

SAINT NICHOLAS ACADEMY

PANTHER ATHLETIC ASSOCIATION HANDBOOK

Revised 01/09

BOARD MEMBERS

PRESIDENT	Jerry Tubb	253-3431
VICE PRESIDENT	Dan Robbins	376-9449
TREASURER	Rogge Johnston	550-9289
SECRETARY	Laura McCulloch	599-4469

SPORTS COORDINATORS

<u>BASEBALL:</u>	Dave Kellerman	609-4554
	Dan Robbins	376-9449
<u>BASKETBALL:</u>	Eddie Pehlke	375-0172
	Jerry Tubb	253-3431
<u>BASKETBALL JAMBOREE:</u>	To be determined	
<u>BOY'S VOLLEYBALL:</u>	Steve Wegman	368-3490
<u>CHEERLEADING:</u>	Jeff Johnson	368-4431
	Angie Gardner	995-8705
<u>CROSS COUNTRY:</u>	Chuck Buehner	375-2353
<u>FIELD HOCKEY:</u>	Marilyn Murphy	592-8805
<u>FOOTBALL:</u>	Jeff Johnson	368-4431
	Dan Robbins	376-9449
<u>GIRL'S VOLLEYBALL:</u>	Laura McCulloch	599-4469
	Brian Moss	817-3638
<u>GOLF TEAM:</u>	Eddie Pehlke	375-0172
<u>SCOREKEEPERS:</u>	Each coordinator will handle scheduling	
<u>SOCCER:</u>	Bryan Kirk	594-9245
<u>SOFTBALL:</u>	Ron Femi	368-5771
<u>TENNIS TEAM:</u>		
<u>TRACK:</u>	Chuck Buehner	375-2353

LETTER TO PARENTS

Dear Parents,

The Panther Athletic Association serves as a liaison with the CSAA (Catholic School Athletic Association) in coordination of sports throughout the year. The PAA also may establish and enforce rules in accordance with, but in addition to those of the CSAA. These rules will be intended to protect the interests of SNA, the associated parishes as well as the coaches and players representing the school. The Panther Athletic Association sets fees annually for each sport based on the following: franchise fees (which are different for each sport); number of anticipated participants, equipment needs and possible rental of gyms.

The Panther Athletic Association may be responsible for a monthly assessment fee to the Parishes, determined by the Parish Councils, to assist in the payment of gym maintenance and rental of practice facilities, ball field upkeep, electricity, and etc.

The Panther Athletic Association may sponsor various fundraising activities throughout the year to assist with the financial support of St. Nicholas Academy's sports program.

Thank you,
The Panther Athletic Association

**CONSTITUTION AND BY-LAWS
SAINT NICHOLAS
PANTHER ATHLETIC ASSOCIATION**

(Created) Spring 2005

ARTICLE I

The name of this organization shall be the Panther Athletic Association, also known as PAA, originally formed on February 17, 2005.

ARTICLE II

Purpose

To organize, supervise, promote and finance organized sports among youth of Saint Nicholas Academy Regional School.

To have its members serve as role models for children striving to become mature and responsible adult Catholics.

To promote education in good sportsmanship and to see to the spiritual and physical welfare of all who participate in organized athletic and recreational activities.

To comply with the rules of the Catholic School Athletic Association of the Archdiocese of Louisville.

To cooperate with and be responsible to the pastors and to work in harmony with the regional school board in overseeing the sports program at St. Nicholas Academy.

To provide equipment for the Christian youth sports teams.

ARTICLE III

Membership

Section 1. Membership in the Panther Athletic Association is open to any registered parishioner or school member, male or female, 18 years of age or older interested in promoting Christian youth sports activities at Saint Nicholas Academy. Members may be required to pay annual dues.

ARTICLE IV

General Meetings

Section 1.

a. General membership meetings shall be held (3) times a year at Saint Nicholas Academy. (July, Oct & Feb)

b. A general meeting of the PAA shall be defined as

1. Open to the membership (as defined in Article III section I.).
2. Informational in nature.
3. Open for questions, suggestions or discussion.
4. Published in regular meeting minutes.

c. No General meeting shall be official unless attended by at least six (6) members of the Board of Directors, which is classified as quorum under Roberts Rules of Order.

Section 2.

a. Athletic Board meetings are held once each month at the discretion of the President.

b. A Board meeting of the PAA shall be defined as:

1. Closed to the general membership (except as noted on TC By-laws, Article III. Procedure for responding to concerns or grievances).
2. Published in Board meeting minutes.
3. Requiring a quorum to transact business.

c. A quorum shall be constituted by the presence of nine (9) members of the board, with the president or vice president presiding

Section 3.

3 d. Special meetings may be called by or at the request of the President or a majority of the Board of

Directors. Adequate notice must be given to all board members.

e. Generally decision-by-consensus should be followed in order to encourage productive discussion and to effectively seek the wisdom of each individual. When consensus cannot be reached, Roberts' Rules of Order for parliamentary Procedures should be used.

ARTICLE V

Dues, Fees and Assessments

Section 1.

a. A Sports fee will be set annually for all sports by the Board of Directors. Fees will be payable at the time of sports signups. No child will be allowed to participate until all the fees are paid. If a child signs up late , there is a \$25.00 late fee. No child will be allowed to join a sport once tryouts are completed or the first practice is held (whichever occurs first).

b. A request to refund fees is subject to Panther Athletic Association approval.

c. All members may be required to pay annual dues once a year. The amount of dues will be determined by the board of directors.

d. Additional fees may be assessed for uniform rentals, equipment rentals, gym rentals, or other urgent needs identified by the Board of Directors. The amount of such fees will be determined by the Board of Directors.

ARTICLE VI

Officers

Section 1. The officers shall consist of a President, Vice-President, Secretary, and Treasurer.

Section 2. All officers shall be elected at the May business meeting and shall serve for a term of one (1) year, said term beginning June 1.

Section 3. Any or all officers may be re-elected to the same office, but cannot serve more than two (2) consecutive terms in the same office.

Section 4. A vacancy in the office of President shall be filled by the Vice-President.

Section 5. A vacancy which occurs on the Board of Directors will be filled by the runner-up within thirty days in which the vacancy occurs. Should that person decline to serve, the next runner-up will be selected. All persons nominated must be voted on and approved by the Board of Directors

Section 6. Nominations for new officers will be taken at the April meeting; elections will be conducted at the May meeting.

Section 7. An office shall be declared vacant if an officer is absent from three consecutive meetings. Nominations and elections will be held at the next regular meeting to fill the vacancy.

ARTICLE VII

Duties of Officers

Section 1. **President**

a. The President shall be the Chief Executive Officer of the Association, shall preside at all General Meetings, shall have general and active management of the business of the Association, shall see that all orders and resolutions of the Board of Directors are carried into effect—subject, however, to the right of the Directors to delegate any specific powers, except such as may by statute exclusively conferred on the President or to any other Officer or Officers of the Association.

b. The President shall automatically be Chairman of the Board of Directors.

c. The President shall have the right to appoint all committees.

d. The President shall be ex-officio, a member of all committees.

e. Develops monthly agenda w/ Secretary

Section 2. **Vice-President**

- a. The Vice-President, in the absence of the President, shall preside at the meetings of the Association and shall have all the powers of the President.
- b. The Vice-President, in the event of an emergency, shall automatically move up into the vacated President's office.
- c. The Vice-President shall be, ex-officio, a member of all committees.
- d. The Vice-President shall be a member of the Board of Directors.
- e. The Vice-President shall be the Athletic Director.

Section 3. **Secretary**

- a. The Secretary shall attend all sessions of the membership meetings and of the Board of Directors and act as Clerk thereof, record all the votes of the association and the minutes of all the transactions in a book to be kept for that purpose. He/she shall give, or cause to be given, notice of all meetings of the membership and of the Board of Directors, and shall perform such other duties as may be prescribed by the Board of Directors or President, and under whose supervision he/she shall be.
- b. The Secretary shall be a member of the Board of Directors.
- c. Supplies copies of minutes/schedules of events to the Head of the School.

Section 4. **Treasurer**

- a. The Treasurer shall acquaint himself/herself with and adhere to the Financial Policies and Procedures of the Archdiocese of Louisville for parish organizations. This procedure is to insure a healthy internal financial control structure.
- b. The Treasurer shall have custody of the Association funds and shall keep full and accurate track of receipts and disbursements in a book belonging to the Association and shall keep the money of the Association in a separate account to the credit of the Association.
- c. The Treasurer shall disburse the funds of the Association as may be ordered by the Board, taking proper vouchers for such disbursements, and, shall render to the President and Directors, at the regular meetings of the Board, or whenever they may require it, an account of all transactions as Treasurer and of the financial condition of the Association.
- d. The Treasurer shall be a member of the Board of Directors.
- e. Upon request, The Treasurer shall make a biannual written financial report to the Head of the School and make a copy of said report available to the Board of Directors.

ARTICLE VIII
Board of Directors

Section 1. The Board of Directors shall consist of the President, Vice-President, Secretary, Treasurer, Head of School, and sixteen (16) other members duly elected by the membership. The eight (8) candidates receiving the highest number of votes shall serve a term of three (3) years and the other eight (8) members shall serve a term of two (2) year. Thereafter, eight (8) members shall be elected each year and their term of office shall be for two (2) years. The nominations and elections for the eight (8) directors shall be conducted per **ARTICLE XIV**.

Section 2. The Board of Directors shall have the following specific powers and duties.

- a. The Board of Directors shall vote on appointment of all or any coaches of St. Nicholas Academy. Applications for coaches will be submitted annually and voted on by the Board by secret ballot or show of hands no more than one hundred twenty (120) days prior to the beginning of their sport.
- b. A majority of two-thirds vote of the Board membership is required to remove a member of the board. The President shall abstain from voting.
- c. The Board of Directors shall have the power to sanction any member, by suspension, for conduct which in the opinion of the Board of Directors is contrary to the principles of this Association. Said sanction will be imposed by a majority vote of the Board of Directors.
- d. The Board of Directors shall determine ways and means to meet the Association's share of the annual assessment goal set for the various parish organizations.
- e. The Board of Directors has discretionary authority in disbursing funds of the PAA to pay bills, purchase supplies, equipment, and maintaining the facilities for which the association is responsible.

f. The Board of Directors shall make the decisions regarding the management and business affairs of the association.

g. Any change in the By-Laws by the Board of Directors shall be disclosed to the membership at a meeting subsequent to its adoption and may be modified or rejected by a majority vote by the Board of Directors.

Section 3. A majority of the members of the Board of Directors shall constitute a quorum for the transaction of business.

Section 4. The President shall vote only in the event of a tie.

ARTICLE IX

Committee Chairperson

Section 1. Committees shall be appointed by the President, with consensus of the board.

ARTICLE X

Athletic Director and Sports Directors

The Athletic Director's primary responsibility is insuring compliance with all CSAA administrative duties and regulations applicable to the CSAA. The Athletic Director is responsible for coordinating the entire sports program at St. Nicholas Academy. This includes the following duties.

a. His/her actions and/or decisions are subject to board approval.

b. Insure that coaches' responsibilities are met and that the guidelines for selection, evaluation and replacement of coaches are followed.

c. Be responsible for compliance with all CSAA regulations.

d. Ensure that the student athletic probation and suspension policies are followed as stated in the PAA Handbook, **ARTICLE XIII**.

e. Ensure that all coaches and Sports Coordinators are in compliance with all athletic policies.

SPORTS COORDINATORS

The Sports Coordinators will be selected by the Board of Directors and will be a member of the Board of Directors. He/she will work in coordination with, and report to the Athletic Director. His/her responsibilities will be assigned by the athletic director.

Primary coordinator of the entire program of their individual sports as follows:

a. Set dates for tryouts (if indicated).

b. Collect completed coach applications (clarify their team preference a,b,c etc). Ensure coaching applicants have attended the Safe Environment Training Workshop.

c. Collect completed background check forms on all coaches and return to the President or Vice President

d. Ensure that all coaches are aware of and adhere to all CSAA policy and administrative requirements.

e. Present coaches applications to the board for review for any contested positions.

f. Complete team information form for CSAA and pay franchise fee(s). Obtain check from Treasurer.

g. Obtain sport info packet from CSAA at designated meeting time.

h. Schedule coaches meeting (to get coaches contracts signed, go over rule changes, answer questions, set timelines and distribute CSAA packets).

i. Make sure all rosters are faxed to CSAA by designated date. Copy of rosters are to be given to Head of School and Religious Education Coordinator.

j. Collect all Athletic and Uniform fees.

k. Match sign up sheets with checks to ensure all have paid.

l. Advises PAA President of any fee payment problems and recommend resolution thereof.

m. Order all uniforms.

n. Coordinate with coaches the distribution and collection of uniforms and equipment.

o. Purchase necessary equipment (keep a list). Must follow Athletic Board purchasing procedure.

- p. Schedule and post practice times (basketball and volleyball) and give copy to Head of School.
- q. Obtain outside gym time when required.
- r. Field maintenance (softball and baseball).
- s. Check school calendar for scheduling conflicts. Reschedule practice/games as needed.
- t. Turn in tournament dates to CSAA for volleyball and basketball (if we host).
- u. Schedule scorekeepers and line judges. CSAA provides basketball referees.
- v. Assign board members date to be gym representative (open, troubleshoot, close).
- w. Advise Athletic Director *and Treasurer* of any rewards needed, city runner-up and championship teams so appropriate awards may be obtained.

ARTICLE XI

Coaches

St. Nicholas Coaches As Role Models: The importance of the influence coaches exert on the lives of youngsters during their most impressionable years cannot be overestimated. In view of this the Panther Athletic Association expects its coaches at all times to be conscious of their obligation to serve as **adult Christian role models** for their players. Religion and religious practices should be accepted (and exemplified!) as a way of life by any and all who would coach here.

Section 1.

- a. All coaches shall submit to the Sports Coordinat a complete inventory and all equipment and uniforms within ten (10) days after the end of their season.
- b. A coach must make an application of his/her experience as a coach and a player to the Board of Directors. These applications will be submitted annually. A separate application is required for each sport he/she coaches.
- c. Requests for equipment and funds should be submitted to the Sports Coordinator of each Sport, who will present them to the Athletic Director for review.
- d. Coaches are responsible for all equipment and uniforms used by his/her team.
- e. Uniforms and equipment are to be properly maintained during the season.
- f. All coaches are required to attend a meeting of the sport which they coach prior to tryouts as directed by the Athletic Director.
- g. Any team winning a city championship will receive either \$100.00 or \$10.00 per player. Any team named city championship runner-up will receive either \$50.00 or \$5.00 per player. This money is to be spent on a victory celebration. Receipts must be turned in to Treasurer before reimbursement.
- h. No coach may purchase or organize purchase of variation uniforms without approval from the Athletic Board (i.e. warm-ups, names on back,etc).
- i. Coaches must abide by the rules of the CSAA and the policies and procedures of the PAA.

Section 2.

No St. Nicholas coach will be allowed to use any Parish facility or its equipment during the off season of any sport to practice or prepare teams for leagues. In order for summer teams to be formed a clinic must be held. The clinic will be open for all school age children to participate. The clinic must be first approved by the CSAA and the PAA Board of Directors.

Section 3.

Coaches must receive approval from the Sports Coordinator for additional gym time. The coach is responsible for paying for any outside gym time not assigned/approved by the sports coordinator.

ARTICLE XII

Limitation of Players, Selections, and Player Rules

Unforeseen circumstances may cause limits to be altered at the discretion of the Athletic Board. Sections 1-4 apply to grades 5-8 only. All 3/4th grade sports are exempt from Article XII.

Section 1: Team Size Guidelines:

- a. Volleyball: Limit of 10 per team
- b. Softball: Limit of 14 per team
- c. Baseball: No Limit

- d. Football: No Limit
- e. Soccer: No Limit
- f. Track: No Limit
- g. Basketball: No Limit
- h. Cheerleaders: No limit per team, number of teams left to the discretion of the Athletic Board.
- I. Cross Country: No Limit
- j. Swimming: No Limit
- k. Tennis: No Limit
- l. Golf: No Limit
- m. Field Hockey: No Limit

Section 2.

The coach of the "A" team shall pick his/her players first. Then the coach of the "B" team. Then the "C" team. Teams D, E, etc. will have the pick of the players in successive order. Example: After the "A" team roster is completed, the "B" team roster will be completed and then the "C" team roster will be completed and so forth. The Board of Directors has the final decision-making power as to the number of teams that will be chosen in any particular sport. Said number of teams to be chosen in a particular sport will be reviewed annually.

Section 3.

In the event teams cannot be evenly distributed lottery picks will take place to divide the remaining players. The Athletic/Sport Director will conduct the lottery pick.

Section 4.

a. Placement of a 5th/7th grader on the "A" team shall require the consent and the approval of the player's parent(s) *before* tryouts of the sports are held.

b. The "A" and "B" team coaches are not to select 5th/7th grade players who are not expected to make a major contribution.

Section 5.

No child is allowed to wear a St. Nicholas uniform that represents St. Nicholas in any league other than leagues sanctioned by the CSAA. A violation of this by-law will make him/her/them subject to disciplinary action.

Section 6.

Players shall not be allowed to participate out of their class. Therefore, 5th and 6th graders shall not be allowed to participate on 7th and 8th grade level sports. Exceptions to this by-law will be made only when deemed necessary and approved by the Board of Directors.

Section 7.

When a parent has been approved by the Board of Directors to be a head coach, their child is protected from being selected by another coach unless the parent waives that right. Only the head coach and one assistant coach's child is protected. These two players automatically become part of the allotted number of athletes for their teams. Exception to this rule: if a draft situation occurs (team D on down), assistant coaches' players are not waived. All players, except for head coach's player, is available in the draft.

Section 8.

a. No child will be allowed to join a sport once tryouts are completed or the first practice is held. Exceptions to this rule must be approved by the PAA Board of Directors.

b. The Athletic Board will review students new to St. Nicholas school or supporting parish on a case by case basis to determine if they will be allowed to join a sport after tryouts have been completed or the first practice is held. Students not enrolled at SNA must attend Religious Education Classes for a full year in order to participate in the athletic program. This will be waived if a student leaves SNA during school year; however, they must be currently enrolled in Religious Education Class.

c. 24 hour cooling off period: If a parent calls the coach or sports coordinator before 24 hours after tryouts or a game, upset about team selection, playing time, etc., that player is subject to one game suspension. This allows for a cooling down period for all parties involved.

d. If a player quits a sport, they must apply for reinstatement with the PAA, for that particular sport, for the following season. Example, player quits girls volleyball, they have to be reinstated with PAA before she can play girls volleyball the next season.

ARTICLE XIII

Student Athletic Probation and Suspension Policy

A coach has the discretionary authority to place a student on temporary suspension for:

1. Behavioral reasons
2. PAA violations
3. CSAA rules violations

Violations could result in suspension for a temporary period and will be at the coach's discretion, subject to review by the Athletic Director.

Violations deemed "major" and subject to indefinite suspension, shall immediately be brought to the attention of the Athletic Director for his review and decision as set forth below.

a. A complaint setting forth the nature of the violation and with all the facts known to the coach at the time shall be filed by the coach seeking the indefinite suspension. This complaint shall set forth each of the violations, any attempt(s) at temporary suspension, and the time and place of the events which make up the violation.

b. The Athletic Director shall immediately investigate the facts of the complaint, which may include contact with the player and/or the parent(s), and shall within (7) days after receiving the complaint decide as to whether or not the student shall be placed on indefinite suspension.

c. The Athletic Director shall immediately notify the coach, the parent and/or guardian of the student athlete, the sports directors, and the parish administrator of his/her decision. If the coach, student athlete, or parent or legal guardian objects to the decision rendered by the Athletic Director, then within (7) days that party may request a full hearing of the nature of the reason or violation with the athletic board, to be conducted by the Athletic Director.

The decision of the athletic director shall remain in effect until such time as all appeal processes set forth in these policies have been exhausted.

The appeal procedure outlined below will be followed while the athletic board is reviewing the athletic director's decision regarding the indefinite suspension under review.

a. A hearing of the nature of the violation and the reason for the suspension will be conducted by the athletic board.

b. The hearing will be held as soon as possible, preferably within (7) days.

c. The Athletic Director will give an oral and/or written report on the reasons and/or violations to be considered.

d. The student athlete and/or parent on their behalf may then address the athletic board in order to provide information regarding his/her actions.

e. Any other person may address the athletic board with pertinent information.

f. After all parties have had their opportunities to address the athletic board, the student and/or parent may be questioned by the athletic board in regard to this issue, however, the student and/or parent need not answer any questions if they do not wish.

g. The athletic board will then discuss the matter in private and immediately render its decision.

Written notice of the decision shall be sent to all interested parties.

h. If the athletic board votes to lift the indefinite suspension, the student returns to the team under the coach's discretionary authority.

i. If the athletic board votes to place the student on indefinite suspension, he/she is indefinitely suspended for a period determined by the athletic board.

j. The decision of the athletic board is final.

Academic Suspension: Refer to St. Nicholas Student Handbook for guidelines.

If a student is academically ineligible to participate in the PAA sports program, they will not be allowed to tryout, practice or participate in any PAA sport. They may sign up for a sport and be placed on a team's roster. Once they have completed the necessary requirements and are deemed academically eligible, they may begin to practice and participate with the team they were assigned.

The Athletic Board will abide by the CCD requirements regarding suspension.

ARTICLE XIV
Nominating and Election Procedure

Section 1.

- a. A member of the parish who is nominated to run for election on the Athletic Board must be a member of the parish in good standing.
- b. At the March business meeting, the President shall appoint a Nominating Committee consisting of five (5) members, which will consist of the Vice-President and four (4) board members.
- c. The Chairperson of the Nominating Committee will be the Vice-President.
- d. The committee is responsible for advertising to the parish members the vacancies occurring on the board of directors at the end of the present term.
- e. A member of the parish who is nominated for office must accept the nomination prior to being placed on the ballot.
- f. All nominations must be submitted to a member of the election committee.
- g. The expiration date to submit nominations for the board elections will be April 30th of each year.
- h. No nominations will be taken from the floor the night of the annual meeting when the elections are held.
- i. The chairperson of the election committee will be responsible for selecting three (3) non-board members to tabulate the votes.
- j. Candidates for the Board of Directors will be listed alphabetically on the ballot.
- k. Voting will last two (2) hours and the hours will be set by the election committee.
- l. No absentee ballots will be accepted.
- m. The chairperson will notify each winner of the election.
- n. No campaigning is allowed on any SNA property the day of the election.
- o. A nominee to the Athletic Board may not have a spouse on the board who will remain on the board after the annual elections

ARTICLE XV
Fiscal Year

Section 1.

The fiscal year of this Association shall be from July 1 to June 30.

ARTICLE XVI
Amendment to By-Laws

Section 1.

Any amendment to the By-Laws of this Association will be presented, in writing, to a board member. The board member will then present the by-law change to the Board of Directors at the next scheduled meeting. Any proposed changes to the by-laws are to be read at two consecutive meetings, with a vote taken after the second reading. If approved, the change will take effect immediately. The board reserves the right to accept or reject the request for a by-law change by a majority vote of the board.

ARTICLE XVII
Inclement Weather

If school is cancelled or dismissed early due to inclement weather, all practices of the school teams are likewise canceled for that day. If CSAA games on weekends when there is no school are cancelled due to snow or inclement weather, all practice of the school teams are likewise cancelled for that day.

ARTICLE XVIII

Parliamentary Authority

Section 1.

Roberts Rules of Order, Newly revised, shall be the Parliamentary Authority where applicable and where there is not a conflict between said unless and the By-Laws of this Association.

ARTICLE XIX After School Practice

Section 1.

Any student/athlete whose team will be practicing immediately after school will submit a blanket permission slip from their parent/guardian to remain after school for practices. Once a note has been submitted no other notes will be necessary. All permission slips will be submitted to the school office.

Section 2.

Unless scheduled by CSAA, practices and games scheduled to take place on Holy Days of Obligation are subject to approval by the Priest at that parish. This includes practices and games on parish properties or at another location.