

Our Lady of Angels
Sports Club Handbook
2005

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Procedures

Article I – Name

- A. The name of this organization shall be Our Lady of Angels Sports Club. This is a non-profit athletic organization benefiting the OLA students and its School of Religious Education participants.

Article II – Objectives

- A. To encourage and foster participation in sports by the above-mentioned youth by providing coaching and other assistance required.
- B. To promote good sportsmanship in all phases of athletic activity both by guidance and example.
- C. To provide the structure, personnel and support required to enable OLA to participate effectively in the Peninsula Parochial School League (PPSL).

Article III - Membership

- A. All parents or guardians of children who are presently enrolled at OLA elementary school are considered members.
- B. All parents or guardians of children who are presently enrolled in the OLA CCD program and who are members of an OLA sports team are considered members.
- C. Any interested person who wishes to support the objectives of the Sports Club (SC) may become an active member with Sports Club approval.
- D. All coaches, if not parents of OLA students, will automatically be extended membership with Sports Club approval.

Article IV – Officers and Board of Directors

- A. The officers of the Sports Club shall be: Athletic Director (AD), 2nd Athletic Director, Secretary, Treasurer, Advisor(s), Ways & Means Committee Chairperson, Equipment Manager(s), Baseball Commissioner(s), Volleyball Commissioner(s), Boy's Basketball Commissioner(s), Girl's Basketball Commissioner(s), Track Commissioner(s), and Cheerleading Commissioner(s). The Pastor and Principal shall be ex-officio officers.

- B. The term of office shall be for one year, from July 1 to June 30.
- C. Any officer may be removed from office for conduct deemed not in the best interests of the Sports Club. Removal shall occur upon recommendation of the Executive Committee and subsequent vote for removal at any noticed meeting by an affirmative vote by at least 2/3 of the Board members voting.
- D. Duties of officer(s):
1. The AD shall preside at meetings of the Sports Club; coordinate all the sports programming and attend PPSL League meetings; appoint chairmen of all ad-hoc committees except the Nominating Committee; authorize the signing of contracts and checks; be an ex-officio member of all committees except the Nominating Committee; handle minor disciplinary action necessary for players/coaches with Principal's input; request annual reports from each officer and chairman of committees; meet with Principal as needed ; call special meetings when necessary, or at the request of five (5) members of the Board.
 2. The 2nd AD shall assume the duties of the AD in his absence; serve as Co-Chairman of the Ways & Means Committee; and shall automatically become a nominee for the office of AD after his/her term as 2nd AD.
 3. The Secretary shall record and keep minutes of all meetings of the Sports Club and Board of Directors, and send a copy of minutes to all Board members and to the Principal; shall notify Board and Principal of upcoming meetings; maintain a permanent file of all documents and papers pertaining to the Sports Club. If the Secretary is unable to attend any particular meeting, the AD shall appoint another Board member to take minutes.
 4. The Treasurer shall coordinate tracking of all funds with the Parish accounting office and ensure sufficient and adequate records; authorize the signing of checks; request checks from the Parish Treasurer; obtain or prepare financial reports for all Sports Club meetings.
 5. The Advisor(s) serves as counsel to the Sports Club AD.
 6. The Ways & Means Committee chairperson shall be responsible for coordinating fund-raising activities (Crab Bash).
 7. The Equipment Manager(s) shall coordinate ordering of equipment, uniforms, and awards/trophies; shall coordinate distribution of uniforms; and shall collect and store uniforms and equipment.
 8. Commissioners for each sport shall be responsible for organizing signups and obtaining coaches for his or her particular sport; coordinating the practice schedules; attending sports club meetings; attending PPSL League meetings relevant to their sport and at least one commissioner for each particular sport shall attend all home League games in that sport.

9. The Cheerleading Commissioner(s) shall be responsible for organizing signups and obtaining coaches or choreographers; coordinating the practice schedules; attend sports club meetings; attending PPSL League meetings relevant to cheerleading; and either the commissioner or at least one coordinator shall attend all events where the cheerleaders will be performing.
- E. The Board of Directors (the Board) shall consist of all elected officers and shall transact all regular and customary business for the Club. Any person removed as an officer through termination, resignation or otherwise will also be deemed removed from the Board. The Pastor and Principal (or their representatives) are ex-officio members of the Board and shall serve in an advisory capacity.
 - F. The Executive Committee shall meet upon the call of the AD or any three of its members and shall meet for the purpose of addressing extraordinary matters affecting the Sports Program, e.g. hearing grievances which remain unresolved after normal channels have failed to reach a satisfactory solution. The Executive Committee shall consist of the following Board Members:
 1. Pastor
 2. Principal
 3. Athletic Director
 4. 2nd Athletic Director
 5. Secretary
 6. Volleyball Commissioner (one -to be selected by the AD prior to the June meeting)
 7. Basketball Commissioner (one -to be selected by the AD prior to the June meeting)
 8. Baseball Commissioner (one -to be selected by the AD prior to the June meeting)
 9. Track Commissioner (one -to be selected by the AD prior to the June meeting)

Article V - Nominations and Elections

- A. Members shall be elected (by the current Board) every year except the AD and 2nd AD who shall be automatically re-elected after their first year in office. (i.e. each serves a two (2) year term.) Generally, however, it is understood that anyone accepting an officer position is willing to make a commitment of serving at least two (2) years on the Board in some capacity. Elections shall be conducted as follows:
 1. At the March meeting, a Nominating Committee shall be selected by the current Board. The Nominating Committee shall recommend persons for election as the next term's officers. The 2nd AD shall be a member of the Nominating Committee; the current AD shall not.

2. The Nominating Committee shall elect a chair from among its members. The committee shall nominate one person for each office, except for the Commissioner positions where two persons shall be nominated. For the Equipment Manager and Advisor positions, the 2d AD shall determine if one or two persons shall be nominated for each position.

3. The Nominating Committee shall review the list of nominees with the Principal prior to elections.

4. The Nominating Committee shall make its report and put forth nominations at the May general meeting, after which the AD shall ask for nominations from the floor. The 2nd AD shall automatically be nominated by the committee as a candidate for the AD position after the current AD's 2nd year unless the 2nd AD is not willing to serve and the committee shall then nominate another person.

5. If there are no nominations from the floor, a voice vote will be taken for the acceptance of the nominated slate of officers. If there are candidates from the floor or if the nominated slate fails to gain approval of a majority of those members present, election shall proceed office by office as follows:

a. For single person offices – The nominated person receiving a favorable vote of a majority of those members present at the meeting shall be elected to office. If no nominee receives a majority, a second vote shall be conducted but only the two nominees receiving the most votes in the first balloting shall be included on the ballot. If neither candidate receives a majority of this vote, another vote shall be held; this ballot shall include the same two nominees, but only the Board shall vote. If neither nominee receives a majority of the Board vote, the incoming AD shall select one of the two nominees and that person shall be deemed elected. If the incoming AD is the office at issue, the current AD shall decide between the two candidates.

b. For offices requiring more than one person (i.e. commissioners, or when the nominating committee has determined that there will be more than one (1) person for a position (i.e. equipment manager or advisors)-- The nominees shall be presented for vote one at a time in whatever order the AD, in his or her sole discretion, determines appropriate. The first two nominees receiving a favorable vote from the majority of those members present shall be elected to one of the two positions. If this process does not result in two persons gaining a majority vote, the Board shall fill the remaining one or two positions by voting on each candidate in the same order that they were presented to the general membership for vote. Each nominee obtaining a majority of votes among the Board shall be deemed elected. If this procedure does not fill the remaining position or positions, the incoming AD shall select one or two nominees and that person or those persons shall be deemed elected.

6. All voting shall be by voice vote unless a show of hands is requested by any member. At the AD's discretion, a secret ballot may be employed for any particular vote.

B. Should any Officer position become vacant due to termination, resignation or otherwise, the Board may, at its discretion, fill the office. Any such office will be filled by the following procedure:

1. At the first regular meeting after the office becomes vacant, the Board will vote as to whether the position is to be filled.

2. If a majority of the Board votes to fill the office, the AD will call for nominations. At the discretion of the AD, nominations may be made at that meeting or at a subsequent meeting.

3. Once nominees are put forth, the Board will then vote and the nominee receiving a majority of the votes cast will be deemed elected. If no nominee receives a majority, a second vote shall be conducted but only the two nominees receiving the most votes shall be included on the ballot. If neither nominee receives a majority of the vote, the AD shall select one of the two nominees and that person shall be deemed elected.

4. All voting shall be by voice vote unless a show of hands is requested by any Board member. At the AD's discretion, a secret ballot may be employed for any particular vote.

Article VI – Meetings

A. General Meetings:

1. At least nine (9) general meetings shall be held each year on the 1st Tuesday of the month or on any other regularly scheduled day approved by the Board.
2. The AD, or whoever the AD shall appoint for the purpose, shall chair and run the meeting.
3. All members may introduce items for discussion.
4. Meetings shall be publicized in advance (weekly school bulletin).
5. Seven (7) Officers shall constitute a quorum.

Article VII - Finances & Use of Funds

- A. All monies derived from Sports Club activities shall revert to the OLA –Parish Treasury and shall be kept in a School Checking Account.
- B. The funds of the Club shall be used for the benefit of the sports programs of OLA School and for the operational expenses of the Sports Club.
- C. The Sports Club will not be responsible for any bills incurred by its members without approval of the AD's and Treasurer.

Article VIII - Amendment of Procedures

- A. These Procedures may, from time to time and at any time, be amended or repealed, and new or additional Procedures adopted, by approval of a two-third majority of the Executive Board at any regular or special meeting of the Board.
- B. Written notice of any proposed change in the Procedures shall be given to all members of the Board at least ten (10) days prior to the meeting at which the change is to be voted on, and notice that changes are being proposed shall be sent to all members of the Sports Club at least ten (10) days prior to any general meeting at which a change is to be voted on. Notice may consist of an announcement in the school bulletin and the specific changes proposed may be posted in the school office for review. Other means for distributing proposed changes may be utilized at the discretion of the Board.

Article IX – Exceptions

Exceptions to these Procedures and General Guidelines may be made under unusual circumstances if approved by at least 2/3 of the Board, the Principal and the Pastor.

General Guidelines

1. The Sports Club Board (with the agreement of the Principal and/or Pastor) will set the annual participation fee that will be charged for each sport.
2. The above fees may be waived at the discretion of the AD and/or Principal.
3. All uniforms purchased shall adhere to the school colors of royal blue and white. The Sports Club and Principal shall approve all uniform purchases prior to ordering. No clothing other than the approved uniform may be worn, or accessories supplied or encouraged by any team without the express approval of the Board. (Accessories include but are not limited to sweatshirts, warm-ups, socks, shoes, bags and the like). Whether the item is purchased or supplied by the coach, by another parent or by each team member is irrelevant for the purposes of this rule.
4. All parents of participating children are required to participate for at least three (3) hours each year in Sports Club activities (i.e.: Crab Bash, Coaching, Scoring, etc.).
5. Any participating student is expected to keep their OLA school team as their first priority over any other sport or activity that they may be engaged in concurrently. If a participant violates this policy, they may face a game suspension at the discretion of the commissioner(s) for that sport and/or the AD.
6. A student is not permitted to participate on any other school's team in the same sport while a member of an OLA team (i.e. a student cannot be on a roster or practice with another school's team).
7. Any player who intentionally drops from a team after the PPSL deadline to submit the number of teams the school will sponsor will not be permitted to participate in the same sport the following year. (i.e. player quits basketball after the deadline, he/she may not participate in the basketball program the next season.) Upon the recommendation of the Pastor and/or Principal and approval of the PPSL Board, a player may petition to have this rule waived).
8. Students in the 8th grade who intentionally drop from a team after the PPSL sign-up deadline will not be permitted to participate in any other school sport. Exceptions to this rule require approval of the Board and the Principal.
9. All participants will be responsible for the return of their uniforms upon the completion of the season for which the uniform was issued. Any participant who fails to return their uniform will cause their parents to be billed for the replacement cost of the uniform. If not returned or replacement cost paid, that student will not be allowed to participate in any further sports until returned or cost paid. This rule may be waived by the Board, at its discretion.

Athletic Programming

Our Lady of Angels Sports Club and the PPSL offer the following sports for participation by all enrolled in the parish school and the School of Religious Education (Participation for any non-school students shall be on an as needed basis and shall be solely at the discretion of the Board. Any student at any school within the PPSL may be allowed to participate on an OLA team if it is in the interests of the student and OLA. All such decisions shall be at the discretion of the Board,).

Baseball (boys) September to October

Volleyball (girls) September to October

Basketball (girls & boys) November to March

Track (girls & boys) April to May

Cheerleading (seventh and eighth grade girls) September to June

Coaches

Each coach is expected to teach sportsmanship, rules and fundamentals pertinent to the sport and age level being played. All first time coaches must be fingerprinted. Reasonable fees for fingerprinting will be refunded by the Sports Club. The Commissioner shall instruct new coaches on proper procedure for fingerprinting. The coach shall provide parents with a printed practice and game schedule and notify them in advance of any changes. Coaches must sign and adhere to the "Coaches' Code of Ethics" prior to the first practice and attend any Coaches meetings as required by that sport's Commissioner(s). Coaches not conducting themselves in an appropriate manner are subject to any disciplinary action that the Board deems necessary.

Parents

Parents must sign and adhere to the "Parents Code of Ethics". It is the parent's responsibility to see that their children get to and from all games and practices on time. It is not the responsibility of the coach to wait after practice or games until all children are picked up. NO child will be left unattended but repeated offenses may result in game suspension or termination from program. Inappropriate behavior at practices or games will subject a parent to discipline at the discretion of the Board. Such discipline may include, but is not limited to, being precluded from attending games.

Players

Players must sign and adhere to the "Players Code of Ethics". All OLA children grades 4 through 8 are encouraged to participate in the athletic programming offered. Students must maintain an acceptable standard of schoolwork and behavior (please refer to OLA Parent/Student Handbook). Children participating in the School of Religious Education at OLA may participate where additional participants are needed and at the discretion of the Board.

Children in grades K-3 are not eligible to participate in any PPSL sport. This includes ANY practice, ANY training, or ANY representation of OLA in ANY athletic event.

Signup's

Signup forms will be sent home with the students for the family to fill-out and return with the appropriate fee. Forms submitted without required fees will not be accepted. Signup forms must be returned on or before the deadline via the family envelope, placed in the sports club mailbox in the school office or given to that particular sport's Commissioner. Acceptance of late sign-ups is entirely at the discretion of the AD and that sport's Commissioner(s). The AD and Commissioner(s) may, at their discretion, refer the matter to the entire Board or any portion of it he or she deems necessary and all decisions reached are final. Notwithstanding the foregoing, the Principal may approve or overrule a decision by the Board regarding a late signup at his or her discretion.

Playing Time

In grade 4, players will be allotted equal playing time. Athletes will be encouraged to play several positions throughout the season. Other grades will play a minimum of:

Baseball – 5th equal time, 6th-8th two innings

Volleyball – 4th -- 6th -- continuous rotation

7th - 8th -- continuous rotation unless the opponent has a smaller team. In such cases, the coach MAY follow PPSL rules which, as of August 20, 2004, provide (in part): The number of girls rotating in will be determined by the size of the smaller team; however, schools may rotate in more girls if they wish. Players not participating in game one (1) must start in game (2). This rule only applies to teams that are matching smaller teams. Example of Matching Smaller Teams: Team A has twelve (12) players. Team B has (6) players. Team A only needs to play six (6) girls in game one (1) but must start the other six (6) players in game two (2). Game three (3) if played can be any combination of girls or the original starters.

Basketball – 5th -8th one quarter start to finish.

Players who, without a valid excuse, miss a practice or a game will, at the Coaches' discretion, not be allowed to participate in the following game or a portion thereof. Whether an absence is "excused" or not is in the discretion of the coach, commissioner(s) and/or Athletic Director. As a general guideline, an excused absence would be an illness or family issue that creates a hardship with respect to attendance. Every effort should be made to notify the coach as soon as possible if a player will miss a game or practice.

Discipline

It is expected that parents and coaches work together for the benefit of the student-athlete and the team. The player exhibiting inappropriate behavior will be given a verbal warning. If the behavior continues, the player will be asked to sit out the remainder of the practice/game and his/her parents and the Commissioner will be notified. If the offensive

behavior persists, the player will become ineligible for participation in the sport, at the discretion of the Commissioner(s) for that sport or the Board. Participation may only resume upon the approval of the Sports Club Board. The Principal will be notified of any discipline issues that arise at sports functions. Students who are placed on academic/behavior probation or suspension are not permitted to attend practices or games during this time. Students placed on suspension, probation or expulsion will be unable to participate in the sports program until the Principal has given approval. Any infraction of this policy may result in eligibility to play for the remainder of the school year.

Any coach, player or spectator ejected from a game is automatically suspended from attending that team's next league game. Violations and/or misconduct will be reviewed by the PPSL Conference Director. Further action may be taken by the PPSL Executive Board, including suspension for the remaining games of the season, and if necessary, expulsion.

Grievances

If parents have an issue with a coach, they should first try to consult with the coach to work out the difficulties. If this process is unsuccessful, parent/coaches should next contact the Commissioners. The Commissioners will attempt to mediate the issue and/or call a meeting between Parent, Coach & Commissioners, if required. If the Commissioners are unable to resolve the issue, he/she will inform the AD or 2nd AD of the problem. The AD's will inform the Principal/Pastor and call all necessary meetings to resolve the issue.

Evaluations

Depending on the number of sign-ups, there may be reason for having more than one team per grade. Students in the 4th grade will be divided equally. Students in the 5th through 8th grade will be placed on teams according to ability except baseball where participants for any grade with enough players for two (2) teams will be divided equally by the Commissioners. An independent evaluation team chosen by the Athletic Director and Commissioners and approved by the Board will select these teams. It is important to place the players in the proper level as the PPSL schedules games accordingly. An evaluation scale is used, the ratings are confidential and the session is closed to all spectators and parents. A child must attend a tryout in order to be considered for placement. Consideration will not be given solely based on child's past performance.

4 th Grade	Training	
5 th Grade	Cubs	A
	Lions	B
6 th Grade	Eagles	A
	Lions	B
7 th Grade	J.V.	A
	Sharks	B

8 th Grade	Varsity	A
	Sharks	B

Basketball

Evaluators may include (but not limited to):

- ✓ Parishioners (with basketball knowledge)
- ✓ Former coaches (with children no longer participating)
- ✓ Former commissioners (with children no longer participating)
- ✓ Athletic Director
- ✓ Commissioners
- ✓ Coaches

* Evaluators may be parents of non-participants or of different grade or gender.

Player tryouts are conducted in the OLA Gym or the upper schoolyard. The players are evaluated on their basketball skills, which may include:

- ✓ Jumps stops and pivots
- ✓ Running and quickness – forwards, backwards, and lateral
- ✓ Jump stop lay up
- ✓ Lay up
- ✓ Perimeter set shot
- ✓ Perimeter shot on the move

Players may also be required to participate in scrimmage game. A combination of overall ability, past experience and knowledge of basketball is evaluated. Players are not only rated on shots made but also on shooting mechanics, defense, passing, moving without the ball, unselfishness, and hustle.

Volleyball

Evaluators may include (but not limited to):

- ✓ Parishioners (with volleyball knowledge)
- ✓ Former coaches (with children no longer participating)
- ✓ Former commissioners (with children no longer participating)
- ✓ Athletic Director
- ✓ Commissioners
- ✓ Coaches

*Evaluators may be parents of non-participants or of different grade or gender.

Player tryouts are conducted in the OLA Gym or the upper schoolyard. The players are evaluated on their volleyball skills, which may include following volleyball skills:

- ✓ Passing
- ✓ Setting
- ✓ Serving
- ✓ General athleticism
- ✓ Court sense
- ✓ Effort and commitment

Players may be required to participate in a scrimmage game. A combination of overall ability, past experience and knowledge of volleyball is evaluated. Players are not only rated on points/plays made but also on speed, unselfishness, and hustle.

Baseball

The PPSL does not have different levels of participation for baseball (i.e. "A" or "B" teams). If a class has enough boys sign-up for baseball for more than one team, the teams will be divided equally by the Baseball Commissioner(s).

Cheerleading

All girls in the 7th and 8th grades will be eligible for cheerleading. All girls who sign up will be allowed to participate, subject to the rules and procedures implemented by the PPSL, Principal, Board and/or Cheerleading Commissioners. No participation fee will be charged but cheerleaders will be responsible for purchasing and paying for their own uniforms; the uniform for each grade and for each year will be determined by the Cheerleading Commissioners, AD and Principal.

Trophies/Awards

Trophies will be presented to league or division champions in grades 6th through 8th as determined by the playoffs. Grade 5 will be given awards if they finish with the best record in their division. No scores or standings are kept for the 4th grade; therefore no awards will be distributed to these students. Awards may be presented to the outgoing 8th grade class (determined each year by the AD and Principal).