

SPORTS PROGRAM STATUTES

PHILOSOPHY

Our Lady of Mount Carmel School Sports/Parish Program depends upon volunteers to manage its after school athletic program. This program exists in support of and in conjunction with the Peninsula Parish School League (PPSL). The program is supported through fees and donations.

Our Lady of Mount Carmel School Athletic Board believes that:

- the after school sports program exists to provide opportunities for youth to participate in activities that are safe, enjoyable and promote Christian attitudes of fair play and cooperation.
- physical fitness, positive mental attitude and spiritual growth are all important in developing the whole person.
- all students in grades 4-8 who are registered at Our Lady of Mount Carmel School, Our Lady of Mount Carmel School of Religious Education (English) are given the opportunity to participate with no cuts and when necessary participate in evaluations as necessary to form teams.
- participation and involvement are far more important than winning a particular sport event or having the best win/loss record.
- developing the individual is the focus; the sport event is merely the tool.
- parent involvement is important and necessary to the success of an after school sports program.
- fair play, sportsmanship and competition are the essence of Our Lady of Mount Carmel School/Parish Sports Program.
- coaches, parents and adult leaders must be role models and explain why behaviors are appropriate or inappropriate.
- adults should encourage players that if they give their maximum effort and strive for success there are no losers.
- student-athletes and families should limit activities that conflict with Our Lady of Mount Carmel School/Parish after-school sports as much as possible. Athletes who have missed practice(s) because of conflicting activities may not start and/or may receive significantly less playing time unless approved. This will be at the discretion of the head coach. Should a continuing conflict occur between an outside activity and a school team, membership on the school team should be the priority and team membership might be forfeited. Dismissal from a team for continued conflicting activities must have the approval of the principal.
- when winning is kept in perspective, the youth first and winning second, sports' programs produce youth who feel good about themselves, respect others, accept responsibilities, strive for excellence, improve skills, have fun and look forward to future participation in sports.

AFTER SCHOOL SPORTS PROGRAM STATUTES

ARTICLE I

The name of this organization shall be Our Lady of Mount Carmel School/Parish Sports Board.

ARTICLE II

We, the members of Our Lady of Mount Carmel/Parish Sports Board, recognize and affirm our commitment to a quality after school athletic program. This program exists in support of, and in conjunction with, the Peninsula Parish School League (PPSL). Our Lady of Mount Carmel School/Parish Sports Program abides by federal government regulations (ECIA, Title IX), which requires equal opportunity for boys and girls to participate in activities under Our Lady of Mount Carmel Parish auspices.

We intend that this organization, approved and formally established May 1, 1990, shall, at all times, reflect the apostolic mandate of the Archbishop of San Francisco and the pastor of Our Lady of Mount Carmel Catholic Church, Redwood City, California.

ARTICLE III

The objective of this organization shall be:

- to bring together a functioning union of parents, pastor, principal and others who are interested in undertaking cooperative efforts in enriching students physically and socially through an after school sports program of organized competition.
- to develop an elementary school program different from secondary schools - a program where sportsmanship, camaraderie, competition and self-esteem can all be accomplished.
- to generate the opportunity for participation by all students who wish to involve themselves in after school sports.
- to keep participation fees reasonable.
- to encourage the parents of student athletes to participate in the athletic program through coaching, supervising, scoring, etc.
- to foster a spirit of cooperation and healthy competition between the Catholic parishes/schools in the PPSL.
- to come together in a spirit of Christian fellowship.

ARTICLE IV

Membership on this board is open to any adult, appointed to any board positions, who has the interests of the children as first priority and is willing to work within the boundaries of these statutes

Non-voting membership shall be extended to the pastor and principal by virtue of their office.

ARTICLE V

Section 1 The moderator of this organization shall be the Principal of Our Lady of Mount Carmel School or the Pastor or individual designated by them.

Section 2 The pastor, the principal, the Athletic Director, Volleyball Commissioner, Baseball Commissioner, Boys' Basketball Commissioner, Girls'

Basketball Commissioner, Track Director, Uniform and Equipment Manager, Secretary, Publicity, and Cheerleader Moderator.

Section 3 The Athletic Director, Volleyball Commissioner, the Baseball Commissioner, Boys' Basketball Commissioner, Girls' Basketball Commissioner, Track Director, Uniform and Equipment Manager, Secretary, Publicity, Cheerleader Moderator, and appointed by the pastor and principal.

ARTICLE VI

A two-thirds ballot vote of members present at any meeting is required for any amendment to this Constitution and the following By-Laws. Proposed amendments must be presented at the meeting prior to the meeting at which the vote is taken. Matters not covered by this Constitution and By-Laws shall be covered by Robert's Rules of Order Revised.

BY-LAWS

ARTICLE I - MEETINGS AND QUORUM

Section 1 Board meetings will be held monthly. These meetings are to be held the 3rd Tuesday of the month in the School Library, unless otherwise designated.

Section 2 Board meetings are open to all interested individuals.

Section 3 A simple majority of the Board must be present to constitute a quorum.

Section 4 All decisions of the Board shall be subject to approval by the Pastor and/or Principal as the common good of the School requires

Section 5 Minutes of the Board meeting will be recorded by the Secretary and will be posted and sent to school families.

ARTICLE II - USE OF FUNDS

Section 1 The funds of this organization shall be expended for the support of the athletic program of Our Lady of Mount Carmel Parish Sports Program, and for the operational expenses of the organization and its projects.

Section 2 Individual Sport Commissioners will submit a budget for their sport to the Athletic Director and/or Principal by the January meeting, if necessary

Section 3 Fund expenditure requests shall be submitted by the individual Sports Commissioners to the Athletic Director, and must be approved by the Athletic Director, and Principal, prior to payment.

Section 4 A balance may be left in the Sports Account at the end of the year after payment of all authorized bills for the purpose of starting the new year. The fiscal year shall run from July 1st through June 30th.

ARTICLE III - AMENDMENTS TO BY-LAWS

The by-laws may be amended as provided in the Constitution, Article VI. Matters not covered by these by-laws are governed by Robert's Rules of Order Revised.

ARTICLE IV - ATHLETIC ELIGIBILITY

Section 1 If a continuing conflict occurs between an outside activity and a school team, membership of the school team must be the priority or team membership will be forfeited. If a player has dropped from a team, that player may be ineligible for the next sport in which he/she usually participates. A fine for dropping from a team or causing the withdrawal of a team from league schedule may also be imposed. Ineligibility and the imposition of the fine may be at the discretion of the pastor and/or principal and Athletic Director.

Section 2 A student who is absent from school may not practice or participate in a game on the day of the absence. Exceptions to be made only by the principal.

ARTICLE V - PRACTICES

Section 1 All teams will practice once or twice a week in addition to games. A coach may have a third mandatory practice only during playoffs, and this is subject to field/gym availability. Any other weekly practices must be non-mandatory.

Section 2 Eligibility for each game is based upon attendance at all mandatory practices prior to said game. As noted in ARTICLE IV, continuing conflict between an outside activity and a school team may result in forfeiting team membership. Periodic conflicts must be brought to the attention of the team's head coach prior to the time of the conflict. Otherwise, the coach has the option of benching the athlete for the following game, either in part or in whole. The coach may require communication from a parent/guardian when such conflicts arise.

ARTICLE VI - COACHES

All coaches shall be assigned annually at the discretion of the Athletic Director, the individual Sports Commissioners, and the principal with the approval of the pastor. Parents requesting to coach their child's team will be considered equally with all other candidates. It is in the best interest of all athletes that a coach's tenure with a specific team not extend longer than two years, unless an alternate qualified coach cannot be found.

General Responsibilities:

- Player development
- Equipment
- Scorekeeping at away games
- Roster management and schedule distribution.

Responsibilities Overview:

- Player Development

- Conduct basic instruction of game rules and regulations, and playing technique.
- Ensure all players are given the opportunity to learn the basics of each position
- Conduct practices and practice games in order to allow maximum opportunity for player development.
- Provide guidance and discipline when necessary.
- Ensure a positive learning environment is maintained during the practices and games.
- Equipment
 - In conjunction with the Uniform and Equipment Manager and Commissioner distribute uniforms prior to the start of the season.
 - Be responsible for all team equipment throughout the season.
 - Ensure that all equipment is returned at the end of the season.
- Scorekeeping
 - Responsible for ensuring scorebook is kept during away games for grades five through eight.
 - Report scores of away games to the Sports Commissioner responsible for that team within 24 hours.
- Roster Management and Schedules
 - Prepare game day team roster.
 - Ensure each player is allowed to participate for the minimum time, as stated in league rules and regulations.
 - Distribute schedules.

ARTICLE VII - GRIEVANCE PROCEDURE

During the course of the athletic season, questions and concerns will naturally arise. The following is the order in which a concerned individual should seek clarification:

1. the coach;
2. the Commissioner in charge of the sport;
3. the Athletic Director; and then
4. the principal

ARTICLE VIII - FUND RAISING AND FEES

Other than controlling fees, which should cover most of the on-going expenses, this Board shall be responsible for no fundraising.

Once PPSL Participation Forms are submitted, there will be no refund of fees.

ARTICLE IX - AWARDS

Section 1 Trophies or plaques in grades sixth through eighth will be presented to all members of a division championship team at an Awards Presentation.

Section 2 MVP trophies may be awarded to a participating eighth grade athlete in each Varsity sport - baseball, volleyball, girls' basketball, boys' basketball, boys' track and girls' track, to the participant each coach feels has exhibited the most impact to the success of the team. The coach will submit his choice to the Athletic Director at the end of each sport season.

If a coach is unable to determine an MVP, the Director of the sport involved may make the decision.

Section 3 An award known as OUR LADY OF MOUNT CARMEL BOYS' SPORTSMANSHIP AWARD and OUR LADY OF MOUNT CARMEL GIRLS' SPORTSMANSHIP AWARD may be awarded to a Mount Carmel School 8th grade boy and girl upon the following criteria: Participation in after school sports, including Cheerleading (not necessarily all 3 sports); Athleticism; Sportsmanship; Attitude; and Team Spirit.

The selection committee for this award would consist of the Athletic Director, the Directors of each individual sport and sports Board Members.

This award is optional and will be awarded at the discretion of the selection committee.

Section 4 Students who participate on all sports teams from grade four through grade eight will be acknowledged and earn a "14" team award at Graduation, indicating they participated on all sports teams.

ARTICLE X - TEAM COMPOSITION- CUTS, DRAFTS, AND PLAYING TIME

Section 1 Any student with a serious interest in playing sports will be placed on a team.

Section 2 We observe the participation guidelines of the PPSL.

Section 3 Whenever a class does not have enough players to field a team for any individual sport (e.g., baseball, basketball, etc.) the following policy will apply:

- The Athletic Director, and/or the Sports Commissioner will coordinate at least two evaluation practices of the involved class. During the evaluation, an assessment of each player's ability will be made by a panel of three impartial evaluators.
- The evaluative practice will take place after the conclusion of the previous sports season. However, this goal will be superseded by league rules/direction. In the latter case, the evaluative practices will be held on the earliest possible dates.
- Any student athlete that does not attend at least one of the evaluative practices may be declared ineligible to play that sport or may be placed on the second team. (An exemption to team placement, because of medical reasons, may be made by the Athletic Director, Sport Commissioner and principal at which point a decision will be made on team placement.
- The Athletic Director, and/or the Commissioner of the individual sport will assign enough players from the lower grade of student-athletes to the next higher team in order to fill at least the minimum requirement for team composition.

- Players may be assigned to play at the next higher level based upon their athletic skill, maturity, and ability to contribute positively to the overall team make up.
- Players will not be drafted down to play at the next lower level whenever players are being drafted up.
- No player will be permanently assigned to play at the next higher level without prior approval from the school principal.

Section 4

Whenever one class or two consecutive classes have too many players for a team (thereby preventing adequate playing time for all players) and can split the same class players into 2 or more teams and two consecutive classes into 3 or more teams as allowed by league rules the following policy will apply:

- A team of three impartial evaluators which may include the Athletic Director, and the commissioner, of the individual sport will conduct at least two combined evaluative practices of the involved class(es). During the combined practice, an assessment of each player's ability will be made by the above individuals. The evaluators may request input from the previous year's coaches. A designated evaluator shall not be a coach or parent of a prospective player. A post-season evaluation of each player made by the previous year's head coach will be taken into consideration only in the case of a tie.
- The evaluative practice will take place after the conclusion of the previous sports season. However, this goal will be superseded by league rules/direction. In the latter case, the evaluative practices will be held on the earliest possible dates.
- No parents, spectators or coaches will be allowed while evaluations take place.
- Any student athlete that does not attend at least one of the evaluative practices may be declared ineligible to play that sport. Excused absences from the evaluative practices (due to illness, injury, family emergencies, etc.) must be cleared with the Athletic Director prior to the evaluative practice dates. An exemption to team placement due to illness, injury, family emergencies, etc. may be made by the Athletic Director, Sports Commissioner and principal at which point a decision will be made to decide which team to place the player on.
- The evaluators will assign enough players from the class(es) involved to fill at least the minimum requirement for team composition.
- Players will not be drafted down to play at the next lower level whenever players are being drafted up.
- PPSL guidelines state that students in grades 5 thru 8, must be placed on team according to ability. It is suggested that the players' abilities be evaluated by impartial evaluators.
- There will be evaluations for the 4th grade training teams, if necessary to determine equal teams. Athletes for two or more teams will be selected to form equal teams.

(Revised 3/2018)