

St. Mary Magdalen Athletic Association
Constitution By-Laws & Guidelines
As of March 2024

Article I NAME

The Organization shall be known as the St. Mary Magdalen Athletic Association (StMMAA).

Article II GOAL

St. Mary Magdalen as a parish family is committed to sponsoring a youth sports program which will teach sportsmanship, skill, and achievement through teamwork as well as knowledge of the game. The StMMAA will promote these goals in an atmosphere of Christian courtesy with respect for peers, coaches, and officials. The StMMAA is aware of the importance of and will stress the participation of all cooperative team members in a meaningful portion of each game.

Article III MEMBERSHIP

Voting membership shall be comprised of the Pastor, Executive Board, and a Planning Board which shall consist of all members in good standing who agree to accept this responsibility annually at the September meeting.

Active members may include any member of a family who lives within the parish boundaries, is a registered member of St. Mary Magdalen Parish, or attends St. Mary Magdalen School. This shall be interpreted as meaning immediate family members only. No one outlined above shall be considered an active member in the St. Mary Magdalen Athletic Association (StMMAA) without a current membership with CYC (purchased through Team Sideline). All active members shall be of sound moral character.

Article IV OFFICES

EX-OFFICIO

- The Pastor or his representative.

APPOINTIVE

- The Executive Board shall appoint as Committee Heads or Coordinators and Lay Directors (formally governors) from the Planning Board members or alternatively, if no Planning Board members can be appointed than from any member in good standing with the StMMAA.

ELECTIVE

- The Planning Board members shall volunteer annually at a meeting in the month of September. This group shall then elect from its membership, at the September meeting, the President, Vice-President, Secretary, Treasurer, and Registration Chairperson hereafter referred to as the Executive Board.
- Only members in good standing may volunteer and be elected to the Planning Board or the Executive Board
- A simple majority of ballots cast shall decide the election of officers.
- The tenure of Planning Board and Executive Board members shall be one calendar year. All Board members may succeed themselves.
- In event of death, resignation, or removal of a Planning Board member or Executive Board officer, a successor shall be appointed by the Executive Board.

ARTICLE V REQUIREMENTS AND DUTIES

EX-OFFICIO

- The Pastor or his representative shall guide the Association spiritually and morally to accomplish its goals.

ELECTIVE (EXECUTIVE BOARD)

- The President shall preside at all meetings and shall be an Ex-Officio member of all committees. The President shall perform all duties usually attached to the office of President.
- The Vice-President shall assist and carry out the duties of the President in his/her absence. The Vice-President is responsible for obtaining awards for each member of any team that won its League or respective playoffs. The Vice-President will also direct, plan, and coordinate social and fundraising activities.
- The Secretary shall record all meetings, keep all records (except financial) of the StMMAA, conduct all correspondence, and preside at meetings in the absence of the President or Vice-President.
- The Treasurer shall keep all financial records of the Association, receive all funds, make disbursements as authorized by the Planning Board, and render a report at the monthly meeting.
- The Registration Chairperson will coordinate all plans, personnel, and other details pertaining to registration and registration fees as outlined in the Association Guidelines.

APPOINTIVE

- Appointive offices shall consist of Lay Directors (formally called Governors) for each sport, a Volunteer Coordinator, and a Uniform Coordinator.

REQUIREMENTS AND DUTIES OF PLANNING BOARD MEMBERS AND APPOINTED OFFICIALS

- All those holding elective and appointed positions, or who represent the StMMAA in any way, shall be of sound moral character.
- All Planning Board members must remain in good standing and maintain active interest in the Association and are required to attend meetings. If unable to attend, they must notify the Secretary or another Executive Board member. Any member of the Planning Board with two consecutive unexcused absences in one year or failing to live up to the duties of an appointed position shall be removed by the Executive Board. A member removed will be notified in writing by the Secretary.
- The Volunteer Coordinator working with the Registration Chairperson will identify all parents who have volunteered and earned credits and appropriately apply credits to each Team Sideline account. They will also prepare the appropriate signups for each activity requiring volunteer workers.
- The Uniform Coordinator will work with Lay Directors to distribute uniforms for each sport and also track uniform returns. The Uniform Coordinator will report any missing uniforms to the Registration Chairperson who will ensure the appropriate fee is placed on the parent's Team Sideline account.

DUTIES OF SPORTS LAY DIRECTORS (FORMERLY GOVERNORS)

- Plan the program for which they are responsible and attend league meetings to represent the StMMAA.
- Select and verify qualified managers and coaches.
- Conduct and supervise registration of players in accordance with StMMAA Guidelines.

- Prepare the team roster for the league and the coach, in conjunction with the Registration Chairperson.
- Soccer/Baseball Lay Directors will select a field supervisor if needed whose appointment must be approved by the Executive Board. This position can also be assumed by the Lay Directors.
- Basketball/Volleyball Lay Directors will select a gym supervisor whose appointment must be approved by the Executive Board. Pay will be reviewed on an annual basis and can be based on market rates and candidate qualifications.
- Lay Directors will be responsible for making sure they have all necessary equipment for their sport. If equipment is needed, they are responsible for submitting that request to the Planning Board. They will issue equipment to coaches and will require that all equipment is returned by the coaches and will maintain an inventory of equipment. Any unusual needs, shortages, or damage to equipment shall be reported to the Planning Board.
- At the time of the adoption of these Bylaws, there are currently Lay Directors for the following sports: Soccer, Volleyball, Basketball, Golf, Track, and Softball/Baseball.

REQUIREMENTS AND DUTIES OF MANAGERS AND COACHES

- Managers and coaches must be leaders of sound moral character responsible for guiding youth.
- Carry out their duties as prescribed by the Lay Director of the sport.
- Field a team representative of the parish in playing to the best of their ability while showing good sportsmanship.
- Be responsible for the equipment issued to them and see that it is returned as directed by the Lay Director. Serious or persistent negligence in this area of responsibility when reported by the Lay Director shall result in the suspension of the coach for a period to be determined by the Planning Board at its next regular meeting.
- Complete the Child Abuse/Neglect Screening form and submit it to the Child Safety Coordinator at St. Mary Magdalen Parish. Complete “Coaching to Make a Positive Difference” Class. Complete “Protecting God’s Children” Workshop and/or all classes required by the Archdiocese. Complete any other requirements as required by the CYC or the Archdiocese.

REQUIREMENTS AND DUTIES OF PLAYERS

- All players shall be of sound moral character and meet the requirements of the league and the StMMAA.

ARTICLE VI MEETINGS

- There will be monthly meetings of the StMMAA.
- Special meetings shall be called when necessary by the President or with his/her approval.
- A quorum for an official meeting of the Planning Board shall consist of a minimum of 1 Executive Board member and 5 Planning Board members.
- At all meetings of the StMMAA, the order of procedure shall be as follows:
 - a. Open with a prayer
 - b. Reading of the minutes of previous meeting by the Secretary
 - c. Treasurer’s Report
 - d. Reports from Lay Directors
 - e. Committee reports including fundraising and registration
 - f. Discussion of Old Business

- g. Discussion of New Business
- h. Adjournment

ARTICLE VII CONSTITUTION, BY-LAWS, AND GUIDELINES REVIEW

- The Constitution, By-Laws, and Guidelines shall be reviewed by the Planning Board annually at the October meeting and attested to by all. Each member of the Planning Board shall be furnished with a copy of the Constitution, By-Laws, and Guidelines at the time of appointment.

ARTICLE VIII AMENDMENTS AND RULES AND REGULATIONS

- Amendments to the Constitution, By-Laws, and Guidelines must be made in written form and presented at a regular meeting of the StMMAA for consideration and approval at least one regular meeting prior to voting. For approval by the Planning Board, the proposed amendments shall need a 2/3 majority of the Planning Board members in attendance.
- The Planning Board has the authority to formulate and adopt rules and regulations governing the administration of all sports activities regarding registration, suspension, conduct, and transfer of all individuals participating in the StMMAA.
- A Grievance Committee will be composed of the Pastor, President, Vice-President, and a member of the Planning Board. Any ruling of the Planning Board that is not acceptable to any sports lay director, manager, or player may be appealed to the Grievance Committee. The grievance should be presented in writing to a member of the Grievance Committee. The Grievance Committee's decision will be final.

ARTICLE IX REGISTRATION & SPORTS FEES

- Each sport will have an online sign-up period. Any person registering during these times will be placed on a team.
- The Registration Chairperson shall be responsible for emailing out a reminder announcing registration dates, fees, and other pertinent information. This information should also be posted in the Sunday Bulletin.
- In general, each sport will have a registration period of one month. Late registration will be the following 2-4 weeks (except Golf).
- Registrations made after the last registration session will only be accepted until rosters are full. When the roster is full, registration for that sport and age will be closed. Roster limits are as follows: 7th-8th gr Soccer-16; 4th – 6th Soccer-13, 1st-3rd Soccer-11, Volleyball-9; Baseball/Softball-14; and Basketball-10. Note: Every registration received on time as per the guidelines is guaranteed a spot on a team.
- Fees: \$125 per child per sport for Soccer, Volleyball, Basketball, Softball, Baseball. \$50 for track per child. Golf fees are set by CYC.
- Volunteer shifts will be offered throughout the year and can be used to earn credits to be applied to your account.
 - a. Each two-hour shift worked earns a \$25 credit that will be applied to the family's Team Sideline account and can be used to reduce the sports fee (excluding Golf). The Volunteer Coordinator will work with the Registration Chairperson to apply the credit(s) to the family's Team Sideline account.
 - b. Volunteer shifts include, but are not limited to, concession stand, washers tournament, parish picnic BBQ booth, and uniform pickup. Volunteer shifts can also be earned for coaching. The head coach for each team will earn 2 credits. No more than two assistant coaches for each team will earn 1 credit each. Track

coaches will earn 1 credit each (the maximum available will depend on the number of kids registered – ideal ratio of 1 coach to every 10 kids).

- c. Lay Directors, Executive Board members, and Coordinators are not eligible for credits (as their fees are already waived). Credit cannot be transferred to other members.
- The Executive Board has the right and responsibility to waive fees for participants that are unable to pay. Those in need should contact an Executive Board member to inform him/her of the situation. All such matters will be handled with strict confidentiality.
 - Any Executive Board Member, Chairperson, Lay Director, and Uniform and Volunteer Coordinators will have registration fees waived for all of their children for all sports (excluding Golf).
 - Golf is the only sport that is not waived for Lay Directors, Executive Board members, and Coordinators. Credits cannot be used to reduce fees for golf.
 - A \$40 late fee will be assessed to anyone who registers after registration for that sport is closed (during the late registration period). The Registration Chairperson will give the dates for registration. Online registration will be closed to reflect the dates given by the Registration Chairperson.
 - Refund of registration fees will be made only in the cases of registrants moving out of the parish, sustaining a season ending injury prior to the beginning of the season, or a team cannot be fielded.

ARTICLE X TEAM STRUCTURE

- These guidelines are intended to cover both the initial formation of teams and the subsequent division of a single team into more than one team.
- An attempt will be made to accommodate all players within the rules and regulations of the StMMAA; however, if this is not possible, preference will be given to parishioners.
- When there are two teams from the same age group (before the grades indicated for skill level divisions), the division of the teams should be accomplished by a draft conducted by the Lay Director.
- Teams in all sports will be divided according to skill level starting in 5th grade when there are enough children to make two or more teams at a given grade level or when teams in sports below 5th grade are apparently divided by skill level. According to skill level means specifically that the better players will be placed on one team, the next best players on another, continuing until all of the teams are created at that grade. Tryouts will be held for any teams being divided by skill level. Lay Directors will solicit independent parties to review players and give recommendations for teams. Lay Directors will make the final decisions in team selection.
- When special circumstances that are not covered by the Guidelines arise (e.g. players from other parishes joining St. Mary Magdalen teams, players playing outside of their grade level, Magdalen players playing with other parish teams, dealing with a shortage of players at a grade, assigning new players to a team, etc.), the Lay Director has the authority to make the final decisions in assigning players to teams. He or she is then expected to inform at least two members of the Executive Board of such decisions as soon as possible.

Article XI UNIFORM POLICY

SOCCKER GRADES K-8

- Uniform shirt provided by the Athletic Association.
- Green Socks provided by the Athletic Association and kept by the participant.

- Shorts: solid black worn as part of the uniform provided by the participant.
- A fee of \$50 will be assessed for any uniform not returned or damaged beyond normal wear.

VOLLEYBALL GRADES 3-8

- Uniform shirt provided by the Athletic Association.
- Shorts: solid black worn as part of the uniform provided by the participant.
- A fee of \$50 will be assessed for any uniform not returned or damaged beyond normal wear.

BASEBALL/SOFTBALL GRADES K-2

- Uniform shirt provided by the Athletic Association.
- Hat or visor provided by the Athletic Association and kept by the participant.
- Optional baseball pants and socks may be purchased on an individual basis.
- A fee of \$50 will be assessed for any uniform not returned or damaged beyond normal wear.

BASEBALL/SOFTBALL GRADES 3-8

- Uniform shirt provided by the Athletic Association.
- Hat or visor provided by the Athletic Association and kept by the participant.
- Baseball pants and belt: white, gray, or black pants and dark green belt provided by the participant. Coaches will determine what color pants to wear.
- A fee of \$50 will be assessed for any uniform not returned or damaged beyond normal wear.

BASKETBALL GRADES 2-8

- Uniform shirt and shorts will be provided by the Athletic Association.
- A fee of \$75 will be assessed for any uniform not returned or damaged beyond normal wear.

Golf GRADES 2-8

- Polo shirt to be purchased by the participant.

Track GRADES K-8

- Uniform shirt will be provided by the Athletic Association and kept by the participant.

Each team is expected to abide by the uniforms as described. Adding elements or individuality to the uniforms is strictly prohibited.

Any uniform conflicts will be settled by the Uniform Coordinator.

Article XII CODE OF CONDUCT

- All coaches, parents, and players are expected to adhere to the Code of Conduct as attested to in Team Sideline during registration. Violations and penalties will be determined by the Executive Board after conferring with the Lay Director of the sport in question.

Article XIII TOURNAMENTS

- The StMMAA will pay for one tournament per team, per season for any CYC sponsored team/tournament. Maximum tournament fee to be paid is \$250.
- Any request for tournament fees must be made prior to the tournament and must be approved by the Executive Board.

Article XIV AWARDS

- Awards will be given as follows: an allowance of up to \$35 per player and a banner will be given to any 5th-8th grade team who wins the Archdiocesan Playoffs. An allowance

of up to \$15 per player award will be given to any 5th-8th grade team who wins district, league, or B/C. The use of this money will be decided by the Vice President, the coach, and the team. An example would be a sweatshirt with the STMM logo on it. Only one award will be given per team. The Vice President shall obtain the appropriate banners.

Article XV EXPENDITURES

- The monthly report shall be in writing and sufficient copies shall be made for distribution to all members in attendance. The monthly report shall contain, at a minimum, the following:
 1. The beginning balance.
 2. Receipts, which shall be itemized as follows:
 - A. Receipts for uniforms and/or registration.
 - B. Reimbursements from field/gym expenses.
 - C. Receipts from concessions.
 - D. Any receipts over \$200 itemized by source.
 3. Expenses, which shall be itemized as follows:
 - A. League fees.
 - B. Field expenses.
 - C. Uniforms.
 - D. Equipment.
 - E. Any receipts over \$200 itemized by source.
 4. The ending balance.
- Requests for funds may only be made by Appointed or Elected Officials of the Association.
- Expenditures of more than \$100 must be pre-approved by a simple majority of the Planning Board members present at the monthly meeting during which they are requested.
- Expenditures under \$100 may be permitted with the approval of two Executive Board members with a \$300 maximum allowance during any period between consecutive monthly meetings. These expenditures will be reported immediately to the Treasurer and in detail to the Planning Board at the next monthly meeting by the members of the Executive Board who approved them.