

# ST. LAWRENCE ATHLETIC BOOSTER CLUB (C.Y.O.)

*"The Mustangs"*

UTICA, MI 48317  
44633 UTICA ROAD

## **BY-LAWS**

*Revised August 14, 2013*

### **ARTICLE I GENERAL INFORMATION**

#### **NAME**

The name of this organization shall be the "St. Lawrence Athletic Boosters Club".

#### **PURPOSE**

The objective of this non-profit organization is to promote youth athletics, in accordance with Catholic teachings and the Constitution of the United States, for the youth of the St. Lawrence Parish Community.

The raising of funds to support the Athletic Program and the use of such funds is at the discretion of the St. Lawrence Athletic Boosters.

#### **ATHLETIC PROGRAM OBJECTIVES**

The St. Lawrence Athletic Program is participating in the Catholic Youth Organization. The program is competitive in nature, in a league with other competitive programs, and is not recreational. Athletics provides the opportunity to develop self-discipline, self-worth, moral character and respect that will assist students in their personal development.

The student/athlete has the potential to excel in various skills of the sport and our program will address developing those skills to the student/athlete's fullest potential. Therefore, athletic teams will be chosen based on attitude, skill and/or potential skill levels. This may necessitate team tryouts with all athletes "not" necessarily, making the team. Parents should be aware that the program requires a commitment to the team, their practices and games throughout the season.

In addition, St. Lawrence Athletics has the ability to provide less competitive programs for younger members of the parish. The name of this program is called "Junior Athletics" and is governed by the same philosophies as the overall Athletic Program.

#### **MEMBERSHIP**

Any parent of a child eligible to participate in a St. Lawrence Catholic Youth organization (CYO) team or Junior Athletic team is invited and strongly encouraged to become a member of the St. Lawrence Athletic Boosters provided:

1. That person is willing to contribute reasonable time and effort as requested of him/her by the duly elected officers, for the attainment of the objectives of this club.

2. That person shall not endeavor, to cooperate with others to use this club for the furtherance of personal gain, political convictions or to seek adherents in social issues not directly related to the expressed objectives of this club.

### **MEETINGS**

Booster Committee meetings will be held once each month. All Athletic Boosters are invited to attend each month. The exact dates and location will always be announced prior to the meetings, through the St. Lawrence Athletics website [www.mightymustangs.com](http://www.mightymustangs.com) .

On occasion, certain issues that are discussed in Booster Committee meetings are confidential and sensitive in nature. These issues should not be openly discussed outside of the Committee meetings and Committee members should make every effort possible to respect the confidentiality of this information. Any breach of this confidentiality could greatly impact the effectiveness of the Committee in conducting the business of the Athletics Program.

**ARTICLE II**  
**REGISTRATION, FUNDRAISING, AND FAMILY OBLIGATION(S)**

**REGISTRATION REQUIREMENT**

St. Lawrence Athletic Booster Committee will accept registrations for each sport it sponsors during a pre-determined time frame. Registration for a particular sport must occur during that period. Once the original registration period ends, any future registrations for those sports will be placed on a waiting list. The Athletic Director and Administrator will contact those on the waiting list when/if openings become available to fill the teams.

**REGISTRATION FEES**

A registration fee shall be paid by the parents of any child participating in a St. Lawrence Athletic Boosters sponsored team. This fee will be assessed per family, per child, per sport for the sports calendar year.

The St. Lawrence Athletic Booster Committee recognize that hardship situations occur. It is not the intent of this organization to deny a child an opportunity to participate due to family hardship. Waivers of fees are granted by the Athletic Director and the President of the Booster Committee, in confidence. Otherwise, failure to pay the assessed registration fee will eliminate the child(ren) of that family from participation, practice and games, until the debt(s) have been reconciled and approved by the Athletic Director or President.

The Booster Committee has the responsibility to ensure proper payment (if the Treasurer gives notification regarding non-payment at registration, then the Booster Committee has the right to impose cash payments, including bank imposed fees) or deem child(ren) ineligible for participation, per prior paragraph.

**FEE REFUND**

1. A partial refund after the registration period ends, but prior to the first tryout or team placement, will be granted. The refund will be calculated by the original registration fee minus a \$25 processing fee
2. No refunds of any fees paid to play on a St. Lawrence (CYO) team will be made once tryouts or team placement practices begin for that sport.
3. No refund of any fees will be made until all equipment and uniform parts issued to a child are returned in suitable condition. Damage to any equipment or uniform part will be deducted from the refund as determined by the Athletic Director. Damages in excess of the amount to be refunded will be further assessed to family and may deem child(ren) ineligible for participation.

## REQUIRED FUND-RAISING AND FAMILY SHIFT OBLIGATIONS AT EVENTS

### Applefest and Gala

Each year, St. Lawrence Athletics participates in two parish fund-raising events. St. Lawrence Athletics gets a portion of the proceeds to be able to support our programs, provide equipment, and field maintenance. **Booster participation is required and tracked by the St. Lawrence Athletic Board.**

If not fulfilled, your family will be charged a *non-participation fee of \$150* and will not be able to register for future sports until the fee is paid to St. Lawrence Athletics.

After playing one game with your team, the family is still responsible for meeting the commitment in volunteering at Applefest or Gala. (Fall - Applefest, Winter/Spring - Gala) If you drop the sport after playing one game, you are still responsible for meeting your commitment to Applefest or Gala. If not met, your family will be charged the \$150 non-commitment fee.

### Family Shift Obligation

Each sport requires a different amount of assistance and the number of home games or hosting of CYO playoff games varies. The Volunteer Coordinator shall post on the website [www.mightymustangs.com](http://www.mightymustangs.com) a listing of required Family shifts for each sport. If not fulfilled, your family will be charged a *non-participation fee of \$150* and will not be able to register for future sports until the fee is paid to St. Lawrence Athletics.

### *Family Shift Obligation by Season/Sport*

#### **FALL:** (Volleyball, Cheerleading, Football, Boys/Girls Soccer)

Each family **MUST** work two(2) 4-hour shifts at the St. Lawrence Applefest scheduled for the weekend after Labor Day each year with sign-up for shifts beginning in August. HOME games must still be worked as well. Generally, two shifts per family are required for the season. See [www.mightymustangs.com](http://www.mightymustangs.com) for details.

#### **WINTER:** (Basketball, Cheerleading, Bowling)

Each family must participate in the Gala/Dinner-Dance scheduled in the Spring (April or May) each year. There are several choices and these are listed on our website. HOME games must still be worked as well. Generally, two shifts per family are required for the season. See [www.mightymustangs.com](http://www.mightymustangs.com) for details.

#### **SPRING:** (Baseball, Softball, Lacrosse)

Each family must participate in the Gala/Dinner-Dance scheduled in the Spring (April or May) each year. There are several choices and these are listed on our website. HOME games must still be worked as well. Generally, two shifts per family are required for the season. See [www.mightymustangs.com](http://www.mightymustangs.com) for details.

## APPROPRIATIONS AND EXPENSES

Booster Committee members and those designated by Committee members (i.e. coaches, Jr. Athletic Coordinator, Food Coordinators, etc...) are authorized to appropriate funds on behalf of the St. Lawrence Athletics Program.

All appropriations and expenditures are subject to the following guidelines and procedures:

- No expenses will be approved and/or reimbursed without a completed Expense Check Requisition form which includes the following approvals:
  - Two authorized signatures are required for all checks
  - Expenses less than \$249.99 - approval required by one Committee Member
  - Expenses between \$250- \$499.99 - approval required by two Committee Members including President or Vice President
  - Expenses of \$500 or more - approval by a majority vote of the Committee including President or Vice President. Single expenses of \$500 or more must have a minimum of three bids to ensure competitive pricing.
  
- All expenses must be supported with receipt or canceled check.
  
- Approved requisition forms must be submitted to the Booster Committee Treasurer within 14 days of expense. Approved expenses will be reimbursed within 14 days after receipt of approved requisition form.
  
- “Extraordinary” or special expenses for items such as special equipment, postage, etc... must be pre-approved by a Booster Committee member, subject to the limits listed above.
  
- All expenses are subject to review by the Booster Committee at any time, and the Committee has sole discretion to reject expenses it deems inappropriate or expenses that do not fall within the guidelines outlined above. Any questionable or disputed expenses will be resolved by the Committee via majority vote.
  
- In matters pertaining to athletic equipment, the Athletic Director or his designee, acting as the purchasing agent, will acquire what is needed for each seasonal sport. All expenses incurred by the Athletic Director must fall within the budget which he/she mutually agrees upon with the Treasurer at the beginning of each season.

### **BUDGETS**

Budgets for all fundraisers and/or major events (tournaments, camps, clinics, etc...) must be reviewed and approved by the Booster Committee prior to any appropriation of funds.

1. Budgets from each sport coordinator must be submitted in writing to the Athletic Director and presented to the Booster Committee members pre-season in order to be approved expenses.

**ARTICLE III**  
**ELIGIBILITY**

Youths eligible to participate in St. Lawrence Parish - sponsored CYO or Junior Athletic sports programs must meet one of the following criteria:

1. Attend St. Lawrence Elementary School or be enrolled in the St. Lawrence CRE program.
2. Parents must be registered members of St. Lawrence Parish or of a surrounding (per CYO guidelines) Catholic Parish and child must participate in his/her parish CRE.
3. If any surrounding (per CYO guidelines) Catholic parish does not have a specific sport program, a student is eligible to play for a St. Lawrence team. As long as, the St. Lawrence team in which the child wants to play does not limit participation in the sport. Parents of this child are expected to pay all fees and participate as a full member within the Booster Club participating in all fundraisers and volunteer obligations.
4. Special exceptions may be granted to facilitate minimum team membership needs with approval of the Athletic Director.
5. If any sport were to ever cut players, those outside St. Lawrence School and Parish would be the first to be eliminated.

**PARISH MEMBERSHIP**

In order for an athlete to be eligible to participate, parish membership (in St. Lawrence or surrounding Catholic Parish per CYO guidelines) must be established on or before the following dates in order for a participant to be eligible to play in the following sports seasons:

May 1st - Fall Season

July 1st - Winter Season

December 1st - Spring Season

No CYO player may be a registered member of more than one (1) parish at the same time. In the event a player is registered in two (2) parishes, the CYO Director of Athletics will determine which registration is valid and where the athlete is/was eligible.

**PARISH TRANSFERS**

An athlete who transfers after the deadline from one parish to another parish is ineligible to participate in an athletic contest, UNLESS the athlete qualifies under one or more of the following exceptions:

Exceptions:

1. An athlete moves into a new parish with the persons with whom he or she was living during his/her last year.

2. An athlete who has NOT been living with a parent or parents and moves into a new parish to reside with his/ her parent(s), the single parent it divorced or legally separated, or only living parent who already resides in the parish,
3. An athlete who is a ward of the court or state and is placed in a parish by court order. Guardianship does not fulfill this requirement.
4. An athlete transfers to another parish because his/ her parish ceases to operate.
5. An athlete of parents who are divorced or living under an order for separate maintenance moves from one parish into a new parish with or to one of those parents, and the pastor of each of the two parishes involved approves of and then certifies the reason for the move as it relates to the divorced/separated parents. The transfer is permitted under this exception one time and must be approved by the Athletic Director before the athlete competes in athletic competition.
6. Athletes qualifying under exception I, 2, 3, or 4 above may elect to complete the season at the previous parish attended. However, the next season must be played at the new parish.
7. As long as, the St. Lawrence team in which the child wants to play does not limit participation in the sport (i.e. Football).

### **SCHOOL TRANSFERS**

Students transferring into St. Lawrence Catholic Grade School shall become immediately eligible to participate in the athletic program. Students transferring in season (e.g. in the middle of the school year) may elect to complete that season at the previous school attended. However, the next season must be played at the new school.

### **LIMITED TEAM MEMBERSHIP**

A student is ineligible for a CYO Athletic team if he/she participates in any athletic competition not sponsored by his/her parish/school athletic team in the same sport during the same season after participating in an athletic contest as a member of a CYO athletic team. All CYO games played with an ineligible player will be deemed forfeited by CYO. This rule applies specifically to Junior High School, Middle School, Recreation Leagues, P.A.L. Teams, Michigan Youth Teams, AAU Leagues or Teams of any other organized league including organized neighborhood leagues.

1. The spring season eligibility rules allow participation in the same sport in other organized leagues. This is permitted so that CYO athletes will not be forced out of summer programs. However, St. Lawrence CYO spring programs must take priority from March – June.
2. Should CYO make changes to the above policy, the Athletic Director shall inform the Booster Committee and all boosters.

### **PHYSICAL EXAMINATION**

All players must have a current physical examination submitted to the Administrator prior to the player's active participation in the sport, including practices. It is the responsibility of the Administrator to notify the Athletic Director of all noncompliance.

### **CYO A-FORM – Out of St. Lawrence Parish Participants**

All out-of-parish participants must have a current CYO A-form submitted to the registrar prior to the players actively participating in the sport. This form is required to verify Parish Membership and CRE Enrollment for the current school year. It is the responsibility of the Administrator to notify the Athletic Director of all non-compliance.



**ARTICLE IV  
ORGANIZATION**

**ATHLETIC BOOSTER COMMITTEE**

The St. Lawrence Athletic Booster Committee is made up of 7 voting members, plus a Pastor/Pastor Delegate.

President	Vice- President	Volunteer Coordinator	Fundraiser Coordinator/Secretary
Treasurer	Athletic Director	Pastor/Pastor Delegate	Registrar

**DUTIES OF COMMITTEE MEMBERS**

**President:**

- Oversee and chair all the meetings of the Booster Club & Committee
- Direct all activities of the club
- Set the agenda for each meeting (or appoint someone to do so)
- Ensure that all motions of the Committee are carried out
- Authority to sign checks
- Maintains monthly meeting minutes and distributes electronically to the board.
- Voting Member

**Vice President**

- Oversee the financial budgeting, reporting, auditing and general accounting for the organization
- Oversee the functions of the treasurer and act as back up for the treasurer, if necessary
- Co-signer on the checking account and will act as Chairperson of meetings in the absence of the President
- Acts as the Uniform Coordinator or designates someone from the booster community to track, distribute and collect uniforms for each sport.
- Acts as the Picture Coordinator or designates someone from the booster community to schedule one date for pictures to be taken for each sport/team. Ensures the electronic transfer of photos the photographer provides is submitted to the school office to be placed in the school yearbook.
- Voting Member

**Treasurer**

- Maintain physical possession of bank checks, keep an accurate record of all money belonging to the St. Lawrence Athletic Boosters including receipts and expenditures; deposit income, as soon as possible, in an account with an insured bank
- Set-up the books showing in detail the amounts expended by various activities of the club
- Sign all checks along with the signature of the President, Vice-President, or Pastor/Pastor Delegate
- Report at every membership meeting, cataloging the amount of receipts, expenditures, and the balance of the funds and property belonging to the club.
- Voting Member

### **Fundraiser Coordinator/Secretary**

- Oversee all fundraising events sponsored by the St. Lawrence Athletic Boosters Club, including but not limited to the coordination and sale of St. Lawrence Athletic Apparel
- Track the fundraising requirements of the Booster Community for the Applefest and Gala. Report back to the Booster Committee the progress and non-compliant members of the Booster Community. Other than hard-ship cases that are handled by the Athletic Director or President in confidence, the Booster Committee then decides how to collect the non-participation fee.
- Act as formal Board Secretary for bank account maintenance purposes.
- Voting Member

### **Registrar**

- Responsible for developing and overseeing the collection of registration fees, physicals, CYO A-forms and refund processes for all sporting seasons
- Main Administrator for maintaining the St. Lawrence Athletic Website for all general announcements, on-line security, game schedules and registration.
- Voting Member

### **Volunteer Coordinator**

- Responsible for coordinating Family Shift requirements for each sport/team and determining the number of Booster Community resources that are needed to support the athletic activities and events.
- Voting Member

### **Athletic Director**

- See Article VII
- Voting Member

### **Pastor/Pastor Delegate**

Act as a resource, liaison, and give approval for the Booster Committee in matters that will require the involvement of the pastor.

- Non-Voting Member

### **DUTIES OF THE BOOSTER COMMITTEE**

- Review all financial transactions at each monthly meeting
- Review all presentations by the Athletic Director regarding expenditures
- Direct the organization in its policies, objectives and financial integrity, without prejudice and in a Catholic and ethical business fashion.
- Expected to attend every scheduled monthly meeting. The procedure for missed meetings is notification of the President, prior to the missed meeting.
- Accept the difference between their roles as Committee member and parent. The position inherent to membership in the Booster Committee does not allow a member's influence to impose upon the role and responsibilities of Athletic Director, coaches or other individuals involved in the operation of the St. Lawrence Athletic Programs.

**ARTICLE V  
SELECTION/REMOVAL OF VOTING MEMBERS, TERM LIMITS, VACANCIES, QUORUM, AND  
AMENDMENTS TO BY-LAWS**

**SELECTION OF COMMITTEE REPRESENTATIVES**

1. To publicize vacancies on the Booster Committee, announcements will be made at Booster Club meetings, sent via emails to all booster members and/or published on our website [www.mightymustangs.com](http://www.mightymustangs.com) Vacancies shall be published no less than 30 days prior to the current committee members term expiring.
2. Anyone who would like to be a member of the Committee is able to place his or her name on a ballot and be eligible for a random selection. This can be accomplished by placing the names in a hat (exactly as the Parish Council members are selected each year), and whomever is picked will fill the vacancy on the Committee. All potential Committee members should have some background in sports and a willingness to work for the good of the entire program, and not some special interest.
3. Spouse of an existing voting board member is not eligible to apply for or hold a voting position on the Athletic Booster Committee

**COMMITTEE MEMBER TERMS**

- All committee voting positions shall be for a term of three years, beginning on the first day of the Athletic Boosters fiscal year, currently July 1, and ending on the last day, currently June 30.
- Booster Committee members may extend their term by one year provided the majority of the remaining Booster Committee members approve such a request in advance of the term ending. At the end of this additional year, the member may not request another one year extension, but may submit their name for another full term under the policy discussed in Article V, Selection of Committee Representative.

**REMOVAL FROM THE BOOSTER COMMITTEE**

Any member of the Booster Committee may be removed by a majority vote (6 out of 8 committee members must vote including President or Vice President). For purposes of this section, the pastor/pastor delegate shall be a voting member.

**FILLING VACANCIES ON THE COMMITTEE**

In the event of a vacancy occurring on the Booster Committee during a given fiscal year, the remaining voting members of the Committee may appoint a current member to temporarily fill that vacancy for the balance of the fiscal year. Before the start of the next fiscal year, the Committee vacancy will be filled in accordance with Article V- Selection of Voting Members.

**QUORUM AND VOTING**

A quorum of the Booster Committee shall consist of five voting members – one being the President or Vice President.

**AMENDMENTS TO BY-LAWS**

Any voting member of the Committee may propose a change in these By-laws at any monthly meeting by a motion. If properly seconded, a vote shall be taken by members present to determine if a motion warrants further actions. For changes to become effective, they must be approved by a majority vote of the Committee members present at the next regularly scheduled meeting. The revised By-Laws must then be taken to the Pastor for final review before becoming effective. A new copy will be placed on the website for all Boosters to view.

## **ARTICLE VI PARLIAMENTARY PROCEDURES**

The St. Lawrence Athletic Boosters Club and Committee shall be governed by rules of Parliamentary Law as stated in Robert's Rules of Order, with special emphasis on:

1. Justice and courtesy to all.
2. One issue at a time.
3. The rule of the majority.

### **ORDER OF BUSINESS**

1. Opening Prayer lead by the Pastor/Delegate or Committee member
2. The president (or their representative) shall call the meeting to order.
3. The agenda shall be approved or amended by a vote.
4. The minutes of the previous meeting will be presented for acceptance.
5. Communication shall be reviewed.
6. The Treasurer or Vice President shall submit the monthly, financial report.
7. The Athletic Director shall submit his/her report on the current status of the Athletic Program.
8. Current issues, committees, concerns shall be addressed, item by item.
9. The President shall ask for a motion to adjourn.

**ARTICLE VII  
ATHLETIC DIRECTOR**

The Athletic Director is responsible for the overall conduct of the Athletic Program and is responsible to the Pastor.

The Athletic Director shall assume the following responsibilities:

1. Control of all CYO and Junior Athletic sports programs sponsored by St. Lawrence parish and Booster Club.
2. Make the decisions relative to the number of teams entered in the program based on the number of participating athletes and the availability of coaches. This is done in consultation with the Committee.
3. Recruit and train qualified coaches for all teams.
4. Conduct an information meeting for all coaches prior to each season to discuss rules/changes, league information, CYO rules, and coaching philosophy for the coming year.
5. Decisions relative to participation of the various teams in tournaments.
6. Responsibility for the athletic equipment used by the programs.
7. Attend all regularly scheduled Booster Club and Committee meetings
8. The Athletic Director may not also hold a position on the Coaching Staff, unless approved by the majority of the rest of the committee.
9. Make sure that roster forms for all teams are filled out correctly and submitted to CYO office on time.
10. Coordinate the scheduling of practice and game facilities with the parish office and teams.
11. Ensure that all St. Lawrence Athletic Booster sponsored programs are operated within the policies and guidelines set forth in these by-laws and the rules and regulations of the Catholic Youth Organization.
12. Responsible for ensuring all players meet eligibility requirements and have a current physical exam and CYO A-Form on record.
13. Responsible for coordinating and publishing tryout date, times and locations in parish and school publications. Work with coaches to avoid conflicts between tryouts and in-season sports to ensure that all eligible participants have an equal opportunity to try-out for a team.
14. Will be designated as the official CYO parish representative to assure coordination between the parish and CYO headquarters.

**VACANCY: ATHLETIC DIRECTOR POSITION**

If the Athletic Director's position becomes vacant, the Pastor/Delegate has the responsibility to perform the necessary search to fill the position in a timely manner. Notices of vacancy will be posted in the St. Lawrence parish bulletin and on our website [www.mightymustangs.com](http://www.mightymustangs.com)

Anyone wishing to apply for the Athletic Director's position may do so by sending a letter with an accompanying resume to the Pastor/Delegate. The Pastor/Delegate may ask representatives from the Booster Committee to assist in this process. The Pastor/Delegate, with whomever he appoints to assist in the search and interview process, will make the final decision as to the new Athletic Director.

**ARTICLE VIII  
COACH'S CODES AND POLICIES**

The CYO program is a competitive one. Winning is healthy but is not the most important thing. Every athlete enjoying himself/herself, learning a sport, and growing in faith through life's intangibles, are the most important things. Good moral character, desire, dedication, discipline, positive mental attitude, giving 100%, setting and achieving goals, sportsmanship, teamwork, and self-sacrifice are just a few intangibles our athletes should be learning from our program.

1. Every coach (Head coach or Assistant) must complete the Protecting Gods Workshop offered by the Detroit Archdiocese. Failure to complete the program will result in immediate dismissal of coaching duties.
2. Always remember this is a Catholic sports program, and nothing that is done in practice, on the playing field, or in the locker room, should ever come into conflict with this. Coaches are first and foremost youth ministers for our young people and should help them grow not only physically, but as moral young men and women.
3. Be knowledgeable of all CYO rules, regulations and policies regarding his/her particular sport and faithfully adhere to them.
4. Make sure that the team roster is complete and turned into the Athletic Director in a timely manner.
5. Ensure that all athletes and parents understand their responsibilities as participants in the sport.
6. Be accountable for the safety and security, of all athletes during and after practices and games. A First-Aid Kit should be present at all games and practices.
7. Stress importance of academics to athletes. We are trying to build the whole person--mind, body, and spirit.
8. Coaches should avoid technical fouls and/or penalties. Let officials or umpires know you are in disagreement only during time- outs, halftimes, or between innings.
9. Coaches must never touch a player in a fit of anger or in discipline, nor use vulgarity, offensive language, or verbally abuse anyone.
10. All coaches shall have physical information on hand. This information shall be provided by the Administrator.
11. Coaches must never:
  - a. Cut practice short without personally notifying parents.
  - b. Cancel a practice with less than 24 hours notice without personally notifying Parents. Notification by way of child or answering machine is not adequate.
  - c. Never leave until last player is picked from practice or games.

12. In case of injury immediate attention is required and follow-up with parents is expected. Injuries should be reported to the Athletic Director. Players under doctor's care must obtain a release prior to returning to the team.
13. If a coach's team includes their own child, a coach must strive to minimize the "parental" role and interest and coach all players equally and fairly.
14. Coaches and players are responsible for gym and locker room housekeeping.
15. The coaches holding the last practice in the gym is responsible for lights, windows, and locking of doors.
16. TEAM SIZE shall be determined by the Athletic Director and Team-Sport coordinator.
17. Sport Coordinators/Coaches must submit a budget and get approval from Athletic Director before making any commitments for expenditures. (prior to season)
18. All coaches must attend a mandatory meeting prior to season start to receive Coaches Code and Policies and by-laws.
19. Coaches should be considerate of other school, CRE, and parish functions.
20. The coach has the sole responsibility for issues regarding position assignments and playing time.
21. Coaches should make every effort to minimize the impact of team cuts. A face to face meeting with the player and all coaches/asst coaches is recommended.



**ARTICLE IX**  
**STUDENT ATHLETE'S CODES AND POLICIES**

1. The athlete is to adhere to all team rules/regulations set down by the coach.
2. Good sportsmanship at all times is required before, during and after all athletic events. Respect for teammates and coaches is always expected.
3. Athletes are responsible for the return of all uniforms and equipment. Uniforms must be returned clean and on hangers.
4. Attend all practices and games with punctuality. Contact the coach if unable to attend for any reason.
5. Athletes must not appear at practice facility until the time when practices begin.
6. Take team seriously and give best effort at all times. No outward displays of negative emotion, profanity, or displeasure towards officials, coaches, teammates, or opponents.
7. Whenever an athlete is representing the St. Lawrence Parish community as a member of St. Lawrence Athletic Programs, it is expected that each athlete wear their furnished uniforms. Any items of apparel that may be considered as an addition to the assigned uniform (warm-ups, shirts, etc.) and purchased for or by the team members must be approved by the Athletic Director.
8. Students who have been suspended from their school will be concurrently suspended from practice and play with their team. The A.D. and Pastor will determine the length of suspension from the team.

As a consequence of violating any of the above codes and policies, an athlete is subject to the loss of various privileges. Depending on the severity of the offense, an athlete may be warned, suspended from one or more games, or expelled from the team at the discretion of the Coach and the Athletic Director.

**ARTICLE X  
PARENT'S CODES AND POLICIES**

Parents are asked to:

1. Complete payment for a registration fee for each athlete and sport at the time of registration.
2. Donate their time and talent by participating at the designated fundraising events.
3. Attend Athletic Booster Fundraising events as participants.
4. Support their child(ren) by attending their games.
5. Parents are asked NOT to drop off their child(ren) early for practice/games and to pick them up promptly following practices/games.
6. Parents are asked to assist the son/daughter in returning uniforms on time, cleaned with any rips sewn.
7. Parents are asked to help set a positive example of sportsmanship, respect for opponents property, and for officials and coaches.
8. If a parent has a concern that needs to be voiced to a Coach or Athletic Director, we ask that mutually agreed upon time and location be determined so that the conversation can take place in private.
9. Parents who fail to abide by the above procedure and fail to act in a respectful manner towards both individuals and property, will be notified that their behavior shall result in the immediate withdrawal of their child(ren) from participation in the St. Lawrence CYO Program or Junior Athletic programs. Future participation in the St. Lawrence CYO Program will be dependent upon review by the Pastor.
10. The total cost of an athlete's participation in the athletic programs is not covered by the registration fee assessed for each sport. The funds necessary to operate this program are raised by fundraising events, including the AppleFest and the Gala. The Athletic Program receives a predetermined percent of net proceeds from the AppleFest and the Spring Gala for your participation.
11. In order to keep fees to a minimum, parents are required to participate in no more than two (2) fundraisers per sport team. Parent participation in St. Lawrence Athletic Boosters sponsored fundraising events is required to maintain a high quality program. Each family has the option of paying a non-participation fee for each active child in lieu of participating in fundraising, but are highly encouraged to participate.

**ARTICLE XI**  
**ADDRESSING DISPUTES**

All problems, difficulties, clarifications, etc., between parents, players, and coaches which cannot be resolved by open discussion and communication between the parties directly involved, should be taken to the Athletic Director for resolution.

If still unresolved, the issue may be submitted to the Booster Committee in writing, for review. The Booster Committee recognizes that each coach has the sole responsibility for position assignments and playing time and will not address disputes relating to these matters.

To have a dispute reviewed by the Booster Committee, a written request must be mailed to the President. The President must present the dispute at the next scheduled committee meeting. This written request must include the names of all involved parties. Specifics about the issue(s) under dispute and specifics regarding the dates and results of discussions with the involved parties and the Athletic Director are mandatory.

In the unlikely event that the Booster Committee recommendation is not acceptable, then, and only then, should appeal be made to the Pastor. It is, and should be presumed, that the Pastor would rarely be involved in deliberations of this nature.