

ST. GABRIEL'S ATHLETIC ASSOCIATION
CONSTITUTION & BYLAWS
(As Revised January 17, 2024)

ARTICLE I – NAME

ST. GABRIEL THE ARCHANGEL ATHLETIC ASSOCIATION. (Acronym: SGAA)

ARTICLE II- COLOR(S)

1. Navy
2. Gold
3. White

ARTICLE III – OBJECTIVE

The objective of this organization shall be to foster sound athletics through a program that will promote good sportsmanship, respect for authority, and self-discipline among the participants in order to help the youth of the Parish become morally sound Catholics.

ARTICLE IV- SGAA CALENDAR YEAR

July 1- June 30th

ARTICLE V– ELECTED OFFICERS ELIGIBILITY

Eligibility is open to all interested parishioners who are 18 years of age or older, or is a graduate of high school. They should also be current on any/all sport registration fees, if applicable.

ARTICLE VI – OFFICERS

ARTICLE VI, Section 1:

Part 1 – ELECTED OFFICERS (Also known as the “Executive Board”)

A Past President (2 year term), President (2 year term), Vice President (2 year term), Secretary (2 year term), Treasurer (2 year term), and Male and Female Lay Director (2 year term) shall be elected officers of the Association.

ARTICLE VI, Section 1:

Part 2 – APPOINTIVE OFFICERS

Appointive Officers of the Association shall be the following Director of:

1. Baseball/Softball
2. Basketball (Boys and Girls)
3. Basketball Tournament
4. Chess

5. Concessions
6. E Sports
7. Golf
8. Gym Director
9. Gym Scheduler
10. Lacrosse
11. Officials
12. Soccer (Boys and Girls)
13. T-ball
14. Track
15. Volleyball (Boys and Girls)
16. Uniform

Appointive officers shall be appointed by the President of the Association.

Appointive Officers shall have one vote if it pertains to his/her jurisdiction as determined by the Executive Board.

ARTICLE VI, Section 1:

Part 3 -DEFINITION OF THE BOARD

- A. The collective name of the elected officials shall be the "Executive Board."
 - The Executive Board shall transact the normal business of the Athletic Association and approve all other plans and work of the regular committee chairmen. It shall approve the receipts, investments and distribution of all monies received by the Association. It shall plan the Athletic program for the year.
- B. The collective name of the elected officials and the appointed officials shall be the "Board."

ARTICLE VI, Section 1:

Part 4-ELECTIONS

- A. The elections shall be held annually by ballot prior to July 1st. Elections for Treasurer and Female Lay Director shall take place in the even numbered years. Elections for Secretary, Male Lay Director, and Vice President shall take place in the odd numbered years. The Vice President will automatically become the President at the end of his two year term. The President automatically becomes Past President after his two year term of Presidency, to function as Past President for two years.
- B. Candidates for elected offices shall be selected by a Nominating Committee. The Nominating Committee shall consist of three members appointed by the President at the Board Meeting in the month of March.
- C. Candidate eligibility will only be open to Parishioners. The Secretary will confirm the eligibility of all nominees for office prior to the casting of ballots for the office involved.
- D. The list of candidates shall be communicated prior to the vote.
- E. Only members eighteen years of age or older may cast a valid ballot for the elected positions. It shall be the duty of the Secretary to establish procedures to insure that only qualified members

are permitted to cast a ballot. In the event of a challenge or challenges, the Secretary will confirm the standing of the challenged voter or ballot by checking the records of members. All challenges must be made prior to the announcement of the results of the vote for officers.

- F. The nominee receiving the greatest number of votes shall be elected.
- G. The tenure of office shall be two years.
- H. The officers elected shall take office July 1st. The term of office shall be twenty four (24) months, or until a successor is duly elected and qualified.
- I. In the event of death, resignation, or removal of an officer, a successor shall be appointed by the President and approved by majority vote of the elected officers. The successor's term will be the balance of his predecessor's term or until a successor is duly elected and qualified.

ARTICLE VI, Section 2 – APPOINTMENTS

- A. Appointed members of the Board serve at the pleasure of the President.
- B. Any vacancy in any appointed position created by death, resignation or removal of an officer, a successor shall be appointed by the President and approved by majority vote of the elected officers. The successor's term will be the balance of his predecessor's term.

ARTICLE VI I– MEETINGS

There shall be one meeting per month on the date determined by the President with the exception of June and July when the Board will be in recess.

Special meetings can be called by the President or with his approval.

A quorum of the Executive Board shall be four elected members.

ARTICLE VIII – AMENDMENTS

Amendments to this constitution must be made in written form and presented at a regular meeting of the Board Meeting for consideration.

The proposed amendments shall be presented to and voted on by the SGAA Board.

ARTICLE IX– DUTIES OF OFFICERS

ARTICLE IX, Section 1-ELECTED OFFICERS

ARTICLE IX Section 1:

Part 1- President

The President shall preside at all meetings, appoint the various chairmen for all activities, and shall be an ex-officio member of all such committees. He shall perform such other duties as are usually attached to the office of President, including identify the general admin for the registration application/website.

ARTICLE IX, Section 1:

Part 2- Vice President

The Vice President shall carry out the duties of the President in his absence.

*ARTICLE IX, Section 1:
Part 3 – Secretary*

The Secretary shall record all meetings, keep all records (except financial) for the Athletic Association, conduct all correspondence, and forward a copy of each meeting minutes to the Board Members prior to the next meeting.

*ARTICLE IX, Section 1:
Part 4 – Treasurer*

The Treasurer shall keep all financial records of the Athletic Association, receive all funds, make necessary disbursements as authorized by the Executive Board, and render a written report or balance sheet at the monthly meetings of the Executive Board and a report at the General Meetings of the Athletic Association. In the absence of the Treasurer, the President performs these duties. Prior to spending/paying an amount over \$500.00, the Treasurer must notify all members of the Executive Board.

*ARTICLE IX, Section 1:
Part 5 – Male Lay Director*

The Male Lay Director will support the Past President on the gym improvement committee. They will also be responsible for organizing and securing volunteers for 3 major gym cleaning events. The gym will be cleaned before volleyball season, after volleyball season, and after basketball season. The Male Lay Director will also be responsible for sending, collecting, and reviewing all male team coach's evaluations at the end of each sport season.

*ARTICLE IX, Section 1:
Part 6 – Female Lay Director*

The Female Lay Director will be responsible for all SGAA Communications. They will coordinate SGAA communications for the weekly bulletin and SGAA Webpages. The Female Lay Director will also be responsible for sending, collecting, and reviewing all female team coach's evaluations at the end of each sport season.

*ARTICLE IX, Section 1:
Part 7 – Past President*

The Past President shall be the leader of the gym improvement committee. They will be responsible for coordinating all gym improvements/upgrades, reporting back to the President/Executive Board in the January/February meeting.

ARTICLE IX, Section 2: APPOINTIVE OFFICERS

ARTICLE IX, Section 2:

Part 1- Board Members

- A. All members of the Board are required to maintain an active interest in the welfare of the Association and are required to attend Board meetings regularly. If unable to attend any regular monthly meeting, Board members must notify the President. If a Board member misses more than one of regular meetings without excuse in their sport season, the Executive Board may vote to remove the Board member from office.
- B. All directors and appointed officials shall be responsible for administering the particular program or activity under his/her jurisdiction, subject to the approval of the Executive Board.

ARTICLE IX, Section 2:

Part 2- Sports Directors

Directors for sports will be appointed by the President with the approval of the majority of the elected officers.

The responsibilities of Sports Directors shall be as follows:

- A. Submit their proposed program expenditure to the Executive Board on the following schedule:
 - Volleyball and Soccer – August Board meeting
 - Basketball, Chess, and E Sports– on or before the October Board meeting
 - Baseball/Softball, Golf, Lacrosse, T-ball, and Track – on or before the March Board meeting
- B. Select and appoint qualified managers and coaches.
- C. Schedule and conduct a pre-season coach meeting with all coaches representing St. Gabriel to review rule changes, SGAA guidelines, and conduct expectations.
- D. Conduct and supervise a registration of all interested children in accordance with regulations established by the Archdiocese and the Executive Board.
- E. In connection with the Executive Board and Uniform Coordinator, the timely purchase, distribution, and return of all appropriate uniforms and equipment for all teams.
- F. The implementations of a restructuring process for division of children into teams for grades 5-8 based on the SGAA Team Formation Policy or in the event of more than two teams are needed.
 - A Sports Director who is involved with the coaching, assisting, or managing of a team in the same sport as he/she is responsible as director of said sport, shall not participate in the division or restructuring of teams in which the Sports Director is associated.
 - The SGAA Executive Board will determine who is responsible for the division or restructuring of said team.
 - A member of the SGAA Executive Board must be present at all team divisions or restructurings. Failure to comply will nullify any divisions or restructuring at which no SGAA Executive Board member is present.

- G. The division of children into equal teams in Grades 4 or lower, no matter the number of teams. Teams should be redivided annually to promote a mixing of players and coaches. The sport director will lead the process for separation and an Executive Board Member will be present.
- H. The scheduling of team parents for concession stand duty as requested by the Director of Concessions.
- I. The scheduling and enforcement of coaching certification (Protecting God's Children, Coaching to Make a Positive Difference, Play Like A Champion, and the required background checks) as required by the Archdiocese.
- J. Volleyball and Basketball Coordinators, in conjunction with the Gym Scheduler, should own the scheduling of practice times and seeking of alternate practice locations as needed to facilitate practice slots.

ARTICLE IX, Section 2:

Part 3-Director of Officials

- A. The training of soccer, volleyball, and basketball officials and the scheduling of qualified officials, timekeepers and scorekeepers for all league and tournament games in St. Gabriel gym, or as otherwise required by the CYC and the general supervision of all related activities.

ARTICLE IX, Section 2:

Part 4-Director of Concessions

- A. To stock the concession stand, as needed. Expenditures and use of the SGAA credit card to be authorized/verified by the Executive Board.
- B. To account for the financial activities of the Concession Stand in conjunction with the Treasurer.
- C. To inform sports directors of the manpower needs of the concession stand, the dates the concession stand needs to be manned, and the general supervision of all related activities.
- D. Responsible for closing down (product audit, cleaning) at the end of the gym season.

ARTICLE IX, Section 2:

Part 5- Uniforms

- A. Facilitate/Coordinate the timely distribution and return of all SGAA uniforms.
- B. Responsible for tracking who receives what uniform (size & number), and who fails to return the uniforms for all SGAA sports. An end of the sport audit will need to be reported back to the board for repercussions.
- C. Keep the "brand" of St. Gabriel Athletics. Report back to Executive Board when uniforms become below the SGAA Standard.

ARTICLE IX, Section 2:

Part 6- Gym Scheduler

- A. The Gym Scheduler will be responsible scheduling of the gymnasium for all Parish, School, and SGAA events during non-school hours. Note: The schedule will be

maintained and shared via the Parish Calendar or another media. A link will also be available on the school website.

ARTICLE IX, Section 2:

Part 7- Registration Director

- A. The Registration Director will coordinate directly with the CYC Office and maintain the Team Sideline account for the SGAA. The Registration Director will ensure all individuals who signed up for sports seasons are entered into Team Sideline and in good standing. The director will open and close sport season registration in Team Sideline and communicating deadlines to the participants.

ARTICLE X – COACHES AND ASSISTANT COACHES

Coaches, as lay leaders, must be of sound moral character since they are charged with the responsibility of guiding youth in accordance with Catholic principles.

They shall be required to

- A. Carry out their duties as prescribed by the Director of the sport with the approval of the Executive Board.
- B. Be responsible for all equipment and uniforms issued and return same to the equipment room at the end of the season. They are responsible for replacing any lost equipment.
- C. Conduct themselves with good sportsmanship or else be subject to appropriate discipline pursuant to the Archdiocesan CYC or SGAA procedures.
 - Should the SGAA Board or Sports Director(s) find the parent has failed to meet these standards, here are the penalties.
 - First Offense: Coach will be mandated to attend a meeting with the SGAA Executive Board and Sports Director to review the incident in question. The Executive Board and Sport Director will determine the appropriate path forward.
 - Multiple Offenses: Coach will receive permanent ban from attending any/all St. Gabriel Sporting events for the remainder of that sport season or a time duration to be determined.
- D. The head coach is in charge of the team.
- E. They are to keep records and report to the Director and President any player who has for any reason;
 - Missed more than one regular season game
 - Missed 10% or more of practices
 - Missed or arrived late to any playoff game
- F. Advise players and their parents of your expectations prior to the start of your season.
- G. Per sport season, head coaching participation is limited to no more than two teams.
 - At the discretion of the SGAA Committee, the Committee can vote to allow for additional participation on a case by case basis.
- H. Coaches are prohibited from the use of alcohol or drugs while in supervision of youth athletics.

ARTICLE XI – PLAYERS

ARTICLE XI, Section 1:

All players shall be of sound moral character and meet requirements as set down by the Archdiocese and the Executive Board.

ARTICLE XI, Section 2:

It shall be standard for all players or their families to be members of the St. Gabriel's Athletic Association, and all players or their families shall reside in the geographical boundaries of St. Gabriel's Parish, or attend St. Gabriel's school.

Players are required to be in good standing with the St. Gabriel School and St. Gabriel Church to be eligible for participation in SGAA Athletics. Students that do not attend St. Gabriel are required to be in good standing with their school of attendance.

ARTICLE XI, Section 3:

Catholic and Non-Catholic players are welcome and eligible to participate in the CYC Athletic Association.

ARTICLE XI, Section 3:

Part 1 – A player who is in grade school is eligible to participate in the CYC Program in the following manner and order:

1. Parish of registration OR the Catholic School the player is attending as a full-time student. Parish schools of Religion (PSR) are considered Catholic schools.
2. Parish of residence of the player if the parish of registration or the player's full-time Catholic school does not have an eligible team for said player.
3. If no program or available team exists for the player in sections 1 and 2 from above, the player can apply through his/her parish representative to the District Chairman for assignment to play for another team in the district. If assignment should be done on a "need" basis, that is assignment to district teams in need of players; while taking the player's reassignments from previous seasons into consideration and reasonable geographic factors.

ARTICLE XII – MEMBERSHIP

Active members shall include any member of St. Gabriel's Parish who shows an interest in the Athletic Program administered by the Athletic Association and pays the annual dues. Yearly dues shall be determined by a majority of the Executive Board. The participating family membership shall cover all members of the immediate family, pre-k through eighth grade. Family Membership dues are collectible from Soccer/Volleyball sign-up through May 31st. Changes to the Family Fee amount shall be posted on the SGAA website and the church bulletin.

ARTICLE XIII – FINANCES

All expenditures of the Athletic Association shall be approved or ratified by a majority of the Executive Board at a Board Meeting.

Progress and/or final reports must be submitted to the Executive Board by the director or appointed member in charge of the activity as required by the Executive Board.

ARTICLE XIV – RULES AND REGULATIONS

The Executive Board has the vested authority to formulate and adopt by majority vote all rules and regulations governing the administration of all sport activities regarding registration, awards, suspension, conduct, and transfer of all individuals participating in the Athletic Association Program.

A majority vote of the Executive Board may amend the St. Gabriel Athletic Association Constitution and Bylaws.

Rules and Regulations, as adopted by the Executive Board must be distributed at the beginning of each sport season, both to managers and coaches and to participants in the sport. It will be the responsibility of the Sport Director to insure that “Rules and Regulations” are distributed to all team managers.

ARTICLE XV – COMPLAINT PROCEDURE

Complaints may be filed and pursued only by a member of the Athletic Association currently in good standing. Complaints concerning only: (a) teams, players, and/or coaches; or (b) coaching assignments shall be considered under this Article. Complaints concerning coaching assignments under (b) may bypass steps 1 and 2. All other complaints, under (a) shall be pursued under the following mandatory procedure.

STEP (1): COACH MANAGER

Complaints concerning teams, players, and/or coaches shall be filed in writing with the coach and/or manager of the team involved in the complaint. The Manager/Coach shall have five (5) days from the date of receipt of this written complaint to settle any complaint received or else the complaint may be taken to Step 2. Failure of the Coach/Manager to respond to the written complaint within the five (5) day period shall be deemed a denial of the complaint entitling a complaining party to pursue Step 2.

STEP (2): SPORT DIRECTOR

If the written complaint is not settled in Step 1, it shall be referred to the applicable Sport Director within five (5) days of the expiration of the five (5) day time period specified in Step 1. The Sport Director shall have five (5) days from receipt of a copy of the written complaint to investigate the complaint and then issue his/her written decision on the issue raised in the complaint. The Sport Director shall have the authority to deny or sustain the complaint in full or in part, and/or comment, advise, warn, suspend or otherwise discipline any person or persons involved in the complaint. Failure of the Sport Director to issue its written decision within this five (5) day time period shall be deemed a denial of the complaint, entitling a complaining party to pursue Step 3. Any party aggrieved by the written decision of the Sport Director shall be entitled to pursue Step 3.

STEP (3): COMPLAINT COMMITTEE

- A. **IN GENERAL** – Any party aggrieved by the decision of the Sport Director pursuant to Step 2, or any complaint concerning coaching assignments, shall be entitled to a hearing before the Complaint Committee, constituted and empowered as provided for below. Any party proceeding to Step 3 from a written decision rendered pursuant to Step 2 shall refer a copy of its written complaint and a copy of the written decision rendered by the Sport Director to the President within five (5) days of the expiration of the five (5) day time period specified in Step 2. Any original complaint concerning coaching assignments shall be submitted in writing to the President.
- B. **COMMITTEE MEMBERSHIP** – The Committee shall consist of the Past President, the Vice President, and three other competent and neutral members of the Association, not elected or appointed officers of the Association chosen by the President subject to the approval of the majority of the Executive Board of the Association on or before the regularly scheduled December meeting of the Association, these three members to serve in this capacity for the subsequent calendar year.
- C. **HEARING PROCEDURE**
1. Upon receipt of the written complaint as provided in this Step 3, the President will call a meeting of the Complaint Committee as soon as possible, but in no event later than fourteen (14) days after receipt of the written complaint, unless extenuating circumstances require a longer period of time.
 2. The hearing shall be conducted in an informal summary manner and formal rules of evidence and procedure shall not apply.
 3. If the complaint involves a player, the player's parents will be invited to attend and may participate in the proceeding. Likewise, if a complaint involves a coach, he or she shall be invited to attend and participate.
 4. The parties involved will be allowed to state their case to the Committee, subject to questioning by the members of the Committee. A party shall not be entitled to cross-examine or question other parties. The testimony of any other witnesses besides the parties shall not be permitted. Documentary evidence, including affidavits, shall not be considered by the Committee unless prior notification of the use of any such documentary evidence is given by the party using any such documentary evidence to all other parties prior to the hearing.
 5. In a Committee Hearing involving an appeal from a written decision rendered in Step 2, the Committee's power shall be limited to a determination of whether the written decision of the Sport Director was arbitrary, capricious, unreasonable, or an abuse of discretion. In all other Committee Hearings, the Committee will weigh the evidence for itself and determine the facts accordingly and make its decision.
 6. The written decision of the Committee will be given to the parties involved within five (5) days after the date of hearing. This decision shall be FINAL.
 7. The Executive Board of the Association shall be notified of the decision of the Committee at the next regularly scheduled meeting of the Association.

ARTICLE XVI - MEETINGS

ARTICLE XVI, Section 1 - GUESTS

Guests are considered to be those persons who are present at General Meetings but are not Athletic Association members; or, attend Board Meetings but are not members of the Board. Guests may attend

meetings on their own volition or by invitation to discuss Association actions, rules, or business; however, guests may not make motions or vote on questions.

If you have an agenda item, you must contact the President for approval.

ARTICLE XVI, Section 2 – ORDER OF BUSINESS

The presiding officer, subject to appeal, may assign the agenda. The recommended business order is:

- A. Opening Prayer.
- B. Attendance check and report by the Secretary, which may be concurrent with other business.
- C. Recognition of guests/special orders of the day assignment.
- D. Reading and approval of the minutes of the previous meeting.
- E. Treasurer's Report.
- F. Reports of the appointed members of the Board.
- G. Special Committee Reports.
- H. Unfinished Business.
- I. New Business.
- J. Remarks for the good of the Association
- K. Adjourning Prayer.

ARTICLE XVII – RESPONSIBILITIES

ARTICLE XVII, Section 1- Student Athlete

Participants in the SGAA programs should understand that playing a sport at St. Gabriel's is a privilege and not a right. With that privilege come certain responsibilities. The SGAA requires that all athletics agree to the following to participate in any of our sports programs:

- To understand and adhere to the rules of your sport, CYC, SGAA, and Archdiocese.
- To be respectful of parents, coaches, teammates, officials and opponents.
- To recognize that you are part of a team and show up for practices and games unless your coach has been notified and excuses your absence. The minimum recommended attendance will be 90% of practices and games and all playoff games.
- To use all equipment properly. To pick up and return all uniforms on assigned dates and times.
- To properly clean and maintain your uniform. To wear uniforms for CYC league and tournament games only.
- To remember that you are a representative of your parish when you are competing and to conduct yourself in an appropriate manner.
- Eligibility based on sportsmanship and subject to disciplinary action
- Note that wearing the uniform places them in the position of representing St. Gabriel, whether playing or attending an event.
- Note prohibited activities
 - Bullying or intimidation
 - Verbal abuse
 - Physical abuse
- Follow all laws and state/city regulations at all times.

ARTICLE XVII, Section 2 – Parents/Attending Fans

Parents of student/athletes play a critical role in the development of their child within a sports program. The SGAA requires that parents agree to the following as part of their child's participation in a sport program:

- Adhere to rules, regulations, policies and procedures of governing organizations.
- Support and participate in appropriate discipline of your child and in the adherence to the SGAA Student/Athlete Responsibilities.
- Be on time for pick-ups, drop-offs, practices, games and gym/concession duties.
- Be respectful of players, coaches, officials, other parents and opponents.
- Follow SGAA procedures for resolving issues (Coach, Director, and SGAA Board).
- Follow all laws and state/city regulations at all times.

Should the SGAA Board or Sports Director(s) find the parent/fan has failed to meet these standards, here are the penalties.

- First Offense: Parent/Fan will be mandated to attend a meeting with the SGAA Executive Board and Sports Director to review the incident in question. The Executive Board and Sport Director will determine the appropriate path forward.
- Multiple Offenses: Parent/Fan will receive permanent ban from attending any/all St. Gabriel Sporting events for the remainder of that sport season or a time duration to be determined.

ARTICLE XVIII – Late Registration

The following will apply to anyone attempting to register for an athletic sport after the published registration deadline has passed.

- The child is not guaranteed to be placed on a team.
- The late registration will make your child ineligible for restructuring.
- The Late Registration fee is \$100.00
- If you register late:
 - The child will be placed on a waiting list.
 - The child will not be eligible for team placement, until the late fee is paid.
 - Children on the waiting list will be placed on a team in order of when the late registration(s) were received.

ARTICLE XX- Archdiocesan Championship Team Policy

If a team wins an Archdiocesan Championship, the SGAA will provide the following:

- The SGAA will purchase a banner to be displayed in the gym. The banner will be purchased and displayed in the gym.

- The SGAA will provide \$50.00 per player/coach towards the purchase of an article of clothing to commemorate the championship.
- If the team were to win a second championship or multiple championships, the SGAA will provide \$25 per player/coach for each additional championship.
- If the team were to win multiple championships, the banner would be updated to reflect any changes to kids, coaches, or dates.
- If the team wins 4 successive years (5th-8th grade) in a particular sport, the gym banner will be updated to the special gold banner.

Note: The team must participate in an Archdiocesan playoff in order to be eligible. If the team is the winner of a league with no playoff, they are not eligible.

ARTICLE XXI- GYM Banner Policy

The following section addresses how the details around purchase, displaying, and removal of the gym banners

Banner Purchase:

- Championship Teams will receive a banner for the Archdiocese Championship of SGAA sponsored sports.
- The banner purchase will be coordinated between the Sport Director, Treasurer, and President
- All banners must be uniform in style, size, and color.

ARTICLE XXII- Fees

The following sports are covered under the Family Fee signup:

- Baseball
- Basketball
- Soccer
- Softball
- T-ball
- Volleyball

The following sports are not eligible for Family Fee Coverage:

- Chess
- E Sports
- Golf
- Lacrosse
- Track