 130 t. Shall complete the RUTGERS Certification Program for Sports S.A.F.E.T.Y.,
- 131 Virtus Training and submit to a criminal history check as required.

132

133 12. Senior Assistant Athletic Director

134 The following shall be the responsibilities of the Senior Assistant Athletic Director:

- 135 a. Shall act as the Athletic Director in the absence of the Athletic Director or in
- 136 cases where the Athletic Director is unable to act.
- 137 b. Shall preside at meetings in the absence of the Athletic Director.
- 138 c. Assist Athletic Director in the performance of any and all duties of the
- 139 Athletic Director as requested by the Athletic Director, except for duties that
- 140 require Executive Board approval.

141

142 13. Junior Assistant Athletic Director

143 The following shall be the responsibilities of the Junior Assistant Athletic Director:

144 a. Shall keep an accurate record of all proceedings at Sports Council meetings.

145 b. Shall handle correspondence, give notice of meetings, serve notices and  
146 maintain Sports Council files.

147 c. Shall maintain a file of all recorded Accident Reports.

148

149 14. Treasurer.

150 The following shall be the responsibilities of the Treasurer:

151 a. Shall oversee all Sports Council financial accounts.

152 b. Shall keep full and accurate records of all revenue receipts and  
153 disbursements that are under the Sports Council responsibility.

154 c. Shall pay all expenditures by check bearing the signature of the Treasurer.

155 d. Shall produce all financial records properly balanced according to Parish  
156 policy and procedures when required by the Executive Board or Pastor.

157 e. Shall oversee all fundraising events.

158 f. Shall inform Administrator and Pastor with promises of donations for the  
159 purpose of approving such a gift and recognizing the donor.

160

161 15. Coaches.

162 The following are the responsibilities of Coaches:

- 163 a. Shall provide Christian witness in all their contacts with the young people  
164 they coach.
- 165 b. Shall successfully complete the RUTGERS Certification Program for Sports  
166 S.A.F.E.T.Y., Virtus Training and submit to a criminal history check as required.
- 167 c. Shall conduct tryouts and organizes practices after consulting with the  
168 Athletic Director for tryout dates.
- 169 d. Shall secure all required permits and insurance coverage certificates for all  
170 playing facilities.
- 171 e. Shall prepare for and attend all games with his/her team.
- 172 f. Shall attend the Sports Award Ceremony to honor the athletes.
- 173 g. Shall collect and distribute all uniforms.
- 174 h. Shall submit in writing, through the Athletic Director or a student to the  
175 Principal, all announcements that are to be read over the school Public Address  
176 System.

177

178 16. Assistant Coaches.

179 The following are the responsibilities of the Assistant Coaches:

- 180 a. Shall act as the Head Coach in the absence of the Head Coach or in cases  
181 where the Head Coach is unable to act.
- 182 b. Shall successfully complete the RUTGERS Certification Program for Sports  
183 S.A.F.E.T.Y., Virtus Training and submit to a criminal history check as required.

184 c. Shall assist the Head Coach in the performance of any and all duties as  
185 requested by the Head Coach.

186

187 **FINANCES.**

188

189 17. The Sports Council is funded by participation fees, Sports Council fundraisers,  
190 private donations, and (when available) subsidies from Saint Peter Parish and Saint  
191 Peter School.

192 18. Funds needed to operate the Sports Council will be raised in a joint effort by all  
193 Sports Program teams. No individual Sports Program team may raise funds for  
194 their own particular needs.

195 19. All expenditures for sports related activities shall be reported. The Executive  
196 Board shall approve major purchases, and forward the same to the administrator  
197 and pastor before any funds are promised. A major purchase is any single  
198 purchase greater than \$500.

199 20. The Executive Board must approve all donations of money or equipment.

200 21. Payment of a participation fee, the amount as determined by the Executive  
201 Board, will be required for participation in the sports program. This fee will be  
202 used to offset the cost of the Sports Program expenses, which include league fees,  
203 tournaments, competitions, and equipment, etc. As finances allow, the  
204 participation fee for the children of Junior Varsity and Varsity Head Coaches,  
205 intramural league Directors and Executive Board members may be waived in  
206 appreciation for their volunteer service.

207 22. Acknowledging their representation of Saint Peter School, athletic shirts or  
208 jackets may be provided for head coaches and assistant coaches as finances allow.

209 23. An audit may be performed annually at the discretion of the Administrator.

210 24. The Executive Board will provide the Administrator with a yearly financial  
211 disclosure statement detailing all revenues, expenditures, and account balances  
212 for each fiscal year that will begin on July 1st and end on June 30<sup>th</sup>. The financial  
213 disclosure statement will be given to the Administrator no more than two weeks  
214 after the close of the fiscal year. Interested parties may contact the Administrator  
215 to review this statement.



216

217 **MEETINGS.**

218

219           16. Executive Board meetings will be held at least four times per year. The  
220 Athletic Director, in collaboration with the Administrator, will determine the  
221 time and location of the meetings.

222           17. The Athletic Director may call emergency meetings of the Executive Board.

223           18. A quorum consisting of three voting members must be present at Executive  
224 Board meetings.

225           19. A general membership and parents information meeting will be held at  
226 least once per year. The Athletic Director, in collaboration with the  
227 Administrator, will determine the place and time of the general meeting;  
228 however, the meeting will be held in September. Coaching assignments and  
229 vacancies will be announced at this meeting. A minimum of ten days notice  
230 will be given prior to this meeting.

231

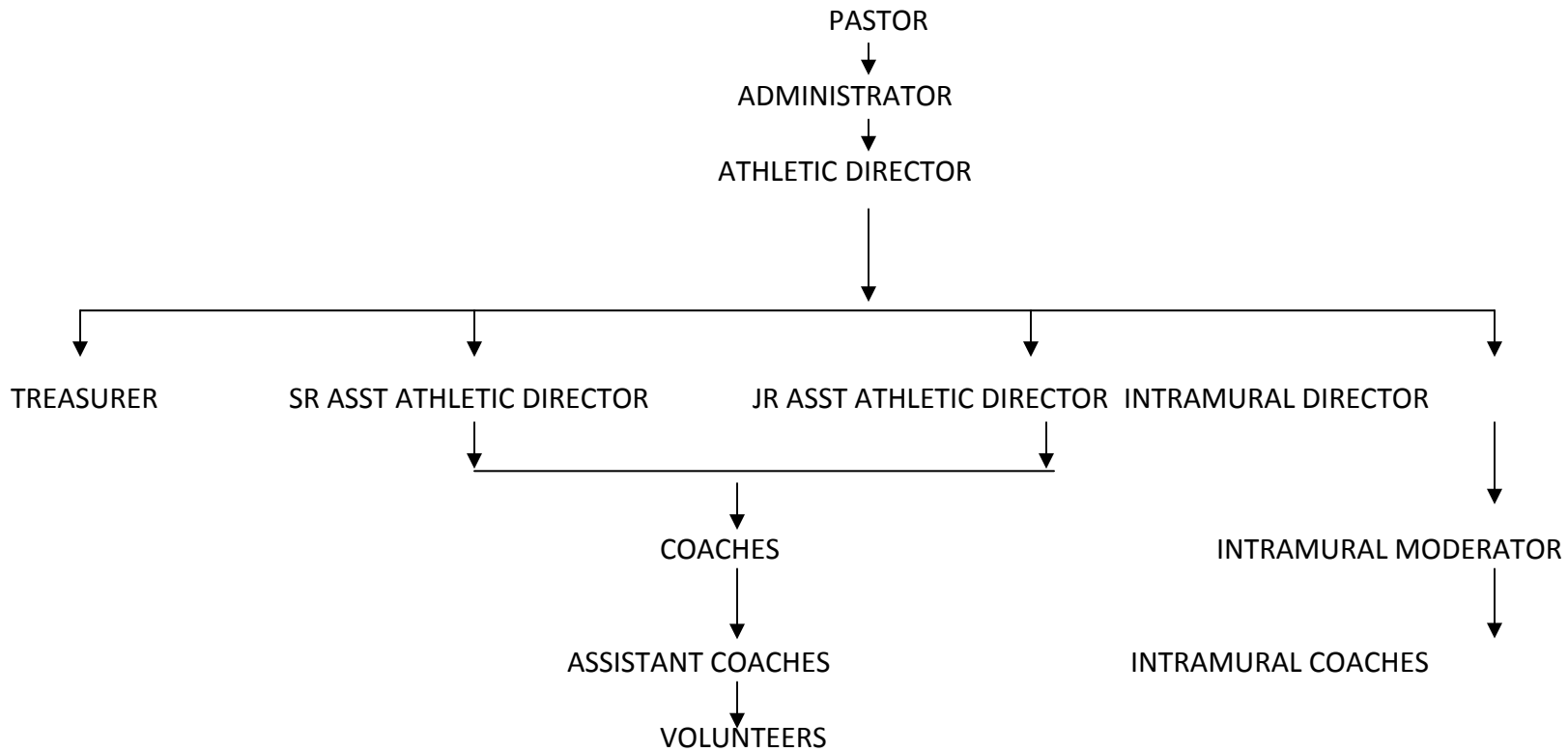
232 **CHANGES**

233

234 1. The Sports Council By-Laws and Sports Handbook contents may be amended,  
235 altered or repealed by majority vote of the Executive Board with the approval of  
236 the Pastor. All changes shall be made in writing, and a record of the changes shall  
237 be noted in the document.

**CHAIN OF COMMAND.**

The following flowchart depicts the chain of command of the Saint Peter Sports Program. This chain of command shall be followed for all actions within the Sports Program.




**EXECUTIVE BOARD SIGNATURES**

The Executive Board of the Saint Peter Sports Council endorses and approves the Saint Peters Sports Council By-Laws and Sports Handbook.

PASTOR

  
Reverend Curt Kreml, O.F.M., Conv.

ADMINISTRATOR

  
Kathleen Berlino

ATHLETIC DIRECTOR

  
Kate Liggett

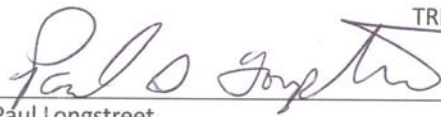
SENIOR ASSISTANT ATHLETIC DIRECTOR

  
Paul Knepple

JUNIOR ASSISTANT ATHLETIC DIRECTOR

  
David Piatkowski

TREASURER

  
Paul Longstreet

ATHLETIC DIRECTOR EMERITUS

  
Allison Shields

## **CHANGE PAGE**

Revision	Date	Comments
Original	03 November 2005	
1	2009	Updated signature page
2	10 July 2010	Added "24 hour rule", updated signature page, revised forms list, changed font, added watermark, added TOC