



Executive Board

2022-2023

Title	name	email
President	Steve Scarsella	<i>sdscarsella@gmail.com</i>
Vice President	Pat O'Connor	<i>sjfhoops2019@gmail.com</i>
Treasurer	Bob Rusch	<i>brusch30@aol.com</i>
Secretary	Mo O'Hara	<i>moroche8@gmail.com</i>
Executive Director	Katy Collins	<i>kkcollins27@yahoo.com</i>

Head Sport Coordinators

Sport	Name	email
Football	Bob Rusch	<i>sjfaatreasurer@gmail.com</i>
Cheerleading	Katy Collins	<i>kkcollins27@yahoo.com</i>
Girls Basketball	Andy McGlynn	<i>amcglynn05@comcast.net</i>
Boys Basketball	Pat O'Connor	<i>sjfhoops2019@gmail.com</i>
Girls Volleyball	Kristen Fahey	<i>Kquinn822@yahoo.com</i>
Boys Volleyball	Maureen O'Hara	<i>moroche8@gmail.com</i>
Golf	Karen Mcdonagh	<i>karenmcdonagh513@gmail.com</i>

Assistant Sport Coordinators

Sport	Name	email
Football		
Girls Basketball	Bob Kellam	<i>bobkel1414@yahoo.com</i>
Boys Basketball	Kevin O'Connor	<i>koc1974@hotmail.com</i>
Girls Volleyball	Erin Jarmusz	<i>erin.omalley507@gmail.com</i>
Boys Volleyball	Becky Rusch	<i>rebeccavail2003@yahoo.com</i>
Gym coordinator	Norm Sprietzer	

Committee Members

SCC Representative:	Rotating board members
Public Relations:	Athletic board members
Concessions:	Kristen Fahey
Fundraising:	Executive board members



St. John Fisher Athletic Association Bylaws

REVISED 09/29/18

ARTICLE I ***MISSION STATEMENT***

The St. John Fisher Athletic Association's mission is to provide a combined competitive and instructional sports program as an extension of the St. John Fisher School physical educational and academic program. Student participants will learn the fundamentals of each sport and be given the opportunity to develop strong, healthy, and disciplined minds and bodies. Participants will also develop a sense of good sportsmanship, fair play and team spirit.

ARTICLE II ***PHILOSOPHY***

The St. John Fisher Athletic Association believes in the development of the WHOLE person – the religious, moral, social and academic dimensions, as well as physical development. We believe that participation in athletics is an important component for a well-rounded educational experience. We believe through participation in the SJF athletics program, student-athletes learn important values like leadership, self-discipline, integrity, teamwork, respect for rules and regulations and the ability to participate with dignity and grace. These important values are essential in the development of the WHOLE person. Every student at St. John Fisher is encouraged to participate in the SJF athletic program.

ARTICLE III ***GOALS OF THE ST. JOHN FISHER ATHLETIC ASSOCIATION***

- To develop good sportsmanship and fair play while learning to win or lose.
- To develop new skills in a social atmosphere of mutual cooperation.
- To develop physical qualities of strength, endurance and coordination.
- To serve as a wholesome means of recreation and use of leisure time.
- To instill the quality of self-discipline
- To offer participation that teaches Christian citizenship traits such as fairness, cooperation, leadership, acceptance of direction and respect for others.
- To help develop school spirit and loyalty.

ARTICLE IV ***RESPONSIBILITY FOR THE ATHLETIC PROGRAM***

The SJF Athletic Program is a school sponsored program and as such, is an extension of the parish, school and the school's curriculum. This program is subject to the authority of the pastor, the school principal and the Athletic Director .The principal will select a member of the SJF school faculty as a school liaison to the Athletic Board.

ARTICLE V ***ORGANIZATION AND MANAGEMENT OF THE ATHLETIC ASSOCIATION***

The St. John Fisher Athletic Association's primary responsibility is to organize and manage the athletic program for St. John Fisher School. The Athletic Association shall have the responsibility and authority to manage athletic program.

The Athletic Association board members are volunteers. The association shall follow the bylaws discussed in this handbook, the SJF school handbook and the applicable conference/league policies for each SJF sanctioned sport, as well as the guidelines for managing an interscholastic program listed in the Archdiocese of Chicago Athletics Handbook. The Athletic Association will report to the Athletic Director.

2

Section 5.1 – ATHLETIC DIRECTOR

The Athletic Director is a paid position and is part of the St. John Fisher Administration. With input from the Athletic Board, the AD will oversee the SJF Athletics Program and will make the final decision on the overall operations of the athletic program as well as any conflicts and/or issues within the athletics program.

A. Oversee team tryouts and team selection

1. Work with sport coordinators to find outside or non- parent evaluators
2. Work with sport coordinators during the team selection process

B. Chair the Grievance Committee

C. Ensure all coaches and Athletic Members are Protecting God’s Children compliant (VIRTUS) D.

Administer the approved budget

1. Meet with the Treasurer, President and Head Sport Coordinator prior to each season to go over the budget.
2. Set fees for each sport

E. Conduct a pre-season parent and coach meeting

F. Manage gym keys

G. Chair the Coaching Selection Committee

H. Act as purchasing agent (work with coordinators to order uniforms and sports equipment) I.

Coordinate with each head sports coordinator practice and hosting schedule

J. Resolve any conflict between a parent, coach, coordinator and/or Athletic Board members K.

Manage gym rule compliance with coordinators, coaches, and parents

L. Request and compile coach nominations for 8th grade awards

M. Oversee the selection of the 8th Grade Christian Leadership Award nominees

N. Prior to each sport season take inventory of sport equipment and assess condition of scoreboard, bleachers, etc. to see if new equipment is required.

O. Coordinate with Maintenance to ensure the gym, bleachers and gym floor are clean and ready for use. P. Schedule yearly gym floor refinishing, coordinate ventilation of gym, each day, during the two-week drying time.

Q. Attend monthly Athletic Board meetings and share and Athletic Director’s report at each month’s meeting R.

Ensure invoices, including league and tournament fees are paid in a timely manner

S. Coordinate Athletic Board supervision for each host date.

T. Give weekly reports or updates to the Principal

Section 5.2 - EXECUTIVE BOARD OF DIRECTORS

The Executive Board of Directors will consist of the President, Vice President, Secretary, Treasurer and Executive Director.

A. **President**

1. Select with the Athletic Director, the Coaching Selection Committee, Grievance Committee and Head Coordinators for each sport. The selection process should be completed by the April Meeting for the following year, in order to be presented to the Athletic Director for approval.

2. Act as liaison between the Athletic Board and the Athletic Director, Pastor and Principal
3. Chair or assist the Athletic Director for the parent and coach pre-season meetings
4. Preside over regular and special meetings
5. Develop and publish the agenda prior to Board meetings
6. Present the SJF Calendar of Events for the following year to the full board for approval at the May meeting.
7. Ensure rosters for all SJF teams are submitted to each league in a timely manner for the fall, winter and spring sports

(Section 5.2A continued)

8. Keep an online calendar for the use of the SJF Gym as well as any outside locations used for practices.
9. Attend or designate another board member to attend the Parish Council meetings.
10. Assist the Athletic Director in overall operations and management of the Athletic Board

B. Vice President

1. Replace the President in his/her absence
2. Assist the President and Athletic Director as needed
3. Attend Southside Catholic Conference meetings in the SCC representative's absence.

C. Secretary

1. Take written minutes of board meetings and present them at the next meeting for approval by the Board.
2. Maintain and publish athletic association calendar and notify members of changes and special meetings.
3. Retain all league correspondence from sports coordinators.

D. Treasurer

1. Work with sport coordinators, Athletic Director and President to develop an annual budget for each sport to be presented to the full board for approval on or before the May meeting.
2. Keep a written ledger of all Association expenditures and receipts.
3. Present written report at each regular meeting and monthly reports to the Athletic Director.

E. Executive Director

1. Take part in the decision making process of the overall operations of the athletic program.
2. Work with the other members of the Executive Board to resolve any conflicts or issues.

Section 5.3 - BOARD OF DIRECTORS

A. Head Sport Coordinator

1. Present a proposed budget to the Treasurer by the April board meeting for the upcoming year.
2. Assist in coverage of gym when sport is hosting games
3. Collect all fees, parent, coach and student code of conduct forms, and insurance waivers prior to season.
4. Maintain accurate record of receipts and expenditures and provide a written report to the Treasurer at the conclusion of the season.
5. Assist the Athletic Director with team tryouts and team selections.
6. Ensure coaches adhere to the parish, school, athletic board and league policies.
7. Submit proposed leagues and tournaments to the Athletic Director for approval. As a member of the Southside Catholic Conference, each team shall be enrolled in the SCC when applicable.
8. Submit a copy of the approved rosters to the Athletic Director, President, league and coaches prior to season.
9. Distributes uniforms and equipment to head coach and/or athletes
10. Collect uniforms and equipment from head coach and/or athletes

11. Act as liaison between parents, coaches and the Athletic Director and Athletic Association.
12. Act as liaison between conferences/participating leagues.
13. Maintain a written inventory of all uniforms, equipment and concessions and present to the Athletic Director.
14. Prepare an end of season report, which should include an evaluation of coaches (*with input from head coach on all assistant coaches*), an assessment of leagues and suggested policy and budget modifications the athletic board should consider for the following season.

(Section 5.3 continued)

B. Southside Catholic Conference Representative

1. Act as the Athletic Association representative at the Southside Catholic Conference meetings and report back SCC information at the monthly Athletic Board meeting.
2. Represents the SJF Athletic Association's SCC member vote at the SCC meetings.

C. Committee Members

1. Volunteer Committee Coordinator

- a. Schedule Parent Volunteers needed to work concessions or to assist in other events for all sports.
- b. Schedule workers for the scoreboard and "book" when hosting games for all sports.
- c. Distribute the schedule of volunteers and gym workers to the Gym Coordinator, sport coordinator and the Webmaster.

2. Fundraising Committee Coordinator

- a. Oversee and coordinate all fundraising activities
- b. Report results all fundraising activities to the athletic board
- c. Coordinate the sale of Spirit-wear for each sport

3. Public Relations Coordinator

- a. Maintain all social media for Athletic Association
- b. Assist in conflict resolution for anything that involves Athletics

4. Concessions Coordinator

- a. Keep inventory, order food and supplies for SJF's gym concession stand
- b. Set prices, with the approval of the Athletic Director, for items sold in the concession stand.
- c. Manage the overall operation the concession stand
- d. Maintain a clean and safe environment in the concession stand area.

5. Assistant Sports Coordinators

The following sports will have at least ONE assistant coordinator: Football, Girls Basketball, Cheerleading, Girls Volleyball, Boys Basketball and Boys Volleyball. The head coordinator of the sport will choose an assistant(s) and present the candidate to the voting members of the board for approval by majority vote. The number of games hosted in SJF's gym, determine the number of assistant coordinators for a sport.

6. Coaching Selection Committee Member

- a. Review and evaluate **all** SJF coaching candidates
- b. Recommend the most qualified candidates for all coaching positions to the Athletic Director.

7. Grievance Committee Member

- a. Will act as mediator between any parent, player, coach or athletic board member to resolve any

- conflict that cannot be settled amongst the parties involved.
- b. Any conflict or issue brought before the Grievance Committee and any information regarding the issue at hand will be kept in strict confidence.
- c. The Athletic Director will Chair the Grievance Committee

ARTICLE VI
POLICIES AND PROCEDURES FOR SJF ATHLETIC BOARD MEMBERS

Section 6.1 - MEETINGS AND MINUTES

- A. The Executive Board members and Board of Directors are expected to attend monthly meetings (*no June and July meeting*). The meetings will take place in Kane Hall. If a board member is unable to attend, the Secretary must be notified in advance of the scheduled meeting.
- B. When necessary, a "special" meeting may be called; all board members are expected to attend.

5

(Section 6.1 continued)

- C. Meetings are open to parishioners. Those who wish to address the athletic board must submit the request in writing to the Secretary prior to the scheduled meeting. This allows the item to be placed on the agenda and sufficient time allotted for discussion. On occasion, the Board may need to close the meeting due to the sensitive nature of a topic.
- D. There will be an agenda and minutes for each Athletic Association meeting. The agenda will be prepared by the President and will outline a review of sport programs, issues or concerns, budget or financial issues, and special events.
- E. Minutes of the meeting will be taken by the Secretary and distributed at the start of the next board meeting.
- F. At the beginning of each meeting, the minutes will be reviewed for accuracy, modified if necessary, and accepted by the Athletic Board. The minutes will outline the topics discussed, the actions that need to be taken and the responsible party(s) involved.
- G. The Treasurer will present the written budget report for review by the board.
- H. The head sport coordinator for each sport is expected to give the athletic board a brief status report and indicate any assistance or support required by the Athletic Director and members of the athletic board. I. Open issues and new business will be reviewed and discussed.

Section 6.2 - ELECTION OR APPOINTMENT OF BOARD MEMBERS

Members of the SJF Athletic Board should be comprised of parishioners interested in fostering the St. John Fisher Athletic Program. The Board shall consist of no more than 12 voting members and no less than 10 voting members. A.

Executive Board Members

1. Candidates for Vice President, Secretary and Treasurer are nominated by the President and presented to the full board for approval. Candidates must receive a majority vote from the full athletic board to be elected to the Executive Board.
2. The Executive Director is nominated by the Athletic Board President and presented to the Executive Board for final approval. The Executive Director should have at least one year on the Athletic Board as a Sport Coordinator or Committee Member.
3. The current President shall nominate a current Athletic Board Member to fill the role of Athletic Board President. The Candidate needs to be approved by the Athletic Director before submitting to the Executive Board for final approval.

B. Board of Directors

1. Includes Head Sports Coordinators for Football, Cheerleading, Girls Basketball, Boys Basketball, Girls Volleyball, Boys Volleyball and Co-Ed Golf.
2. Southside Catholic Conference Representative
3. The voting board members will approve candidates for the Board of Directors by a majority vote.

C. Committee Members

1. *Assistant Coordinators* are nominated by the Head Sport Coordinator and submitted to the Executive Board for final approval.
2. *Committee Members* include the Volunteer Coordinator, Gym Coordinator, Concession Coordinator and Fundraising Coordinator. Committee members will be nominated by the President and submitted to the Executive Board for final approval.
3. *The Grievance Committee* will consist of three current or past members of the Athletic Board. The Athletic Director will Chair the Grievance Committee.
4. *The Coaching Selection Committee* will consist of 3 current or past Athletic Board Members selected by the President and the Athletic Director. The Coaching Selection Committee will remain anonymous (*amended 05/17*). The President and the Athletic Director will be the only Board Members who know the identity of the members of the Coaching Selection Committee. The Head Sports Coordinator will email the President and the Athletic Director any information pertaining to their sport so the committee can make an informed decision.

6

Section 6.3 - MEMBERSHIP PROCESS AND TERMS

- A. Any vacancies the Athletic Board is unable to fill will be published to the Parish community. Any interested applicant shall submit the written application form to the Athletic Director. Applications can be found on the Athletics website
- B. The full Board will review all applications and conduct a vote to determine new members.
- C. Committee Members are elected to serve renewable 3-year terms.
- D. The Executive Board and Sports Coordinators will serve a three-year term, and may apply for up to three additional 1-year terms.
- E. Upon completion of their term, any Board Member may apply for another board or coordinator position.
- F. The Coaching Selection Committee and Grievance Committee Members are elected to renewable one-year terms as well as the respective sports coordinators.
- G. No more than one member of one family will serve on the Athletic Board at any given time.

Section 6.4 - VOTING PROCEDURES

- A. The Executive Board Members and the Board of Directors are entitled to ONE vote in person or by proxy.
- B. Each member of the Athletic Board has one vote. If an officer is also a coordinator, that person only has one vote. If a sport has more than one coordinator, there can only be one vote from that sport.
- C. A majority of the Board present either in person or by written proxy, shall constitute a quorum for the transaction of business at any meeting of the Board.
- D. The Committee Members are non-voting members of the Board. The Assistant Sports Coordinators should provide input to the Head Sport Coordinator for the Coaching Selection Committee or any other areas pertaining to their sport.

Section 6.5 - ACCOUNTABILITY

- A. Members are expected to carry out their responsibilities as outlined herein. Any member that is unable to fulfill his/her responsibility may resign at any time by giving written notice to the Athletic Director or the President. Such resignation shall take effect at the time specified therein and, unless otherwise specified therein, no acceptance of such resignation shall be necessary to make it effective. Members may be removed with or without cause by a majority vote.
- B. Any Executive Board Member or Director absent from *three* consecutive meetings may receive notice from the Athletic Director concerning the absences. Failure to appear at the *fourth* meeting may result in the position being declared vacant and a successor being appointed by the Executive for the remainder of said member's term.
- C. Any board member who fails to fulfill their duties, as outlined in the organization's bylaws or their position agreement, will be notified of the failure by the board of directors. If the board member fails to correct the

shortcomings, or to begin a process to correct the shortcomings, then they will be subject to removal from office by the Athletic Director. Repeated failure to perform assigned duties within 30 days, after notification by the board, will be viewed as a resignation by the board member. Positions that become vacant through this process will be subject to the rules of vacant offices contained in these bylaws.

Section 6.6 - AMENDMENTS TO THE HANDBOOK

- A. This Handbook may only be amended once annually. Proposed changes must be submitted by a voting board member, in writing, to the Secretary prior to the March meeting. These proposals will be discussed at the March and April meetings, and voted upon at the April meeting. In such circumstances, the Handbook will be amended upon the vote of a majority of the voting members present.
- B. In the event of extraordinary circumstances, the Board may amend the Handbook other than as set forth above, but only with the approval of two thirds of the then active members.
- C. Amendments to the Handbook must be discussed and approved by the Athletic Director.

7

ARTICLE VII

ST. JOHN FISHER ATHLETIC ASSOCIATION BYLAWS

Section 7.1 - ATHLETE ELIGIBILITY

- A. St. John Fisher Students in 4th - 8th grade are eligible to participate in the SJF Athletic Program. *(Participation from students in K-3rd, must be approved by the Athletic Director).*
- B. *Participation in the Athletics Program is a privilege not a right.* Students are students first and athletes second. Students participating in the athletic program must be in good academic and behavior standing in order to participate in the athletics program.
- C. Students placed on academic probation and/or suspension from extracurricular activities, are not allowed to practice or attend games with their team.
- D. REP students at this time are not eligible to participate. SJF facilities are limited. At this time, the athletic program is operating at capacity. The Pastor may overturn this bylaw at any time.

Section 7.2 - ALCOHOL CONSUMPTION POLICY

No alcohol of any kind may be distributed or consumed at school and/or parish-sponsored sporting events or athletic banquets where children are present, whether on or off campus. This policy is non-negotiable. Parents, relatives and guests attending games and athletic banquets are expected to follow this policy. Expectations and restrictions are the same for indoor and outdoor activities.

Section 7.3 - ST. JOHN FISHER COACHES

A. Coach Selection

1. Approximately 30 days before the opening game or match, the Head Sports Coordinator and Assistant Coordinator(s) shall begin recruiting efforts to secure qualified coaching candidates.
2. Each candidate shall submit to the Head Sport Coordinator a completed SJF Coaching Application and a completed Athletic Board's Statement of Expectation of Coaches.
3. The Coaching Selection Committee, the President and the Athletic Director shall thereafter promptly meet to review each candidate's application, and to discuss any issues or concerns involving a candidate. The Coaching Selection Committee will then provide the Athletic Director with a list of approved coaches.
4. Immediately after player evaluations and teams rosters are finalized, the Coaching Selection Committee shall select the Head Coach from the list of approved coaches.
5. After the team selection, the Head Coach shall select an assistant coach from the list of approved coaches.
6. If there are multiple teams for the same grade, player evaluations will take place before final coaching positions are selected.
7. The Athletic Director has the final approval of all coaches.

B. Criteria for Selection of SJF Coaches

1. Must be 21 years old
2. Must submit to background check and professional standards review as mandated by the Archdiocese (Virtus training). *(This is an Archdiocesan requirement for all volunteers.)*
3. The ability to model Christian values
4. The ability to articulate and model the philosophy and goals of the program
5. The ability to supervise and instruct the youth in his or her care and responsibility
6. An understanding of the basics of the sport to be coached
7. The ability to develop the potential, confidence, and skills of each athlete
8. The ability to separate winning from the more important goals and values of the programs
9. Prior coaching experience of the candidate.
10. If a parent of a player, the skill level of the candidate's child
11. Preference will be given to a candidate who has coached the same team or grade for multiple years.

(Section 7.3 continued)

12. Coaches who have adhered to the code of conduct and received positive evaluations and elect to remain at the same level *(e.g. 5th Grade Head Boys Basketball Coach)* will be given preference over all other candidates.
13. While the SJF Athletic Board recognizes the importance and value of parent coaches, through experience, the Athletic Board believes that in certain cases, a qualified non-parent should be given a preference in those instances in which parents and non-parents have expressed an interest in coaching one of our athletic teams.

C. SJF Athletic Board's Statement of Coach Expectations

1. The coach has the greatest responsibility as well as the greatest opportunity to guide and influence the student athletics. Coaches assume the role of teacher, mentor, and minister to the young people in their charge. A coach's attitude and behavior are critical to modeling good Christian sportsmanship both in words and in deed. The careful selection of coaches is vital if the athletic program is to reflect the Mission/Philosophy of the St. John Fisher athletic program.
 2. Coaches have the responsibility for the safety of the athletes and must caution athletes to stay in a designated area and not wander. Coaches must not leave athletes unattended during practice sessions and/or contests. Coaches must ensure all athletes are picked up after practices and/or contests.
3. The coaches should be familiar with, adhere to, and support the SJF athletic Mission Statement and Philosophy, all local policies and guidelines, as well as archdiocese and league policies and guidelines. The Sport Coordinator and President will conduct a mandatory preseason coaches meeting to in-service coaches on all policies.
4. Coaches are to conduct a Parent Night Meeting prior to the first contest. At this meeting, coaches will meet their players' parents; share their philosophy and season goals.
5. Coaches should be knowledgeable of the rules of the sport and techniques for teaching the fundamentals of the sport. They should use tactics and strategies that are appropriate for the age and skill levels of their athletes
 6. Coaches should model Christian sportsmanship knowing that the school is judged more by the coach's sportsmanship than by his record. The coach should teach and guide the team members with a sense of fair play and model winning and losing in a respectful, courteous, and gracious Christian manner.
7. Coaches should show respect for game officials and opponents; publicly shaking hands with the officials and the opposing coach before and after a game gives clear witness to this respect.
8. Coaches should refrain from public protest, which may lead to similar behavior from students, parents and other spectators.
9. Coaches are responsible for the safety and welfare of the team. They are responsible for the equipment issued to them and for the proper use of the facilities where practices and games are held.
10. Coaches practicing at parish/school facilities should know the proper procedure for entering and

securing the building. At no time should any school door be propped open.

11. Students should not be asked to arrive for practice earlier than 15 minutes before practice time. A coach should be in attendance with the athletics at all times during practice.
12. Coaches should carry with them at all times pertinent information on every athlete in their care in case of an emergency. The emergency card should list obvious problems such as asthma, heart problems, and diabetes. The care should specify allergies, including bee stings, foods, poison ivy, etc. A FIRST AID kit should be at all games and practices. Coaches may never administer medication.
13. Coaches will attend all practices and games. They are responsible to make sure that there is proper adult (*a person of at least 21 years of age*) supervision in their absence. They are responsible for athlete conduct and behavior at practices and games.
14. Coaches should teach the rules of the sport and develop each player's skills within the framework of team concept. They must help players develop self-confidence, discipline, and sportsmanship and make participation a learning experience for all.

9

(Section 7.3c continued)

15. Coaches should strive to be fair and unprejudiced in their relationships with student athletes and their parents. They should strive to be objective when they evaluate talent. Coaches should give each athlete an equal opportunity to participate.
16. Coaches should plan for proper physical conditioning of the student athletes. Practices should begin with stretching and warm-up exercises and end with cool downs.
17. Coaches are to distribute uniforms and equipment at the start of the season and collect uniforms and equipment at the end of the season. Inspect all returned items and report any abused uniforms or damaged equipment to the coordinator.
18. Coaches should ensure that athletes wear the uniform, all proper safety equipment, and any other expected attire.
19. Coaches should take inventory of all sport specific equipment and uniforms. Coaches should compile a list of equipment/uniform needs for the following year and submit the list to the coordinator.
20. Coaches should discipline inappropriate student behavior or disrespect. However, the coach may never resort to physical or verbal abuse or profanity. Coaches should know the difference between punitive touching (*physical discipline*) and corrective touching (*correcting an athlete's hold on a ball*); one is prohibited while the other is not.
21. Coaches must also take care that touching an athlete will never be interpreted in a sexual manner. Coaches must use common sense and maturity in resolving problems and conflict.
22. Coaches should assist coordinators in collecting required forms and fees from the athletes.
23. Coaches should keep objective, factual, written records of problems concerning attitude and/or behavior. These records are important when discipline matters might lead to the suspension and/or expulsion of an athlete from the program.
24. Coaches should communicate the schedule of practices, games, or any cancellations or alterations to the athletes and their parents in a timely manner. Coaches cannot assume that players will get the message home.
25. Coaches should keep a written record of accidents and injuries and parents should be notified. While it may be impossible to document every injury and its source, an honest effort to document and notify parents in a timely manner is important for the safety and security of the student athletes.
26. The consumption of alcohol before or while student-athletes are under a coach's direct supervision is prohibited.

Section 7.4 - ST. JOHN FISHER SPORTS TEAMS

A. Team Selection

1. At least 45 days before the opening game or match, each Head Sport Coordinator will organize a registration night for their season. The registration form, sport fee, medical waiver, student and parent behavior expectation for will be turned into the sport coordinator.
2. At least 30 days prior to the opening game or match, the Sport Coordinators and the Athletic Director will conduct the player evaluations.
3. Evaluations for each sport, for every grade level, will be conducted by at least two outside evaluators chosen by the Athletic Director. The outside evaluator must have extensive knowledge of the sport. The outside evaluators will rank the players by skill and ability.
4. The outside evaluator cannot be a parent of a SJF athlete.
5. An uninterested Executive Board member must be present in the gym during the evaluations to ensure the evaluations are done fairly and without prejudice.
6. To protect the integrity of the team selection process, ONLY the outside evaluators, a Sport Coordinator and Executive Board member will be in the gym during the first day of evaluations.
7. Board Members may not be present in the gym during evaluations for their child's grade.

10

(Section 7.4A continued)

8. There will be a second evaluation day or "call-backs" for 6th – 8th grade for each sport. It is at the discretion of the Head Sport Coordinator and Athletic Director if Coaches are allowed to be present during "call-backs".
9. As soon as practical after player evaluations, the Athletic Director, shall determine the number of teams using the following guidelines:
 - a. *Fourth Grade:*
 - i. If there are 29 or more players registered for a sport, three teams should be considered.
 - ii. If 36 or more players are registered for a sport, four teams should be considered.
 - iii. Each team should be selected so that the talent level is split evenly.
 - b. *Fifth Grade*
 - i. If there are 27 or more players registered for a sport, three teams should be considered.
 - ii. If there are 32 or more players registered for a sport, four teams should be considered.
 - iii. Each team should be selected so that the talent level is split evenly.
 - c. *Sixth, Seventh and Eighth Grades:*
 - i. If there are 24 or more players registered for a sport, three teams should be considered.
 - ii. If there are 32 or more players registered for a sport, four teams should be considered.
10. In 6th – 8th grade, the first team should consist of the top ranked players as judged by the outside evaluators and approved by the Athletic Director.
11. Each subsequent team should be selected in a "draft" by coaches, so that the talent level is split evenly. The Athletic Director will have final approval over all rosters.
12. If a player does not attend player evaluations, the Athletic Director will place the absent player on a team (*input from sports coordinators will be considered*).
13. It is the general intent of the Athletic Board that each team roster shall have no more than one player than any other team in the same grade. In no event shall any team have more than two players more than any other team in the same grade.
14. Team rosters shall be promptly posted on the SJF Athletics website and no changes to the Roster shall be made without the Athletic Director's approval.

B. Team Uniforms and Equipment

1. Depending on the grade and the sport, certain uniforms and equipment are the property of SJF and must be returned in the same condition as distributed. Failure to return these uniforms and equipment will result

in the forfeiture of the uniform deposit. The Athletic Director will advise the Sport Coordinator as to which equipment and uniform items are to be returned after the conclusion of a season.

2. Only Athletic Board approved uniforms may be worn during any competition, this includes warm up drills prior to the competition.
3. SJF uniforms can only be worn by players at Athletic Board sanctioned competitions. Non-sanctioned competitions include any summer or outside leagues and tournaments not approved by the Athletic Director.

C. Team Awards

1. Any team that wins a Southside Catholic Conference championship shall be given a per diem towards the purchase of team apparel (*jackets, sweatshirts, etc.*).
2. Team banners commemorating any Southside Catholic Conference Championship will be displayed in the SJF gym.

D. Tournaments

1. Teams will be eligible to participate in tournaments outside of the normal league schedules, upon approval by the Athletic Director. If there are no available tournaments for a sport or division, there are no reimbursements of fees.

11

(Section 7.4D continued)

2. The number of tournaments financed by the Board will be limited based on grade level. Participation in any additional tournaments must be funded by the players and approved by the Board.
 - a. *Fourth, Fifth and Sixth Grade*: 1 tournament per season.
 - b. *Seventh and Eighth Grade*: 2 tournaments per season.

E. End of Year Awards

1. *The Holland McMahan Memorial Sportsmanship Award* recognizes the young man in the 8th grade class who has exhibited outstanding sportsmanship and participation in the athletic program while maintaining diligent effort in all school areas. The St. John Fisher Athletic Association with the approval of the Athletic Director names the winner.
2. *The Kevin Dowling Award* recognizes the consistent team effort of a male football team member of the 8th grade class. The St. John Fisher Athletic Association with the approval of the Athletic Director names the winner.
3. *The Donna McCormick Award* recognizes the young woman in the 8th grade class who has exhibited outstanding sportsmanship and participation in the athletic program while maintaining diligent effort in all school areas. The St. John Fisher Athletic Association with the approval of the Athletic Director names the winner.

Section 7.5 - "PLAYING TIME" GUIDELINES

Per Archdiocese policy, "winning at all costs" will not be tolerated. The opportunity to participate in sports with meaningful playing time is essential to childhood development, confidence building, and overall athletic development. The guidelines listed below apply to eligible athletes.

A. 4th and 5th Grade

1. Teams are split equally. Focus at this level is on development and not winning; every player at the 4th and 5th Grade level who meets their academic and athletic responsibilities, as outlined in the school's student-athlete code of conduct, must get an equal opportunity to play.
2. Coaches can play to win playoffs and championship games. However, **EVERY player must have playing time in EVERY game.**

B. 6th, 7th, and 8th Grade

1. Most teams will be competing in two leagues. Coaches are encouraged to play to win the Southside Catholic Conference.

2. Coaches should make up for the lack of a player's playing time in the second league.
3. Playing time at this level is based on a player's ability, effort, attendance at practices, and commitment to the team. Not everyone will play equally. However, playing time is expected in EVERY game, **including playoffs and championship games.**
4. Playing time rules are the same for A & B teams.

C. 4th - 8th Grades

Missing practice without cause or excessive absences can result in reduced playing time. Playing time may also be reduced as a disciplinary action. It is at the discretion of the coach to determine what action requires discipline unless discussed otherwise in the SJF School handbook.

Section 7.6 - FEES AND FINANCES

- A. The St. John Fisher Athletic Association is a self-sustaining organization. The participation fees, concession stand proceeds and the profits from fundraising fund our Athletic Program. Participation fees do not cover the entire cost of each participant. The yearly budget includes maintaining and purchasing equipment, uniforms, supplies, officiating costs, and league and tournament fees.
- B. The Treasurer will develop a yearly budget in conjunction with the Athletic Director and all the Sports Coordinators, based on the sport's needs for the coming year.
- C. Each sport carries a participation fee. This fee will be collected at the time of sign-up. A uniform deposit may also be due at sign-up in those instances when the Board supplies the uniform and/or equipment.

(Section 7.6 continued)

- D. For all sports that utilize our gym, an adult member (*over the age of 18*) of each participant's family will be required to serve a minimum of two, one-hour shifts. Jobs will include admissions, concessions, crowd control, or help with set-up and cleanup. The Volunteer Coordinator will send out a schedule prior to each sports season.
- E. It is essential that participants register on the scheduled registration date, so that the proper number of teams can be entered in the respective leagues and conferences. The Board, with the Athletic Director's approval, reserves the right to refuse participation to a student who fails to follow this policy.
- F. A student will not be allowed to play if the participation fee and when applicable the uniform deposit is not paid. Provisions are available for the children of families unable to afford fees.
- G. There will be a \$25 fee for checks returned for non-sufficient funds.
- H. Refunds will only be allowed if a player quits prior to the selection of teams in basketball or volleyball or before the third week of football practice. The Athletic Director will consider any extenuating situations or financial hardships.

Section 7.7 - STUDENT-ATHLETES EXPECTATIONS

- A. St. John Fisher athletes must participate with good sportsmanship, demonstrate leadership, and act with appropriate moral conduct.
- B. St. John Fisher athletes must demonstrate excellent conduct in the classroom, in the community, and on the field of athletic competition.
- C. St. John Fisher athletes must refrain from using any tobacco substance, alcoholic beverages or drugs.
- D. St. John Fisher athletes must respect school property and the property, athletic or personal, of fellow athletes. They must also respect all other properties where games or practices take place and the property, athletic or personal, of the competitors and schools.
- E. St. John Fisher athletes must return all school athletic equipment issued for use upon request.
- F. St. John Fisher athletes comply with school regulations as contained in the school handbook.
- G. St. John Fisher athletes must attend all scheduled games and practices. Prior notification must be made to your coach for missing a game and/or practice. Missing a practice or game to attend a club game or practice will be considered an unexcused absence unless approved in advance by a coach.

H. Any athlete who breaks the rules and regulations of the school may be disciplined by the coach, and is subject to disciplinary measures imposed by the Principal, Assistant Principal or Athletic Director.

Section 7.8 - PARENTS/GUARDIANS EXPECTATIONS

The parents play an important role in the success of the student athlete and also in the success of the team. The Mission Statement and Philosophy of the athletic program should be communicated to the parents as well as expectations of their child's participation in the program.

- A. Attendance at a mandatory pre-season orientation session is expected. At this meeting, parent expectations, behavior and responsibilities will be discussed.
- B. Parents are expected to support and encourage their child's efforts. Attending games and cheering for the teams is a show of support; however parents are always reminded to act in a responsible manner and show good Christian sportsmanship.
- C. Parents should make no attempt to instruct or direct the play of an athlete or of the team. They should not criticize the playing efforts of any athlete or of the team. Parents should not approach players during warm ups, during the game or while on the bench or at halftime to communicate with the players.
- D. Parents will be a model for putting losses in perspective and moving on. Questioning, criticizing, or berating the coach, referees, or any other official is inappropriate behavior.
- E. Parents should realize that they can and may be asked to leave a game or tournament if they are not able to maintain a standard of acceptable behavior.

13

(Section 7.8 continued)

- F. Parents are also expected to contribute their time and service in support of the teams and the athletic program. A volunteer program is dependent upon everyone's help and support to maintain a high level of quality and success. Parents may be asked to assist at the admissions table, concessions, crowd control, or to help with set-up and cleanup.
- G. One or two parents could be asked to serve as team liaison and assist with phone calls, or provide a schedule to see that all tasks are filled and rotated in an equitable manner.
- H. Parents must understand the importance of the student-athlete's attendance at all games and practices. Parents should be on time when picking up players after games and/or practices.
- J. Parents will provide transportation for their children to and from games and practices. Coaches are not covered with liability insurance therefore; they should not transport athletes at any time.
- K. Parents will assist the athlete in maintaining the athletic uniforms.
- L. Parents will communicate directly, and at appropriate times, with the teachers of the student athlete to ensure that academic eligibility requirements are being met.
- M. Parents will communicate directly with the coach and coordinator on matters of concern. They will do so at appropriate times, not immediately before, during, or directly after a game.

Section 7.9 - GRIEVANCE PROCESS AND PROCEDURE

The following steps are to be followed to resolve any conflict within the athletic program:

A. Playing Time Grievance

1. Coaches will not discuss playing time with parents or athletes until 24 hours after the game.
 2. Contact the Coach to express your concern. If you feel you cannot talk to the coach or the matter is unresolved, proceed to the next step.
 3. Contact the Head Sport Coordinator; the coordinator will discuss the grievance with the coach and advise the parents/guardians of the outcome of the discussion. If the matter is unresolved, proceed to the next step.
 4. Contact the Athletic Director; if the matter is unresolved, the Athletic Director will bring the issue before the Grievance Committee. The Grievance Committee will recommend a resolution and it will be final.
- B. General**

Grievances

1. Complete the complaint form found on the Athletics website and submit to the Athletic Director
2. The Athletic Director will arrange a meeting with the Grievance Committee to resolve the complaint.
3. The resolution offered by the Grievance Committee will be final.

Section 7.10 - ACADEMIC/BEHAVIOR EXPECTATIONS AND CONSEQUENCES

A. Student-Athletes

1. *Academic Suspension*

- a. SJF students must maintain a "C" average in every class in order to participate in the SJF athletic program. Students who do not maintain a "C" average will be placed on academic watch and suspended from athletics for two weeks.
- b. A suspended player cannot practice or attend games until the Athletic Director notifies the President.
- c. Students suspended from extracurricular activities due to behavior in the classroom, will not practice or attend games with their team until the Athletic Director notifies the President.

2. *Inappropriate Behavior:*

- a. Players who continuously lose self-control, use inappropriate language, or engage in other conduct unbecoming of a Christian student athlete will be subject to the following:
 - i. 1st Offense: Verbal warning from coach and the coach notifies the Head Sport Coordinator, **Loss of playing time.**
 - ii. 2nd Offense: Written notification from coach to the parents and Athletic Director, **1 game suspension.**

14

(Section 7.10A continued)

- iii. 3rd Offense: Meet with the Athletic Director, parents, coach and Athletic Board President to determine the next action which may include but is not limited suspension from games or the remainder of the season or removal from the sports program.

3. *Absence from practice and/or games:*

- a. Excused absence is giving the coach prior notification of the absence. It is at the discretion of the coach whether the player will lose playing time.
- b. Unexcused Absence
Failure to notify a coach prior to practice or game may result in loss of playing time in the next game after the unexcused practice or game. The amount of playing time is at the discretion of the coach, however the player *will not sit the entire game.*
- c. Excessive Absenteeism
Two or more unexcused absences that may result in suspension for multiple games or termination from the team.
- d. Missing a practice or game to attend a club team game or other non-school extracurricular activity will be considered an *unexcused* practice. Choosing a club sport or outside activity may result in loss of playing time, or possibly the entire game of the next game the player attends.
- e. Missing a playoff game for a club sport or outside activity is considered *excessive absenteeism* and will result in suspension of the next game, including the championship. If the season ends after the missed game, the player will be suspended for the first game of the next sports season the athlete plays.
- f. Suspensions due to excessive absenteeism must have prior approval from the Athletic Director.
- g. The Coach determines whether a missed practice/game is excused or unexcused. Prior to the season, the Coach must communicate the team attendance policy to the players and parents. Any player in violation of the attendance policy will be subjected to the consequences previously aforementioned.

B. Parent or Guardians

1. *Inappropriate Behavior:*

- a. Coaching from the stands
- b. Approaching a coach before, during or after a game, wait 24 hours (*see Grievance Process section of the Handbook*).
- c. Offering your opinion on game strategy, play calling or your critique of other athletes on the team. Let the coaches' coach and the players play.
- d. Openly criticizing the St. John Fisher Athletic Program or school on Social Media.
- e. Ejection by an official from any competition
- f. Violating the parent code of conduct

2. *Consequences for inappropriate behavior:*

- a. **1st Offense: Verbal warning from the Athletic Board**
- b. **2nd Offense: 1 Game Suspension**
- c. **3rd Offense:** The Grievance Committee determines the next action which could

include, but is not limited to, multiple game suspensions, suspension for the remainder of the season, suspension from attending any games for the remainder of the school year.

(Section 7.10 continued)

C. Coaches

1. *Inappropriate Behavior:*

- a. Coaches shall not call, text or engage on social media with a student without parent approval b. Coaches may not enter any tournaments without the Athletic Director's approval.
- c. Openly criticizing the St. John Fisher Athletic Program, players, parents or St. John Fisher School on Social Media.
- d. Violating the SJF Athletic Board Statement of Coach Expectations

2. *Consequences for inappropriate behavior:*

- a. **1st Offense: Verbal warning from the Head Sport Coordinator**
- b. **2nd Offense: 1 Game Suspension**
- c. **3rd Offense:** The Grievance Committee determines the next action, which may include but is not limited to multiple game suspensions, suspension for the remainder of the season, suspension from coaching for the remainder of the school year or termination as a coach from the athletic program.

D. Players and Supporters of the SJF Athletic Program

1. St. John Fisher will not tolerate inappropriate behavior. Inappropriate conduct includes, but is not limited to, racial or sexual discrimination in any form, use of profanity, cheating, fighting, excessive physical contact, teasing, taunting, harassing, badgering, bothering, hassling, gesturing or any other improper behavior by a coach, player, team or fan directed at any player, player's family, coach, official or spectator before, during and after any game, match, practice or event involving St. John Fisher athletics.
2. The appropriate Head Sport Coordinator shall be immediately notified if inappropriate behavior is suspected. The Head Sport Coordinator shall investigate the incident, fill out an incident report and promptly report his/her findings to the Athletic Director. The Athletic Director will follow protocol listed in the "*Discipline Process and Procedure*" section of the bylaws.

E. Appeals Process

Any player, parent or coach can request an appeal for a suspension. The appeal needs to be in writing and submitted to the Athletic Director. The person requesting the appeal will meet with the Grievance Committee and present the reason(s) for the appeal. The Grievance Committee will make the final decision on the appeal. One appeal per suspension is allowed.

- A. SJF students will show good sportsmanship while attending or playing any games at the gym.
- B. Students as spectators or players will not taunt opposing teams.
- C. Students are NOT allowed in the equipment cage unless helping an adult.
- D. Students are not allowed on the court before a game/match, during time outs, halftime or after a game/match unless they are getting ready to play.
- E. Only volunteers, ages 18 or older are allowed in the concession stand. Parent Volunteers cannot have any SJF students or younger siblings with them in the concession stand when working their volunteer time. It is a liability to have anyone under the age of 18 in the concession stand and is in violation of our insurance policy.
- F. If a student attending a game is reprimanded numerous times or violates any of the gym rules; they will be removed from the gym.

Section 7.12 - INTRAMURAL SPORTS

An intramural sport is any "sport" offered at St. John Fisher that is not sanctioned by the St. John Fisher Athletic Association. These sports include Fall Soccer and Baseball. St. John Fisher parents, not the Athletic Association, manage intramural sport teams.

ARTICLE VIII

SAFE ENVIRONMENT COMPLIANCE PROCEDURES - SCHOOL EMPLOYEES AND VOLUNTEERS

Archdiocese of Chicago Application for Employment or Volunteer Service (*Form 7703*) is to be completed by all prospective employees at the time of their interview. When employees or volunteers accept a position in the Catholic School system, they are expected to complete the list of all the tasks/training outlined in this link http://archchicago.org/departments/safe_environment/compliance.shtm. All coaches must be completely up to date with Protecting God’s Children Policy by day 1 of practice.

CONCLUSION

Interscholastic athletics have a vital place in the total educational program when they are effectively planned, organized, administered, supervised, and evaluated. Through school athletics, many of the interests and needs of young people can be served better than through any other channel. The bylaws outlined in this handbook were originated, compiled, and revised over the years by numerous volunteer parents and parishioners and are structured in accordance with the Archdiocese of Chicago Catholic Schools Handbook for Athletics. It is expected, without an option, that the St. John Fisher Athletic Association follow the “rules of the game” as they are outlined in the Archdiocese Handbook. If an issue arises that is not specifically covered by these bylaws or a bylaw is interpreted differently than intended, the SJF Athletic Director will determine the appropriate outcome in the spirit of the Archdiocesan guidelines as well as what is in the best interests of the overall St. John Fisher athletic program.

