

**Holy Trinity  
Athletic  
Association  
By Laws**

## Purpose, Philosophy and Objectives

Purpose: The objective of the Holy Trinity Athletic Association (HTAA) is to promote youth sport activities in accordance with Catholic teachings for the youth of the Holy Trinity Parish Community. This is accomplished by:

- 1) Providing structure for athletic competition
- 2) Establish and monitor standards for individual participants, coaches, volunteers and contest officials
- 3) Provide information and facilitate communication among participating members
- 4) Establish and monitor standards for good sportsmanship and athletic competition
- 5) Establish standards to manage the risk and prevent the exploitation of those involved in sport activities

Philosophy: HTAA endeavors to help young people be more Christ-like in the way they live. HTAA programs focus on the total development of participants in order to influence the formation of Christian values.

- A. HTAA athletic programs foster the development of physical skills, social skills, emotional growth, affirmation of gifts and spiritual strength. The young person, not the athletic activity, is the primary focus of HTAA athletics. We believe that:
  - 1) All HTAA athletic programs should be well organized and maintain standards of high quality
  - 2) All who have the opportunity to be on a team should also have the right to participate in the game according to *CYO* rules.
- B. The coach's primary role is that of a youth minister, therefore the coach should strive to act at all times as a model of Christ-like behavior
- C. It is the role of the coach to enable the young person not to see success only in terms of winning. The coach teaches, that by setting achievable personal and team

goals and reaching those goals everyone is successful and a "winner".

- D. It is the right of everyone associated with HTAA to expect volunteers to model the values and ideals of our Catholic faith. Volunteers therefore, must develop their skills through participation in training and all *CYO* required courses before they start, according to the participation rules set forth by *CYO*

## **Athletic Program Objectives**

- A. The HTAA is participating in the Catholic Youth Organization (*CYO*). HTAA athletics provide the opportunity to develop self-discipline, self worth, moral character and respect that will assist students in their personal growth.
- B. The HTAA believes that developing young people in their chosen athletic field to pick up the required skills and develop those skills to their fullest potential. Therefore athletic teams will be chosen not on skill but on an even distribution of talent. This will apply to grades 4, 5 and 6. If appropriate and with enough participant teams at the 7<sup>th</sup> and 8<sup>th</sup> grade level maybe chosen and divide into "A" and "B" teams with the approval of the sports commissioner and athletic director.

## Governance

The HTAA is the organization of lay people responsible for the youth athletic program within the Holy Trinity parish community.

The HTAA board members agree to work together to promote good sportsmanship. Together we will nurture and stress positive Catholic values. All members will hold paramount the spiritual development of each participant (athlete, coach, parent and fan) as we focus on high standards of behavior at all levels of HTAA athletic programs.

The HTAA will review all financial transactions and monthly meetings, direct the organization in its policies, objectives and financial integrity, without prejudice and in a Catholic and ethical business fashion.

The Athletic Director will be appointed by the pastor and will accordingly serve as the Pastoral Designee of the parish for CYO. The HTAA will serve as an Advisory board to The Athletic Director

### Voting

Issues voted on by the HTAA must receive a simple majority to pass with the exception of changes to the By-Laws which will need a two-thirds (2/3) majority to pass. Issues to be voted on by the full board will be limited to the following:

- Changes to the by laws
- New board members
- Approval of annual budget
- Approval of non-budgeted expenditures in excess of \$2,000.00.

### Voting Members

The board's voting members consist of the Athletic Director, Treasurer, Secretary, Ad Hoc Administrator, Fund Raising Chairperson, and Sports Commissioners .

### Quorum

A quorum consists of a minimum of five (5) board members, including two officers. The Athletic Director is required to be one of the officers to establish a quorum.

The HTAA will meet once a month throughout the school year. Meetings in the summer months can be scheduled by the AD. Each member is expected to attend every scheduled meeting. The procedure for missed meetings is notification of the Athletic Director prior to the missed meeting.

Members of the HTAA accept the differences between their roles as HTAA members and parents. The position inherent to membership on the HTAA does not allow a member's influence to impose upon the role and responsibility of HTAA members.

On occasion, certain issues discussed in HTAA meetings are confidential and sensitive in nature. These issues should not be openly discussed outside of the HTAA meetings and upon appropriate motion HTAA members should make every effort possible to respect the confidentiality of this information. Any breach of this confidentiality could compromise the effectiveness of the HTAA.

## **Organization**

- A. Athletic Director
- B. Treasurer
- C. Program Administrator
- D. Ad Hoc Administrator
- E. Fund Raising Chairperson
- F. Volleyball commissioner
- G. Football commissioner
- H. Girls Basketball commissioner
- I. Boys Basketball commissioner

Sports commissioners may appoint assistant commissioners based on need. The voting privileges remain solely with the sports commissioner. Assistant commissioners must be approved by the HTAA

## **Additional Members**

The HTAA can have additional members.

- A. Webmaster
- B. Site coordinator
- C. Concession stand coordinator
- D. Others as determined necessary by the HTAA

## **Duties**

### **Athletic Director**

- A. Oversee all *CYO* programs sponsored by Holy Trinity Parish
- B. Attend all meetings scheduled by the HTAA
- C. Ensure that all Holy Trinity sponsored programs are operated within the policies and guidelines set forth in these by-laws and/or rules and regulations of the *CYO* and/ or particular league affiliation specific to the sports or program being addressed
- D. Oversee and chairs all HTAA meetings
- E. Set agenda for meetings
- F. Ensure all motions are carried out
- G. Can sign checks
- H. Pastoral Designee
- I. Serve as official contact for the parish with all diocesan *CYO* offices
- J. Official liaison with *CYO*
- K. Accountable to the member administrator (Pastor/Principal) for all HTAA *CYO* affiliated programs
- L. Disseminate, collect and review all coaches' application forms with the sports commissioners
- M. . Make recommendations on coaching selections and submit such coaching recommendation for the HTAA Coaches Approval Committee to vote. This process applies to both coaches and assistant coaches.

- N. Report to the HTAA and member administrator any "for cause" termination of a coach
- O. Member of the Coaches Approval Committee
- P. Organize and run Lenten Fish Fries
- Q. Participate as an active member of the Parish Council

## **Treasurer**

- A. Maintain physical possession of bank accounts
- B. Deposit cash, as soon as possible, in an account with an insured bank
- C. Develop and maintain the financial records which detail the amounts expended by the various HTAA programs
- D. Sign checks
- E. Develop an annual budget for the HTAA
- F. Provide a written report at every meeting, receipts, expenditures and the balance of the funds belonging to the HTAA
- G. Member of the Coaches Approval Committee

## **Program Administrator**

- A. Under the direction of the Athletic Director and individual sports commissioners, manage registration processes and procedures for all sports/activities in the program.
  - 1. Make sure, with the help of the sports commissioner, that team entry and roster forms for all teams are filled out correctly and submitted to CYO office on time
  - 2. Ensure all players meet eligibility requirements
  - 3. Ensure all coaches meet eligibility requirements
  - 4. Collect all coaches' application forms for the specific HTAA program
  - 5. To advise the AD of any and all issues
  - 6. Ensure all player participation requirements, including emergency medical, Code of Conduct Agreement signed by

the athlete and parent and all fees have been met and obtained

- B. Conduct periodic review of the HTTA Bylaws to ensure that they reflect evolving policies, practices, and procedures as the program grows
- C. Maintain a HTAA file for emergency medical and physical forms necessary for participation
- D. Maintain a copy of all coaches and assistant coaches CYO certification forms
- E. Member of the Coaches Approval Committee

## **Fundraising Chairperson**

- A. Plan and organize all fundraising activities for the HTAA. This includes the reverse raffle and individual sports tournaments. Duties also include any additional events that can/will be added throughout the year

## **AD Hoc Administrator**

This position is contemplated to be the past Athletic Director or other experienced member of the HTAA who provides advice and council to the Athletic Director and the HTAA.

- A. Assist all board members and commissioners in performing their duties
- B. Member of the Coaches Approval Committee

## **Sports Commissioners**

- A. Overall responsibility for their specific sport
- B. Work with Secretary on all league entry forms, scheduling, player eligibility requirements, and coach's eligibility requirements, collect coaches application forms and submit to Secretary and or HTAA.

- C. Responsible for coordination of Parents Education Forum before the start of sports season
- D. Collect Parents and Players Code of Conduct form
- E. Over see all teams and coaches in the specific sport
- F. Report to the AD any and all complaints from parents, coaches, officials and any other party expressing concern
- G. Recruit qualified coaches and assistant coaches
- H. Follow up with them to make sure they are *CYO* certified
- I. Schedule games, matches and tournaments
- J. Coordinate equipment hand out and storage
- K. Plan and run sports banquet
- L. Member of the Coaches Approval Committee

## **Approval of Coaches**

The individual sports commissioners shall submit a list of recommended coaches and assistant coaches to the Coaches Approval Committee prior to the beginning of that sport's season.

All coaches and assistant coaches must be approved by the Coaches Approval Committee prior to the commencement of their role as coach or assistant coach.

The Coaches Approval Committee shall consist of:

- Athletic Director
- Ad Hoc Administrator
- All Sports Commissioners
- Treasurer
- Program Administrator

## **General Participation Rules**

1) All Athletes and Parents must sign Code of Conduct form before the athlete can start participation.

2) All Coaches must sign a Code of Conduct form before the coach can start his/her participation.

3) For purposes of team formation, especially at the 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grade levels, teams will be limited to two coaches (one head coach and one assistant coach) in volleyball and basketball.

4) Head coaches will not be permitted to request players or work out arrangements with other coaches prior to the selection process.

5) The number of teams and the number athletes on each team is determined by the total number of registered eligible participants, their stated/predicted availability at practices and games, and generally accepted guidelines for team size for each sport. In order to establish the total number of teams per grade division and competitive level, secure the indicated number of head coaches and assistant coaches, and meet CYO Athletics submission deadlines the following rules will apply:

- a) Each sport/activity will have a designated registration period. This registration period will be publicized on the HTAA website (<http://www.holytrinitycyo.org/>), in the school take-home folder, and in the parish bulletin. Athletes must register by the deadline set by the Athletic Director, Program Administrator, and Sports Commissioners.
- b) Any athlete who fails to register within the designated registration period will need the approval of both the Athletic Director and the specific Sports Commissioner in order to participate.
- c) For purposes of ensuring there are enough athletes to constitute "A" and "B" teams at the 7<sup>th</sup> (Junior Varsity) and 8<sup>th</sup> (Varsity) grade levels, the designated registration period may be extended at the discretion of the Athletic Director and specific Sports Commissioner. The number of athletes permitted to register during the extended registration period is also at the discretion of the Athletic Director and specific Sports Commissioner.

d) All athletes who wish to compete on an "A" team, including those who are permitted to register after the close of the designated registration period, are required to "try out" for the team by taking part in skills assessment or talent evaluation sessions as outlined by the specific Sports Commissioner. If an athlete is unable to attend a regularly scheduled skills assessment or talent evaluation session, they must request an earlier assessment/evaluation. Such a request may or may not be granted at the discretion of the specific Sports Commissioner and Athletic Director. Athletes who do not participate in assessment/evaluation sessions will automatically be placed on a "B" team.