

Holy Trinity Athletic Association *By-Laws*

ARTICLE I – NAME

The name of the association shall be Holy Trinity Athletic Association. The Association colors shall be forest green, yellow and white.

ARTICLE II – PHILOSOPHY AND PURPOSE

SECTION 1 – PHILOSOPHY

The philosophy of Holy Trinity Athletic Association combines the principles of Catholic education and the practice of Christian values in healthy athletic competition.

SECTION 2 – PURPOSE

The purpose of this association is to provide student athletes continuing opportunities for development in the areas of sportsmanship, community service, cooperation, patience, and loyalty, in addition to the development of athletic skills.

ARTICLE III – MEMBERSHIP

Membership will be open to all families of Holy Trinity Parish and School. All families will be given a copy of the guidelines at registration. Parents will be required to sign the player contract verifying that they have read, understand, and will follow all the guidelines, by-laws and rules set forth by the Holy Trinity Athletic Association.

Membership requires active participation in the association.

ARTICLE IV – ATHLETIC DIRECTOR, STAFF, AND COORDINATORS

The Athletic Association Board shall consist of the Pastor, School Principal, Athletic Director, Secretary, Treasurer and Coaches Coordinator(s). The Athletic Director will be responsible for overseeing all the coordinators' jobs. Unless otherwise approved by the Board, individual coaches, with the exception of Super Squad Coaches, shall not be eligible for membership on the Board. All coordinators shall hold their position for a term of one year. There is no limit to the number of terms to which a member may volunteer. Coordinator committees will consist of the following:

1. Cheerleading
2. Registration
3. Photography & Trophies
4. Facilities
5. Concessions
6. Admissions
7. Volunteers
8. Uniforms & Equipment
9. Tidewater Catholic Basketball League (TCBL) Representatives
10. Coaches Coordinator(s)
11. Super Squad

PASTOR

The Pastor of Holy Trinity Catholic Church shall work together with the Athletic Association to achieve a successful athletic program. The Pastor or Athletic Director shall co-sign all checks for the Association along with the Treasurer. The Director of Religious Education will notify the Athletic Association regarding Christian Formation students' attendance. Christian Formation students may have no more than 2 absences per year. Exceptions will be made for illness and other substantial reasons with notification.

PRINCIPAL

The Principal shall work together with the Athletic Association to achieve a successful athletic program. The Principal shall ensure the academic performance of the students is kept to the highest standards.

TREASURER

The Treasurer shall be the custodian of all Association funds. All funds are to be maintained in a depository approved by the Pastor. The Treasurer shall keep all account balances and report all expenditures at all meetings. There will be separate accounts for the Association as well as each individual sport.

Association funds will be handled in the following manner:

1. All Association checks will require the signature of the Treasurer, the Pastor and/or the Athletic Director.
2. Sport budgets will be presented at the board meeting prior to the September Athletic Association general meeting. After budget approval, a request for funds will be presented to the Treasurer who will require written approval from the Athletic Director prior to distribution.
3. Incidental expenditures, not covered by the budget, less than \$50.00 must be requested in writing and approved by the Athletic Director. Incidental expenditures not covered by the budget of more than \$50.00 must be requested in writing and approved by the Athletic Director and the Pastor.
4. A Treasurer's report will be completed monthly to reconcile all accounts.
5. A financial record summary will be available for inspection at each quarterly meeting of the Parish Finance Council. A financial report shall be provided by the Treasurer or a designated representative at each quarterly council meeting.
6. All money and receipts shall be given to the Treasurer in a time not to exceed 30 days from the time of purchase or receipt of money.

SECRETARY

The Secretary shall handle all association correspondence, provide notification through the parish bulletin, Christian Formation classes and the school's Thursday Folder at least two consecutive weeks in advance of all meetings and events, and prepare agenda and take roll at general meetings. Meeting agenda will be distributed not less than 10 days prior to each meeting. The Secretary shall keep the Minutes of each meeting, distribute a copy of the Minutes to the Athletic Director, Treasurer, Pastor, Principal, and Coordinators and be the custodian of all Association records. Meeting Minutes shall be distributed not later than 7 days after each meeting. The Secretary will also announce any emergency meetings by phone and email as needed.

COACHES COORDINATOR

The Coaches Coordinator(s) shall ensure that coaches are role models, practice good Christian values and actively participate in their respective churches. The Coaches Coordinator will take over as Athletic Director when an emergency arises or the Athletic Director steps down. This person will serve as Interim Athletic Director until the next Athletic Association election.

ARTICLE V – CODE OF CONDUCT FOR PARTICIPANTS IN ATHLETIC EVENTS

SECTION 1 – Participants shall be defined as all student athletes, coaches, association members, officials and guests.

The participants must realize that such participation is not a right, but a privilege that carries with it the responsibility of reflecting Christian ideals as responsible ladies and gentlemen.

No participant is ever allowed to use participation in sports as an excuse for unchristian or unsportsmanlike behavior.

All participants in athletic events must abide by the decision of the game officials.

No participant in the athletic programs is allowed to indicate objections to decisions by the game officials, coaches, or any other personnel associated with the team / game / match / etc. by verbal attack or damage or misuse of equipment.

No participant is allowed to lay hands upon, bite, spit at, shove, strike, or threaten any coach, player, spectator, or game official.

Any participant who is guilty of physically and / or verbally attacking any person during practice sessions, scrimmages, or game / meet / match will be subjected to warning by the coach and Athletic Director. The participant may be subject to additional disciplinary action including suspension for the game and / or the season in which the infraction occurs.

The showing of disrespect for the property of another team, their team transportation, or facility used by the team will be looked upon as an act of vandalism and punished accordingly.

Participants in the athletic programs are obliged to follow all league rules, as well as rules set forth on the local level by principals, pastors, athletic directors, coaches coordinators, and coaches.

Any observed violation of the rules of conduct by participants may be reported to the Athletic Director for appropriate action according to the guidelines set for handling offenses. Serious misconduct by participants may result in one or more persons being banned from attendance at subsequent competitions in the same school year.

Misconduct violations by student athletes are the primary responsibility of the game officials. Spectator misconduct becomes the responsibility of the game official, Athletic Director, Principal, Pastor, Board Members, Coaches, Coaches Coordinators, and all Holy Trinity Athletic Association members. The order of jurisdiction for imposing penalties for the violations of regulations starts with the game / match / meet officials and then moves to the Athletic Association Board.

SECTION 2 – To ensure good sportsmanship, team unity and outstanding Christian behavior, the following procedure has been set to deal with any participant misconduct:

1. FIRST OCCURENCE – The participant will be given a verbal warning, in the presence of another athletic association member. The warning will address the problem(s) and will provide guidelines on how to correct the situation.
2. SECOND OCCURENCE – A second warning to a player for any offense will result in a phone call or a visit with the parent of the player. The parent will be notified of the problem and advised that a first warning was given. The Athletic Director will also be notified and the situation will be documented. A copy of the offense documentation and corrective action will be provided to the parent of the player. For any non-player, a second offense will result in a meeting with the Athletic Director with notification to the Athletic Association Board. The situation will be documented. A copy of the document and corrective action will be provided to the participant.
3. THIRD OCCURENCE – The third occurrence for a player will result in written notification to the player and parent of the player that the player has been dismissed from the team for the current season. The situation will be recorded with the Athletic Association Board and disciplinary action will result. If a non-player commits a third offense, he/she will be banned from the facilities for the rest of the season.

ARTICLE VI – RULES AND POLICIES

1. All players must attend all scheduled practices. Exceptions will be made for illness and other substantial reasons with notice (in advance, if possible) given to the coach.

2. All players are expected to show respect for their coaches and fellow players. No profanity, fighting, arguing, or vandalism will be tolerated on or off the playing area.
3. Coaches are responsible for their own teams and will conduct their teams in a proper manner following all association and team rules and procedures.
4. If at any time a player or a parent believes he or she has a valid complaint with the coaching, volunteering, or the way things are being handled, the following steps must be taken:
 - a. Communicate with the team coach. The coach should be able to resolve most situations.
 - b. Contact the Coaches Coordinator.
 - c. Contact the Athletic Director.
 - d. Submission of the complaint, in writing, to the Board for resolution.
5. All changes to the By-Laws must be approved by a two-thirds majority of the families (of registered players) in attendance (one vote per family) at the Athletic Association Banquet.
6. At least one team parent is required for each team and the duties are to be decided by the specific team coach. The main responsibility of the team parent is to provide team management support and free the coaching staff to concentrate on the skill and tactical development of the student athlete.
7. It is the responsibility of each association member to adhere to these by-laws and to take action where required to assume that the philosophy and purpose of this association are fulfilled.
8. Players must attend Holy Trinity Catholic Church's Christian Formation classes or the equivalent at another Catholic parish, or attend Holy Trinity School, except where this provision conflicts with league by-laws.
9. Coaches are required to provide all team rules and policies to the players and parents in writing no later than the second practice session of the season. This is to be done during a team meeting where the team parent will be identified to the team members and their parents.

ARTICLE VII – PARTICIPATION

All parents of children active in sports will be required to volunteer during game day as required. Either parent may fulfill the obligation. Each family will sign a Player's Contract. Parents not committing to service may not register their child for sports in this association.