

# Our Lady of Peace Athletic Association

## BYLAWS & POLICIES OF THE OUR LADY OF PEACE ATHLETIC ASSOCIATION

### BYLAWS

#### ARTICLE I – NAME AND PURPOSE

##### Section 1.

The name of this organization is Our Lady of Peace Athletic Association and may be referred to by the acronym OLPAA. The OLPAA is an organization sponsored by Our Lady of Peace Parish, Columbus, Ohio.

##### Section 2.

The purpose of the OLPAA is to develop and administer a wholesome and fun athletic program based on the principles and guidelines contained within these Bylaws.

##### Section 3.

The goals of the OLPAA are as follows:

- a) Develop a program of positive learning experiences that conveys a healthy attitude and appreciation for sports.
- b) Develop a respect for self, teammates, and all participants through team or individual play and sportsmanship.
- c) Provide a program that is conducive to the development of individual skills, self-confidence and self-discipline.
- d) To present a competitive athletic representation from OLP Parish in the Diocesan athletic program.

#### ARTICLE II – MEMBERSHIP

##### Section 1.

Membership in OLPAA is open to all adult parish members of Our Lady of Peace Church, all parents or guardians of children who attend Our Lady of Peace School, and the faculty and staff of Our Lady of Peace School.

#### ARTICLE III

#### BOARD OF GOVERNANCE

##### Section 1.

The OLPAA shall be governed by an association board ultimately reporting to the Our Lady of Peace Parish Pastor. The board shall consist of the following members:

- a) The officers, consisting of a chairman, assistant chairman, secretary, and treasurer,
- b) Athletic directors for each sport,
- c) Class representatives,
- d) Members-at-Large,

##### Section 2.

The term of office for the officers, athletic directors, class representatives, and members-at-large shall be for one year. The term shall begin on the first day of August and continue through July 31 of the following year.

##### Section 3.

A vacancy in the office of chairman shall be filled automatically by the assistant chairman for the remainder of the unexpired term. Other vacancies shall be filled by appointment by the board for the duration of the unexpired term.

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### ARTICLE IV – OFFICERS

#### Section 1. Chairman

The chairman shall have general supervision of the OLPAA. The chairman's duties shall include the following:

- a) Preside at meetings of the board.
- b) Act as ex-officio member of all committees.
- c) Appoint all committees.

#### Section 2. Assistant Chairman

The duties of the assistant chairman shall include the following:

- a) Represent the chairman when he or she is absent.

#### Section 3. Treasurer

The duties of the treasurer shall be as follows:

- a) Execute all normal and necessary transactions associated with activities approved by the board, and be informed of, and be responsible for the timely execution of all required periodic financial transactions or correspondence concerning the finances of the OLPAA which do not require action by the board.
- d) Maintain the financial records of the OLPAA.

#### Section 4. Secretary

The duties of the secretary shall include the following:

- a) Maintain the correspondence files.
- b) Prepare minutes of all meetings of the board.
- c) Send notice for each meeting to all board members.

### ARTICLE V ATHLETIC DIRECTORS

#### Section 1.

The board shall include one athletic director ("AD") for each of the following sports:

- a) Baseball
- b) Boys Basketball
- c) Girls Basketball
- d) Cheerleading
- e) Football
- f) Golf
- g) Soccer
- h) Softball
- i) Track
- j) Volleyball

#### Section 2.

The duties of each athletic director shall include the following:

- a) Organize and supervise their respective sport.
- b) Recruiting and selecting coaches. Ensuring coaches meet Diocesan requirements for volunteering (e.g. "Protecting God's Children", background checks, Play Like a Champion and other requirements that may be added)

### ARTICLE VI CLASS REPRESENTATIVES

#### Section 1.

The board shall include two representatives from grades 4 through 8, for a total of 10 class representatives.

#### Section 2.

Each class representative shall be a parent or guardian of a student in the respective grade that they represent. It is preferred, but not

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required, that one class representative for each grade be the parent or guardian of a girl in the grade and the other one the parent or guardian of a boy in the grade. Class representatives shall be a primary point of contact for the Board with the respective class to promote the OLPAA athletics programs.

### **ARTICLE VII MEMBERS-AT-LARGE**

#### **Section 1.**

The board shall include at least three members-at-large. The board may elect additional members-at-large as deemed necessary. At-large members help support and promote the athletics programs for the OLPAA and may serve on various sub-committees or perform a key coordinator role including, but not limited to fundraising, volunteer scheduling, photographer coordinator, etc.

### **ARTICLE VIII AUTHORITY OF OFFICERS**

#### **Section 1.**

The officers of the OLPAA shall have the authority to make decisions on behalf of the board as described below.

- a) Approving expenses not in the approved budget for amounts not exceeding \$500.
- b) Resolving disputes involving coaches, coach selection, teams, team formation, players, and usage of fields, gym, or other facilities.

#### **Section 2.**

When deciding issues specific to one or more sports, the officers shall include the respective athletic director(s) in the discussion. The officers will review and provide feedback to the ADs prior to the finalization of the ADs selection of coaches and formation of teams. For any decisions

that require a vote from the officers, each respective athletic director involved shall also have one vote.

#### **Section 3.**

The officers shall report to the board all decisions made under the above authority at the next meeting.

### **ARTICLE IX QUORUM AND VOTING**

#### **Section 1.**

For the transaction of all business, participation by at least 15 board members shall constitute a quorum.

#### **Section 2.**

To approve an amendment to these bylaws, at least 2/3 of the votes cast must be in favor of the amendment.

#### **Section 3.**

For the transaction of all other business, at least a simple majority of the votes cast must be in favor of the motion for approval.

#### **Section 4.**

Each board member shall have one vote, even if that board member holds multiple positions on the board. For example, a board member may be the treasurer, athletic director for track, and a class representative, but the member still only has one vote.

#### **Section 5.**

A board member may assign a proxy to vote on his or her behalf at meetings. Proxies must be submitted to the chair in writing and must indicate the name of the board member assigning the proxy, the name of the board member assigned as the proxy, and the effective time and duration of the proxy assignment.

#### **Section 6.**

Voting may be performed by email or other form of electronic communication at the dis-

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cretion of the chairman. Each member shall be sent an explanation of the issue to be voted on and asked to reply with a Yes or No vote on the issue. Each member voting shall send their reply to the chairman and secretary to count the votes. The chairman and secretary shall both count the votes and then ensure their counts agree. Either the chairman or the secretary shall then communicate the results of the vote to all members. The chairman shall report the results of the vote at the next meeting so that it can be entered into the minutes.

### ARTICLE X NOMINATIONS AND ELECTIONS

#### Section 1.

The chairman will solicit nominations for new board members in April of each year. Nominees must be eligible for membership

as described in Article II. An existing board member shall obtain the consent of the nominee to serve if elected.

#### Section 2.

The existing board members will elect new board members in May of each year.

#### Section 3.

Newly elected members will begin their term on August first of the year in which they are elected.

### ARTICLE XI – RULES OF ORDER

#### Section 1.

The rules contained in the 11<sup>th</sup> edition of *Robert's Rules of Order Newly Revised* shall govern in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

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## POLICIES

*Note: The rules of the Columbus Diocese take precedence over all OLPAА policies.*

### ELIGIBILITY AND RULES FOR ATHLETES

Participation in the athletic program at Our Lady of Peace is open to all children who are students at Our Lady of Peace School or whose families are members of Our Lady of Peace Parish.

Participation in the athletic program is a privilege. The athlete, therefore, has certain responsibilities that he or she must maintain in order to qualify for participation:

1. The athlete must maintain acceptable academic performance commensurate with his or her ability. If the school restricts participation in a sport due to poor academic performance or behavior, the OLPAА will cooperate with OLP School

2. The athlete is a school and parish leader by his or her very commitment to sporting activities. The athlete has the responsibility to the school and parish to conduct his or her behavior in a positive and acceptable manner, both on and off the playing field. Conduct of an objectionable nature will not be tolerated and repeated offenses are grounds for suspension from the athletic program.
3. The athlete must make attendance at all practices and games a priority and be responsible for notifying the coach if attendance is not possible. If an athlete repeatedly misses practices, the board strongly discourages the coach from allowing the athlete to participate in games until the athlete begins attending practices again.

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4. The board follows the policy of Our Lady of Peace School for drugs, alcohol, tobacco, weapons or any instruments of violence, and all illegal substances. This policy is described in the Our Lady of Peace School Handbook.
5. Athletes may not participate in any games until they have paid the registration fee and have a properly signed consent form allowing them to play a particular sport. Exceptions must be approved by both the athletic director and the chairman.
6. After registering to play a sport, an athlete may quit before the first game. However, an athlete who quits a sport after the first game will be suspended from participating in any other OLPAA sports. Before the athlete may participate in any other sports, the athlete must submit to the OLPAA board a written request to play and justify to the board's satisfaction the reason for quitting. This rule does not apply in cases of injury, illness or academic performance.
7. Athletes may play in multiple sports when the season for one sport overlaps the season for the second sport, with the approval from the coaches of both sports. However, athletes may not play more than one of the following sports during a season, because of multiple conflicts between scheduled games or matches.
  - a) Football
  - b) Volleyball
  - c) Fall soccer

When a scheduled game or match in one sport conflicts with a scheduled practice for the second sport, the game or match takes priority over the practice. The athlete must notify both coaches of the conflict.

## TEAMS

Athletes will compete at their own grade level (i.e. 8<sup>th</sup> grade athletes will play in varsity leagues, 7<sup>th</sup> grade athletes in junior varsity leagues, 6<sup>th</sup> grade athletes in reserve leagues, etc.). However, the athletic director may form teams with a combination of athletes from different grades or athletes from another school when not enough athletes from a particular grade register for a sport. The athletic director may also form teams with a combination of athletes from different grades in order to form a competitive team in Grades 7 and 8. The ADs will notify the officers of proposed team composition prior to finalization and communication of such.

In order to follow the Diocesan Recreation Association recommendation to field more than one volleyball or basketball team in a given grade when possible, OLPAA may split grades into two teams when more than 14 players from one grade express the desire to play volleyball or basketball, and when the needed number of coaches are available. All Diocesan sports leagues for grades 4, 5 and 6 are instructional leagues and if the grade will be divided into two teams, the athletic director will attempt to equally distribute the talent between the two teams. Grades 7 and 8 are in competitive leagues and the athletic director will assign athletes to either a competitive team or a developmental team based on try-outs and previous playing experience. The two teams will have approximately the same number of athletes.

## PLAYING TIME

Participating in games or competitive matches is an important element in the development of an athlete's skills and appreciation of a sport. Consequently, the following guidelines for playing time apply:

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### Grades K-6

Playing time should be equally divided, or as close as reasonably possible, for all athletes, regardless of the skill level of an individual. However, a coach may make exceptions due to illness, lack of attendance, or behavior and attitude problems.

### Grades 7-8

Playing time will be based on a variety of factors, including skill level, attendance, behavior, and the “game situation.” Coaches are required to play every player who attends a game or match. However, the amount of playing time an individual receives is based solely on the coach’s discretion and the Diocesan guideline for that particular sport.

The selection of team captains is at the discretion of the coach. However, the OLPAAs recommends that this honor be earned and, if possible, rotated.

### COACHES

The athletic director for each sport will select the coaches. However, prior to finalizing and communicating such, the AD will notify the officers of their recommendations. Should more than one candidate express an interest in coaching a team, the athletic director shall inform all candidates of the situation and attempt to resolve the matter by mutual agreement. All qualified candidates will be evaluated with the goal to select the most qualified candidate for that coaching role. If the matter cannot be resolved by agreement, the athletic director shall inform the officers of the situation before announcing the selection of the coach. The athletic director’s selection of the coach is final and may not be appealed.

For grades 7 and 8, the coach should have playing or coaching experience at the high

school level or above or have other significant coaching experience. Given the Board’s desire to ensure that the most qualified candidate is ultimately selected, the coach may be a parent or non-parent of player(s) on the team, with no preferential treatment given to either. Ideally, a coach selected for a 7<sup>th</sup> grade team would coach that same team in the 8<sup>th</sup> grade.

Each coach has the privilege to develop and administer his or her own program with minimum interference. However, the program must fulfill the goals of the OLPAAs as described in Article I of the bylaws. Each coach shall emphasize the following objectives:

1. Have fun.
2. Expect that instructions will be followed.
3. Encourage good sportsmanship.
4. Teach skill development and an understanding of the fundamental rules and dynamics of the sport being played.
5. Encourage self discipline.
6. Develop teamwork.
7. Play to win.
8. Develop self and team confidence.
9. Create enthusiasm.

Because the coach is expected to maintain the standards of the OLPAAs, he or she may recommend to the athletic director and the chairman the dismissal of a participant who fails to cooperate or fulfill OLPAAs goals.

Coaches are welcome to attend board meetings during the season to discuss problems, equipment, etc.

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### **RULES FOR COACHES**

1. There must be at least two adults (age 18 or over) with athletes at all times.
2. Coaches are responsible for the gym or field during their practice time, and must stay until all athletes are picked up.
3. Coaches will abide by posted gym or field rules.
4. Coaches should report any facility problems to the athletic directors as soon as possible.
5. Coaches are responsible for gear given to them (i.e. keys, first aid kits, and equipment) and must return everything given to them by the OLPAA at the end of each season.
6. If coaches do not plan to use the gym or field time assigned to their team, they are to inform the athletic director so that the time can be reassigned.
7. The equipment room is off limits to children.
8. Athletes must be in the gym with coach and not loitering in the halls or the rest-room.
9. When vacating the gym after a practice, coaches are to turn off all lights and close and lock all doors, even if they did not open them or turn them on.
10. Coaches must hold a meeting with parents and athletes at the beginning of the practice season to discuss their rules and expectations for practices, games, etc. It is mandatory that all parents and athletes attend this meeting.
11. Coaches must abide by the Diocesan rules, which will be provided prior to the start of the season.
12. All coaches must have completed the "Protecting God's Children" class offered by the Columbus Catholic Diocese and have their fingerprints and back-

ground check on file with the Diocese. All head coaches must have completed the "Play Like a Champion" training.

13. A coach who wishes to be excused from his or her duties during an existing season must submit a written notice of resignation with at least two weeks notice.

### **EQUIPMENT**

The OLPAA will provide the necessary equipment to outfit the teams, except for golf. The athletic directors will distribute equipment to the coaches and are responsible for the return of the equipment after a season and should work with the coaches to see that equipment issued to them is returned in good condition, although normal wear and tear is expected.

Athletes may have to furnish some of their own equipment or uniform for some sports. Golfers must provide their own clubs.

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### AWARDS & TROPHIES

#### Participation Awards

Each athlete will receive a ribbon and pin for each sport in which he or she participated.

#### Trophies

Individual trophies will be selected by and purchased by OLPAA and awarded to members of teams that are:

1. League champions
2. Diocesan tournament winners
3. Relay and championship event winners in Track.

Diocesan Team trophies are awarded by the Diocese. If OLP participates with another school and only one trophy is awarded, OLPAA and the other school will share in the purchase of a similar trophy so that both schools receive a team trophy.

OLPAA will not award trophies to teams who may participate in an independent tournament.

Coaches should not purchase individual or team trophies or awards of any sort, as athletes will be equally recognized by the board.

### PARENTS AND GUARDIANS

Parents and guardians must sign the “Code of Parent Conduct” form and are strongly encouraged to support the athletic program by:

1. Attending parent meetings called by coaches at the beginning of each sport (this is mandatory).
2. Volunteering to work at sporting events.
3. Volunteering to coach a team.
4. Supporting the student athlete in a positive manner.
5. Exhibiting a positive attitude and good sportsmanship at sporting events.
6. Supporting the coaches.
7. Bringing to the attention of the coach any matters of concern. If parental concerns are not satisfied by the coach, parents are asked to present that concern to the appropriate athletic director, and lastly, to the OLPAA board in writing.
8. Dropping off and picking up athletes on time from practice and games.

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