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CATHEDRAL OF ST. RAYMOND

ATHLETIC BOARD
CONSTITUTION AND BY-LAWS

JUNE 5, 1995

REVISED MAY 7, 2001
REVISED MAY 16, 2007
REVISED APRIL 8, 2009
REVISED APRIL 14, 2011
REVISED JUNE 20, 2013
REVISED SEPT 11, 2014

1.0 CONSTITUTION

1.110 Name

This organization shall be called the Cathedral of St. Raymond Athletic Board.

1.120 Objective

To enrich the physical growth and development of all students by providing wholesome, physical activities and an environment in which to perform these activities.

1.130 Functions

1.131 To provide and authorize the use of the finances necessary to operate the athletic program, including salaries for those salaried coaches, fees for officials, awards, equipment, and administrative expenses.

1.132 To develop athletic and intramural policies.

1.133 To organize and direct support programs.

1.134 To evaluate the athletic and intramural programs.

1.135 To vote on coaches as recommended by the Athletic Director.

1.136 To review the Constitution and By-Laws every two years.

1.200 MEMBERSHIP

1.210 The Athletic Board shall consist of:

1.211 Pastor or designated assistant (ex-officio)

- 1.212 School Principal or designated assistant (ex-officio)
- 1.213 Athletic Director (non-voting)
- 1.214 Assistant Athletic Director (non-voting)
- 1.214 Nine elected members (voting)
- 1.220 Elected Member
 - 1.221 A candidate for the Athletic Board shall be a parent of a St. Raymond School student or a member of the parish, and at least 21 years of age.
 - 1.222 Elected members will serve on the board for three years.
 - 1.224 Elected members may serve a second term; one, two or three years in length.
 - 1.225 The objective is to seek representation of each sex and not exceed a 2/3 majority of either sex.
- 1.230 Quorum
 - 1.231 Quorum vote for amendments to the Constitution and/or By-Laws shall be the entire voting Board.
 - 1.232 A vote equal to a majority of the Athletic Board shall constitute a quorum. When a vote is taken on any matter pending before the Athletic Board present, voting on the matter shall determine the outcome thereof.
- 1.300 ELECTION OF MEMBERS
 - 1.320 Notification of membership vacancies are to be announced in the parish bulletin, website, and school newsletter no later than March 1.
 - 1.330 All applications for open Athletic Board positions must be submitted in writing 14 days before the May Meeting. Applications are available from the Athletic Director and on the school's website.
 - 1.340 The Board will consider all applications that are submitted by the deadline.
 - 1.350 The voting body for the election of the Athletic Board members will consist of the voting members of the Athletic Board.

- 1.360 Elections will be by secret ballot, voice vote or show of hands.
- 1.370 The newly elected members will be seated on the Athletic Board at the May meeting.
- 1.380 The President of the Athletic Board shall notify all candidates of the results of the election.

1.400 OFFICERS AND THEIR DUTIES

- 1.401 Election of Board member officers will take place at the May meeting.
- 1.402 Elections may be voice vote, show of hands or secret ballot.

1.410 President

- 1.411 Presides over meetings.
- 1.412 Appoints committee chairpersons.
- 1.413 Acts as ex-officio member at all committee meetings.
- 1.414 President, at his/her discretion, shall allow topics not on the current agenda to be discussed.
- 1.415 Conduct all voting procedures at meetings.

1.420 Vice-President

- 1.421 Shall preside at all meetings in the absence of the President.
- 1.422 Shall assume the office of the President in his/her immediate or permanent absence.
- 1.423 Vice-President shall be responsible for collecting topics, preparing the agenda, and distributing said agenda to Board members prior to monthly meeting.

1.430 Secretary

- 1.431 Keep minutes of all regularly scheduled meetings with copies being distributed to Board members prior to monthly meetings.
- 1.432 Record all voting procedures at meetings and record all final votes in the minutes.

- 1.433 Conduct all necessary correspondence for the Athletic Board.
 - 1.434 Be responsible for updating the By-Laws and Constitution and provide members with copies of changes.
 - 1.435 Distribute to all newly elected members a copy of the current Constitution and By-Laws and all appropriate guidelines and policies at first meeting of the year.
- 1.440 Treasurer
- 1.441 Keep account of receipts and disbursements and maintain records of same.
 - 1.442 Give a written report of finances at all regularly scheduled Athletic Board meetings.
 - 1.443 Submit an annual financial report / budget to the Board.
 - 1.444 Assist the Athletic Director in preparing and presenting the projected budget to the Athletic Board at the March meeting.
- 1.450 Assistant Treasurer
- 1.451 Assist the Treasurer with above-mentioned duties.
 - 1.452 Assume the office of the Treasurer in his/her immediate or permanent absence.
- 1.500 REMOVAL OF ATHLETIC BOARD MEMBERS AND FILLING OF ATHLETIC BOARD VACANCIES
- 1.510 Members may be removed from the Athletic Board by 2/3-majority vote for:
 - 1.511 Three unexcused absences from meeting.
 - 1.512 Failure to carry out assigned duties.
 - 1.520 A member who must resign will give the Board a written notice so that a replacement may be secured.
 - 1.530 Replacement members will be seated with a 2/3 vote of the entire Board. Replacement members shall be considered from among Board applications submitted during the last election period. If no suitable applicant is available, a notice of the position will be sent home to school parents, advertised in the church bulletin & on the school webpage.
 - 1.540 The replacement member must serve out the remainder of that term.

1.600 AMENDMENTS

- 1.610 This Constitution and By-Laws may be amended or changed by an affirmative 2/3 majority vote of Board members present.
- 1.620 Quorum (refer to 1.230): In case of absences of any Board members, a proxy vote may be submitted by a member(s).
- 1.630 Effective date of amendment: Each amendment of the Constitution and/or its By-Laws shall become effective on the following June 1st on the year of its adoption, unless otherwise specified by the Athletic Board.

1.700 Duties of the Athletic Director and Assistant Athletic Director

- 1.710 Recruit and supervise coaches
- 1.711 A coach's orientation will be held each season.
- 1.712 Protecting God's Children (PGC) checks.
- 1.713 Recommend coaches and where possible recruit qualified, non-parent coaches for the "varsity" level teams (baseball, softball, and 8th grade "A" level).
- 1.714 Evaluate programs and coaches.
- 1.715 Make sure athletic games and practice schedules are set up and maintained in accordance with Athletic Board policy and Diocesan guidelines.
- 1.716 The Athletic Director may delegate the responsibility of scheduling games and practices to individual coaches.
- 1.717 Contract game officials for Home events.
- 1.718 Set up, supervise and oversee Home tournaments.
- 1.719 Be available to assist coaches on selection of players for teams, if requested.
- 1.720 The Athletic Director will make decisions on team or squad sizes, athletic programs, and or other matters when not clearly spelled out in the Constitution and/or By-Laws.
- 1.721 Oversee academic eligibility of student athletes.

- 1.722 Be responsible for preparing and presenting a projected budget to the Athletic Board at the March meeting so that it can be reviewed and then approved at the April or May meeting.
- 1.723 Prepare and update an equipment inventory to be made available to the Athletic Board for consideration during budget deliberations.
- 1.724 Be ultimately responsible for maintenance, upkeep, and purchasing of athletic uniforms and equipment.
- 1.725 Ensure the School's purchasing policy is adhered to, as follows:
 - 1. All purchases must have a receipt.
 - 2. All purchases of \$300.00 to \$999.99 dollars must be approved by the Athletic Board.
 - 3. All purchases of \$1,000.00 to \$1,999.99 and above must be approved by the Athletic Board and the Principal.
 - 4. All purchases of \$2,000.00 and above must be approved by the Athletic Board, the Principals, and the Pastor, with the Pastor having the final say. At this step, there must also be 3 cost proposals when available.
- 1.726 Be responsible to ensure students have physical examination forms on file with the School prior to participation in any athletic activity.
- 1.800 The Athletic Board shall have responsibility for the following:
 - 1.810 Athletic Board Budget: The Athletic Director & Treasurer / Asst. Treasurer shall be responsible for a yearly review of the athletic board budget, which is to be submitted to the Athletic Board for approval in accordance with the time constraints as outlined in the Constitution.
 - 1.820 Candy Sale
 - 1.830 Pancake Breakfast (Catholic Schools Week)
 - 1.840 Spring Athletic Award Banquet
 - 1.850 Reviewing / Revising the Athletic Board By-Laws & Constitution no less than every two years.
- 1.900 Fees and Assessments

- 1.910 All fees shall be set at the May meeting.
 - 1.920 A fee for participation in intramural programs may be charged to each participant, if necessary, to fund the program.
 - 1.930 The Principal of the school may waive payment of the athletic or intramural fees in the event of hardship cases.
 - 1.940 All athletic fees, completed physical exam forms, and insurance forms must be submitted prior to receiving a school athletic uniform and/or participating in any given sport.
 - 1.941 Students whose parents have not paid the athletic fee, will not be allowed to practice with their team, or participate in school sponsored athletic contests.
- 2.0 By-Laws: Athletics
- 2.100 Participation
 - 2.110 No student under Grade Five may participate in interscholastic sports sponsored by the St. Raymond's Athletic Association.
 - 2.120 Unless there is only a limited number of students available to participate, no student may participate on a team above their grade level without the Athletic Director's approval. (Conference age restrictions not included).
 - 2.125 A team may not borrow a player from another team without the Athletic Director's approval. No substitute player may play more minutes than the minimum amount played by a regular team member.
 - 2.130 If a student is playing baseball or softball, the student must give priority to that sport over any other school sport until the baseball or softball season is over.
 - 2.131 Fall Sports: Cross Country, Boys Baseball, Girls Softball, Flag Football, and Girls Volleyball.
 - 2.132 Winter Sports: Boys Basketball, Girls Basketball, Cheerleading, and Poms.
 - 2.133 Spring Sports: Boys and Girls Track, and Co-ed Volleyball.
 - 2.134 The number of teams for each level in each sport will be determined by the Athletic Director, in consultation with the Athletic Board, based on the number of participants and the availability of coaches and funding.

- 2.140 All students unless otherwise excused through the school office, must be in attendance at school part of the day to participate in any athletic activity that day or evening.
 - 2.150 Students must maintain academic eligibility on a weekly basis to participate in school sponsored athletic events.
 - 2.151 Failure to meet academic eligibility as defined in the Parent/Student Handbook eliminates the student from school sponsored games and practices. Attending the games is permitted, if so desired by the student-athlete, but **ONLY AS A SPECTATOR IN THE STANDS**.
 - 2.152 If a student is ejected from a classroom or is suspended (either in school or out of school) that student will not have the privilege of participating in athletic events (games or practice) that day or for the duration of punishment.
 - 2.160 If a student is selected for a fall, winter, or spring sport team, he/she **cannot** leave the team he/she is currently playing on to join another school sport team, without the Athletic Director's approval.
 - 2.170 All student athletes must have a current physical on file to participate.
- 3.000 Individual Athletic Teams
- 3.100 Girls Volleyball
 - 3.110 Girls – Grade 8
 - 3.112 20 matches total including tournaments (tournaments count as two games).
 - 3.113 Tryouts shall be conducted in accordance with conference rules and the Board’s By-Laws.
 - 3.114 Teams will be selected based on ability and assigned to an appropriate competitive level (Red, White or Blue). Multiple teams may be formed if there are funds and coaches available.
 - 3.120 Girls – Grade 7
 - 3.121 7th Grade Schedule
 - 3.122 18 matches total including tournaments (tournaments count as two games).

- 3.123 Tryouts shall be conducted in accordance with conference rules and the Board's By-Laws.
- 3.124 Teams will be selected based on ability and assigned to an appropriate competitive level (Red, White or Blue). Multiple teams may be formed if there are funds and coaches available.
- 3.130 Girls – Grade 6
- 3.132 16 matches total including tournaments (tournaments count as two games).
- 3.133 Two teams of equal ability may be fielded if the number of participants can support multiple teams and there are funds and coaches available.
- 3.134 All players at the 6th grade level who are interested in playing will be accommodated. If there are enough players to field multiple teams, teams will be divided according to conference rules.
- 3.140 Girls – Grade 5
- 3.141 5th Grade Schedule
- 3.142 14 game total including tournaments.
- 3.133 Two teams of equal ability may be fielded if the number of participants can support multiple teams and there are funds and coaches available.
- 3.144 All players at the 5th grade level who are interested in playing will be accommodated. If there are enough players to field multiple teams, teams will be divided according to conference rules
- 3.200 Boys Baseball
 - 3.210 Boys “8th” Team and “7th” Team
 - 3.211 Independent schedule in accordance with Illinois Elementary School Association (IESA) guidelines.
 - 3.212 Two tournaments and 20 single games limit.
 - 3.213 Tryouts are to be conducted in accordance with the IESA guidelines.
 - 3.214 Boys in the 6th, 7th and 8th grades are eligible to tryout.

3.250 Girls Softball

3.251 Independent schedule in accordance with Illinois Elementary School Association (IESA) guidelines.

3.252 Two tournaments and 20 single games limit.

3.253 Tryouts are to be conducted in accordance with the IESA guidelines.

3.254 Girls in the 6th, 7th and 8th grades are eligible to tryout.

3.300 Flag football

3.310 Grade 5-6 and 7-8 teams.

3.311 Conference Schedule

3.312 The number of games will be in accordance with conference rules.

3.313 All interested students may play.

3.314 Practices may not start prior to the date set by the conference.

3.400 Cheerleading Grades 6-8

3.401 Cheerleading squad will consist of 12 students from grades 6-8.

3.402 Cheerleading squads must comply with the safety rules listed in the American Federation book of rules in compliance with I.C.C.A.

3.403 Tryouts will be held in October for the 6th, 7th and 8th grade girls with the exact dates to be announced by the Athletic Director.

3.405 Four competition limit.

3.440 Pom Poms

3.441 Pom squad will consist of 12 students, four from each of the 6th, 7th, and 8th grades. If one grade cannot fill the four positions, Preference will be given to the 8th grade, with no more than six positions from that grade.

3.442 Tryouts are held in October. The season begins in November and ends in March.

- 3.443 The number of performances shall be determined by coaching staff.
- 3.444 Four competition limit and may perform at special exhibitions, tournaments, etc. with the approval of the Athletic Director.
- 3.500 Basketball
 - 3.510 Grade 8 (Boys and Girls)
 - 3.511 Schedule
 - 3.512 28 game total including tournaments (as funds allow). Teams will be permitted to enter four tournaments; any additional tournaments must be approved in advance by the Athletic Director. All tournaments will count as two games regardless of how many games the team plays in the tournament.
 - 3.514 Tryouts shall be conducted in accordance with conference Rules and the Board's By-Laws.
 - 3.515 Teams will be selected based on ability and assigned to an appropriate competitive level (Red/White/Blue). Multiple teams may be formed if there are funds and coaches available.
 - 3.520 Grade 7 (Boys and Girls)
 - 3.521 Schedule
 - 3.522 26 games total, including tournaments (as funds allow). Teams will be permitted to enter three tournaments; any additional tournaments must be approved in advance by the Athletic Director. All tournaments will count as two games regardless of how many games the team plays in the tournament.
 - 3.524 Tryouts shall be conducted in accordance with conference rules and the Board's By-Laws.
 - 3.525 Teams will be selected based on ability and assigned to an appropriate competitive level (Red/White/Blue). Multiple teams may be formed if there are funds and coaches available.
 - 3.530 Grade 6 (Boys and Girls)
 - 3.531 Schedule

- 3.532 22 games total, including tournaments (as funds allow). Teams will be permitted to enter two tournaments; any additional tournaments must be approved in advance by the Athletic Director. All tournaments will count as two games regardless of how many games the team plays in the tournament.
- 3.534 All players at the 6th grade level who are interested in playing will be accommodated. Multiple teams of equal ability may be fielded if the number of participants can support multiple teams, and there are funds and coaches available.
- 3.540 Grade 5 (Boys and Girls)
- 3.541 Schedule
- 3.542 17 games total, including tournaments (as funds allow). Teams will be permitted to enter two tournaments; any additional tournaments must be approved in advance by the Athletic Director. All tournaments will count as two games regardless of how many games the team plays in the tournament.
- 3.544 All interested students may play.
- 3.545 Two teams of equal ability may be fielded if the number of participants can support multiple teams, provided there are funds and coaches available.
- 3.600 Volleyball (Co-Ed)
 - 3.601 Offered for 7th and 8th grade boys and girls on co-ed teams.
 - 3.602 Teams are divided evenly, not by skill level, and play the conference schedule plus up to two tournaments.
 - 3.603 All interested players will be accommodated provided that coaches and funding are available.
- 3.700 Track (Boys and Girls)
 - 3.701 Season limits for Junior Varsity and Varsity in accordance with IESA.
 - 3.710 Grade 8 (Varsity)
 - 3.711 Independent schedule with a limit of ten meets.
 - 3.712 Two invitational meets.

- 3.720 Grades 5, 6 and 7 (Junior Varsity)
 - 3.721 Independent schedule with a limit of seven meets.
 - 3.722 Two Invitational meets.
- 3.800 Cross Country (Boys and Girls)
 - 3.801 Season limits for Junior Varsity and Varsity in accordance with IESA.
 - 3.810 Grade 8 (Varsity)
 - 3.811 Independent schedule with a limit of ten meets.
 - 3.812 Two invitational meets.
 - 3.820 Grades 5, 6 and 7 (Junior Varsity)
 - 3.821 Independent schedule with a limit of seven meets.
 - 3.822 Two Invitational meets.
- 4.000 Coaches
 - 4.100 Qualifications
 - 4.110 All head coaches must be 18 years of older.
 - 4.120 Prospective coaches must fill out and return a St. Raymond Coaching Application form, annually, to the Athletic Director. Applications are available from the Assistant Athletic Director or on the St. Raymond's school website. All coaching candidates will be encouraged to attend the Athletic Board meeting at which their candidacy will be considered so that they may present their qualifications and answer any questions that the Board may have.
 - 4.130 All coaches must be approved by the Athletic Board.
 - 4.131 All coaches must have completed the Diocesan PGC Workshop and pass a background check administered by the Parish.
 - 4.140 All head and assistant coaches must have completed all required Diocesan and Parish training prior to assuming coaching responsibilities.

4.200 Duties of Coaches

- 4.201 All coaches are responsible to the Athletic Director.
- 4.202 Coaches are subject to all rules and regulations as outlined by the St. Raymond Athletic Board Constitution and By-Laws and coaching guidelines.
- 4.203 Coaches will participate in the collection of participation fees and athletic insurance forms before issuance of uniform. Coaches will collect all uniforms at the end of the season.
- 4.204 Coaches will reserve the right to dismiss players based upon attendance at practices and games, subject to the Principal's and Athletic Director's approval.
- 4.205 Any disciplinary action resulting from a breach of the Code of Conduct that would require suspension or termination is subject to the review of the Athletic Director and Principal.
- 4.206 For 8th Grade All-Conference Teams: nominees will be submitted to the Conference on the recommendation of the coaches, in consultation with the Athletic Director.
- 4.207 Failure to adhere to the rules may affect future eligibility to coach at St. Raymond.

4.210 Playing Time

- 4.211 On the 5th grade levels, all players must play an equal amount of time of the contest as the number of players allow.
- 4.212 On the 6th grade levels, all players must play a minimum of 25% of the contest.
- 4.213 On the 7th and 8th grade levels, coaches will play the best combination of players possible to present a competitive team. Whenever possible, all players in good standing should be given the opportunity to play in every game. Regardless of playing time, all coaches should do their best to ensure that each player feels that he or she is making a contribution to the team.
- 4.214 All tournaments, games and practices must be approved by the Athletic Director.

- 4.215 Coaches shall exhibit behavior, attitude, and dress in a manner that projects a professional and Christian image. Coaches shall project that image in their interactions with game officials and opposing coaches and players.
- 4.216 Any complaint about coaching staff shall be brought to the attention of the Athletic Director for appropriate action.
- 4.217 In the event of continued misconduct on the part of a coach, which has been documented by the Athletic Director, the Athletic Board is empowered to remove that coach from his/her position.
- 4.218 Coaches are responsible for their team's conduct during all games, practices, and contests.
- 4.219 Red/White/and Blue teams must each have a designated coach. A coach may be head coach for more than one level with Board approval.
- 4.220 Assistant coaches are selected by the head coaches designated by the Athletic Board and must adhere to all conference rules, including that they must remain seated while the ball is in play.
- 4.221 At the end of each season, the Athletic Director will circulate to the parents a confidential evaluation form. Parents will be encouraged to return the form to the Athletic Director with an assessment of the coach's performance. Only the Athletic Director will read the evaluations. The results of the evaluations will be made available to the Athletic Board on a consensus basis – individual comments will not be reported unless a major issue arises that requires the Board's attention. To the extent that a coach requests or the Athletic Director and/or Athletic Board believes it would be helpful, feedback may be given to coaches, but also on a consensus basis only.
- 4.300 Payment of Coaches
- 4.310 For the Head Coach only: The athletic participation fee for the coach's child/children will be waived for that sport / season.
- 4.400 Duties of Players
- 4.401 Players are expected to behave both on and off the playing field in a manner that reflects well on themselves, their families, their coaches, and their school.
- 4.402 Players are expected to attend all practices and games and notify their coaches if they are going to be absent.

- 4.403 Players must be respectful of their teammates, coaches, opponents, and game officials at all times.
 - 4.404 Any player who is disrespectful of a teammate, coach, opponent, and/or game official will be subject to appropriate disciplinary action in the discretion of his or her coach -- or, if the infraction is sufficiently serious, the athletic director and/or the school principal.
 - 4.405 Any player who is given a technical foul or ejected from a game must write a letter of apology to the game official and the opposing team's coach before he or she will be permitted to resume participation.
 - 4.406 Failure to adhere to these duties may adversely affect a player's playing time.
- 4.500 Duties of Parents
- 4.501 Parents are expected to be respectful of all players, coaches, and game officials at all times.
 - 4.502 Parents are expected to notify coaches to the extent possible if their child will not be able to attend a practice or a game.
 - 4.503 Playing time will not be discussed; however, if a parent and/or player want to discuss the player's skill development, attitude, or other issues that may have an effect on playing time decisions, the player or parent may contact the coach to arrange an in-person meeting no sooner than 24 hours after the last game.
 - 4.504 Parents are expected to support the players, coaches, and athletic director and represent the school appropriately at all times.
- 5.0 Intramurals
- 5.100 The intramural option shall be made available to students in grades 1-4 at St. Raymond's School subject to participation levels and budgetary constraints.
 - 5.200 The intramural Director and Supervisor's salaries will be set annually at the March meeting of the Athletic Board.
 - 5.300 The intramural program shall include the following activities:
1st through 4th grade Boys and Girls Basketball.

