

ST. ALEXANDER ATHLETIC ASSOCIATION HANDBOOK AND BY-LAWS

REVISED AUGUST 2025 FOR THE 2025-2026 SCHOOL YEAR

INTRODUCTION

This handbook is intended to serve as a guide to those who participate and those who are parents of someone who participates in St. Alexander's Athletic Program. St. Alexander has a rich program that has sports available for students and for Religious Education students (only RE students grandfathered as of 6/1/13 or those participating in outdoor sports) and we believe these programs will promote each student's life-long personal growth and development.

Programs that are offered may be changed, altered, added or subtracted as the need may arise. The Athletic Board works in conjunction with the Athletic Director and Pastor.

The Board understands that participation in sports and camps requires adherence to rules and those rules, guidelines, and procedures are in this handbook. The hope is that the presentation of and adherence of these guidelines will not only improve and strengthen the program but will also help the program become a healthy, harmonious, and holistic experience for all those involved.

MISSION

The St. Alexander Athletic Association is dedicated to the spiritual and athletic development of our students. Participants will learn the fundamentals of each sport and be given the opportunity to develop strong, healthy, and disciplined minds and bodies. Participants will also develop a sense of fair play, good Christian sportsmanship, values, and team spirit. It is our hope to build self-confidence, character, and respect for others; as well as to provide an enjoyable experience for all athletes.

PHILOSOPHY

St. Alexander Parish is concerned with the development of the WHOLE person – the religious, moral, social, and academic dimensions, as well as physical development. We believe that participation in athletics is an important part of student development. Through participation in the St. Alexander Athletic Programs, students may develop life-long skills and positive Christian values. These values include leadership, healthful

living habits, self-discipline, integrity, teamwork, respect for rules and regulations, and the ability to participate with dignity and grace.

Through involvement in the program, it is expected that students will improve their decision-making process, develop self-discipline, respect individual differences, and promote a healthy attitude in addressing challenges.

The Athletic Program is an opportunity and privilege afforded to school and religious education students at St. Alexander's. The Board encourages all students to become involved in sports programs that are offered and supported.

PURPOSE

Provide unique educational impact that can:

- Improve and educate children for life-long health.
- Increase their self-confidence and self-esteem.
- Promote their higher academic performance.
- Nurture the development of an inner sense of fair play and good sportsmanship.
- Provide a bridge to unify different populations.
- Contribute to the "sound body, sound mind" philosophy essential in the character-building process.

Continuously work towards the following goals:

- Develop sportsmanship.
- Give students the experience of being part of a team.
- Develop school spirit and team spirit.
- Help students develop strong, healthy, and disciplined bodies and minds.
- Help students maintain good health through physical fitness.
- Provide an enjoyable recreational activity which can be sustained into adulthood.
- Encourage values of self-discipline, self-confidence, fair play, and cooperation.
- Teach the proper attitude toward winning, losing, and competing with dignity.

RESPONSIBILITIES OF THE ATHLETIC ASSOCIATION

The Pastor is the primary authority over the Athletic Program in the Parish and School, as warranted by the Archdiocese of Chicago. This responsibility is shared with the Athletic Director, who is named as the Administrator over the Athletic Program and the Parish Center.

I. MEMBERSHIP

All members of St. Alexander's Parish may be members of the St. Alexander Athletic Association. There are no other eligibility requirements. As a parent of a participating student, you are a member. Members do not have voting rights. You are encouraged to get involved in the Association.

II. BOARD MEMBERS

The Board shall consist of:

- A. Officers
- B. Sports Coordinators
- C. The Athletic Director
- D. Booster Club President

III. OFFICERS

Officers shall consist of:

- A. President
- B. Vice President
- C. Secretary
- D. Treasurer

The Officers and Athletic Director shall determine the positions of President, Vice President, Secretary, and Treasurer.

IV. SPORTS COORDINATORS

The Officers and Athletic Director shall determine the selection and term of the Sport Coordinators.

V. VOTING RIGHTS

Except for the election of Officers, the Officers, Booster Club President, and Sports Coordinators of the Association are the only members that carry voting rights.

VI. EX OFFICIO MEMBERS

The Pastor and the School Principal

VII. TERMS OF OFFICE

The term of office is 5 years (July 1st through June 30th of the respective years). If an officer does not complete his or her term, a new officer shall be elected to fill that officer's remaining term. An officer who has completed his or her term may not run for re-election unless:

- A. He or she is the only person who is interested in running, or
- B. That officer was elected to complete the term of another office and has served for 2 years or less.

VIII. ELECTION OF OFFICERS

Any parishioner interested in being an Officer shall submit an application to the Board on or before one week prior to the April meeting. Election is by majority vote of the Board members (i.e., Officers, Sport Coordinators, and Athletic Director) present at the May meeting. The Officer's term shall begin on July 1st of the current year.

IX. FISCAL YEAR

The Association's fiscal year begins on July 1st and runs through June 30th.

X. MEETINGS

The Board shall meet 9 times each year, during the months of September through May. Meetings are open to all Board members. Additional meetings may be called if necessary.

RESPONSIBILITIES OF OFFICERS

I. PRESIDENT

- 1. General supervision of the Athletic Program.
- 2. Calls and conducts meetings of the Association.

Note: There is no quorum requirement for meetings, but the President (or next available Officer in the absence of the President) may cancel or terminate any meeting at his/her discretion.

- 3. Acts for any other Officers as required.

II. VICE PRESIDENT

1. Participates with the President in all responsibilities and acts as the President's capacity in the absence or resignation of the President.

III. SECRETARY

1. Records summary notifications of meetings.
2. Receives summary notifications of procedures and events from the Sport Coordinators.
3. Notifies by email the Officers, Sport Coordinators, Head Coaches, and interested members as required.

IV. JOINT RESPONSIBILITIES OF THE OFFICERS

The Officers may appoint Coordinators for special events (i.e., fundraising, concessions, equipment).

Letters to program participants or parents of participants regarding policy or statements of opinion are to be issued only after written approval of the Board.

RESPONSIBILITIES OF SPORT COORDINATORS

I. SPECIAL EVENTS COORDINATORS

The responsibilities of coordinators of special events, such as fundraising and events are stated at the time of appointment.

II. SPORT COORDINATORS

1. Select and supervise coaches. Coordinators may serve as coaches.
2. Represent the Athletic Association at league and tournament meetings.
3. Assure sufficient uniforms and equipment.
4. Assure and coordinate practice and game times.
5. Provide game schedules to Secretary for publication in the church bulletin, on the school website, and on school social media pages.
6. Oversee expenses in the budget.
7. Arrange awards for participants.
8. Reports to the President of the Association.
9. Submit budgets and proposed fees to the Officers for approval prior to negotiation.

ENABLING STATEMENTS

None of the responsibilities of Officers and Sport Coordinators, nor any of the stated or implied procedures, are to be considered as limiting or restrictive. The purpose is to encourage a participatory and flexible manner of function for the Association. Recommended changes should be presented to any Officer as an agenda item for an Association Meeting.

The Board has taken a special interest in three areas:

1. The amount of minimal playing time for participants.
2. The conduct of the coaches.
3. The commitment of the parents or guardians to the Parish as a participatory family.

GUIDELINES AND PROCEDURES

The Athletic Board and elected committees, with the approval of the Pastor and/or School Principal, shall set guidelines and procedures that govern the scope and direction of the extra-curricular sports programs and student participation in such programs. The Board will work in cooperation with the Pastor, Principal, the local school board, faculty, and parents.

The Board/committees will manage and maintain the sports programs. Responsibilities may include:

- To act as a liaison between all parties – coaches, parents, school.
- To set criteria, screen, present for approval, in-service, and monitor coaches.
- To communicate the philosophy of the program and ensure that it is clearly understood and followed.
- To coordinate, schedule, and supervise all program volunteers.
- To determine league participation, the number of games, and tournaments.
- To determine how teams will be slated when there is an insufficient number of registered and eligible players per grade or age level.
- To determine how teams will be slated when the number of registered and eligible players is large, or their skills are greatly varied.
- To decide whether an athlete can participate in more than one sport in a season.
- To coordinate the scheduling of practices, games, and tournaments.

- To prepare and present a budget for Pastor/Principal approval and set participation fees.
- To raise funds according to local guidelines.
- To approve expenditures according to local guidelines.
- To submit regular financial reports to the Pastor and/or Principal.
- To develop, communicate, and maintain standards of safety.
- To develop guidelines for searching students and/or seizing their possessions.
- To develop and communicate an Emergency Plan* for unexpected occurrences at games and practices.
- To develop a plan for “crowd control” to be put into effect as needed.
- To establish a procedure for conflict resolution.
- To annually review and evaluate the rules, regulations, and eligibility standards.
- To perform any other duties to fulfill the Program objectives.

*The Emergency Plan will be part of the in-service of the coaches. The coach should rehearse the plan with the team. Assistant coaches and players should be designated to handle specific responsibilities (calling parents, phoning for medical assistance, taking an injured child for treatment). All participants should know the name and address of the facility where they are playing and should know where a phone is located. Student athletes should also know the proper behavior expected of them if the coach would leave the group unattended because of the emergency. Coaches and other adult participants should know the procedure for reporting accidents and incidents as well.

SELECTION, ROLES, RESPONSIBILITIES OF COACHES

Coaches have the greatest responsibility as well as the greatest opportunity, to guide and influence the student athletes. Coaches assume the role of teacher, mentor, and minister to the young people in their charge. A coach’s attitude and behavior are critical to modeling good Christian Catholic sportsmanship both in word and deed. The careful selection of coaches is vital if the Athletic Program is to reflect the Mission/Philosophy of the school sports program. A program of formation and training of coaches will be planned prior to the start of each sports season.

Criteria for the selection of coaches must include:

- The ability to model Catholic Christian values; attend mass regularly.
- The ability to articulate and model the philosophy and goals of the Program.
- The ability to supervise and instruct the youth in his or her care responsibly.
- An understanding of the basics of the sport to be coached.
- The ability to develop the potential, confidence and skills of each athlete.

- The ability to separate winning from the more important goals and values of the Program.

After a careful screening and selection process, coaches are appointed by the Athletic Board or by the Athletic Director.

Head Coaches should be 21 years of age and have submitted a volunteer application, be knowledgeable in the sport they are coaching, and be able to conduct practices and coach in a responsible manner. Coaches should submit a letter of intent or application for coaching even if it is a volunteer position, submit references, and present themselves for a personal interview.

Arrangements should be made for coaches to attend a formal clinic or in-service in their sport. It is recommended that the coach be certified by a national governing body of the sport or a national coaching program. Coaches must receive training in Concussion Education; be Virtus (Protecting God's Children) certified; submit signed and completed background checks and Code of Conduct forms.

Coaches should be familiar with, adhere to, and support the local Athletic Mission Statement and Philosophy and all local policies and guidelines, as well as league policies and guidelines. Coaches should attend an informational meeting(s) prior to assuming coaching responsibilities to be in-serviced on these.

Coaches should be knowledgeable of the rules of the sport and techniques for teaching the fundamentals of the sport. They should use tactics and strategies that are appropriate for the age and skill levels of their athletes.

Coaches should model Christian sportsmanship, knowing that the school is judged more by the Coach's sportsmanship than by his/her record. The Coach should teach and guide the team members with a sense of fair play and model winning and losing in a respectful, courteous, and gracious Christian manner.

Coaches should show respect for game officials and opponents; publicly shaking hands with the officials and the opposing coach before and after a game gives clear witness to this respect.

Coaches will not argue, nor degrade, the decisions of the game officials. Polite inquiries are recommended in the event a clarification is needed.

Coaches should refrain from public protest that may lead to similar behavior from students, parents and other spectators.

Coaches are responsible for the safety and welfare of the team. They are responsible for the equipment issued to them and for the proper use of the facilities where practices and games are held.

Coaches practicing at parish/school facilities should know the proper procedures for entering and securing the building.

Coaches should take necessary precautions to protect all clothing and valuables of the players.

Coaches should always carry with them pertinent information on every athlete in their care in case of an emergency. The emergency card should list obvious problems such as asthma, heart problems, and diabetes. The card should specify allergies, including bee stings, foods, poison ivy, etc. A first-aid kit should be at all games and practices.

Coaches may never administer medication. They must follow concussion protocol if a player has a head injury and is removed during a game or practice.

Coaches will attend all practices and games. They are responsible to make sure that there is proper adult (a person of at least 21 years of age) supervision in their absence. They are responsible for student conduct and behavior at practices and at games.

Coaches should teach the rules of the sport and develop each player's skills within the framework of team concept. They must help each player develop self-confidence, discipline, sportsmanship and make participation a learning experience for all.

Coaches should strive to be fair and unprejudiced in their relationships with student athletes and their parents. They should strive to be objective when they evaluate talent.

Coaches should plan for proper physical conditioning of the student athletes. Practices should begin with stretching and warm-up exercises and end with cool downs.

Coaches should ensure that students wear the uniform, all proper safety equipment, and any other expected attire.

Coaches should discipline inappropriate student behavior or disrespect. However, the coach may never resort to physical abuse, verbal abuse, or profanity. Coaches should know the difference between punitive touching (physical discipline) and corrective touching (correcting a student's hold on a ball or bat); one is prohibited while the other is not. Coaches must also take care that touching a student will never be interpreted in a sexual manner. Coaches must use common sense and maturity in resolving problems and conflict.

Coaches should keep objective, factual, written records of problems concerning attitude and/or behavior. These records are important when discipline matters might lead to the suspension and/or expulsion of a student from the program.

Coaches should communicate the schedule of practices, games, or any cancellations or alteration to the students and their parents in a timely manner. Coaches cannot assume that players will get the message home.

Coaches should know the Emergency Plan developed by the Athletic Board and should rehearse it with the team.

Coaches should keep a written record of accidents and injuries, and parents should be notified. While it may be impossible to document every injury and its source, an honest effort to document and notify parents in a timely manner is important for the safety and security of the student athletes. Accidents or injuries should also be communicated to the Athletic Board/Sport Coordinator/Athletic Director according to established guidelines.

Coaches should give each athlete an equal opportunity to participate.

Coaches are not allowed to:

- Deny playing time to players who are cooperative in effort and attendance.
- Submit rosters that are not signed by the Pastor or Athletic Director.
- Play individuals who are not on their regular league roster or to roster students on two teams in the same sport.
- Join an additional league or tournament without Athletic Board or Athletic Director approval.

MONITORING COACHING PERFORMANCE

The Athletic Board and Athletic Director have developed guidelines and procedures to regularly monitor and evaluate the coaches in the performance of their duties. If a coach is unable to perform his/her duties according to the spirit and guidelines of St. Alexander's Athletic Program, a process for removing the coach will be initiated immediately.

All complaints regarding a coach should be directed to the Sport Coordinator and/or Athletic Director in writing. Coaches who have been negligent or deficient in carrying out their responsibilities should not be retained. Ordinarily, coaches who have been removed from their position would not be involved in any other aspects of the Program.

All families and athletes are expected to attend weekly mass and contribute through the envelope system to the Parish. Registration may be denied if there is no participation in weekly masses.

EXPECTATIONS AND RESPONSIBILITIES OF STUDENT ATHLETES

Participating in a St. Alexander Athletic Program and playing sports is a privilege, not a right. Athletes should be held to personal, academic and disciplinary standards.

Students who choose to participate in the Athletic Program are always representing St. Alexander Parish. They must act in a manner that reflects favorably upon the school and on themselves. This expectation is not limited to the sports field or court, but should be evident at school, in the community, at other schools, as well as before, during, and after the games. Regulations regarding the proper wearing of the uniform or other specified attire and hair styles are physical manifestations of this reflection.

The student athlete shows respect for coaches and cooperates with them fully. This respect is also given to members of their team, opponents, and officials of the sport. The athlete also respects the spectators and fans.

Athletes are expected to show good sportsmanship and play by the rules. They should be supportive of the members of their team.

Losing self-control, using inappropriate gestures or tone of voice, or foul and abusive language, arguing a referee's call or a coach's decision or other signs of

disrespect are reasons for disciplinary action. Consequences of such behavior could be reduced playing time, or even suspension or expulsion from the team. Parish Athletics policy should govern all such incidents and should be enforced by the Athletic Association.

The Parish policies, as well as the athletic policies, should define what constitutes PROBATION (active participation and reasonable improvement) and SUSPENSION (no participation) and the finality of TERMINATION.

Athletes should be given written notification and the opportunity “to be heard” if there is the possibility of suspension from the program for an extensive period of time or of dismissal from the program.

Athletes are expected to be present and on time for all practices and games. Not attending practices affects the entire team and detracts from the sense of teamwork that the coaches are striving to achieve. “Excused” or “unexcused” absence should be defined. Expectations and procedures for notification in the event the student is unable to attend practices/games should be clearly outlined. The consequences of missing practices, games, and excessive absence should also be clear.

An athlete who was absent from school due to illness may not be allowed to attend practice or play in a game on the given day. Absence from school on a Friday should not affect Saturday and Sunday playing time if the athlete has recovered sufficiently to participate.

The Board feels that these practices below are for the purpose of learning the skills of the sport, the game, and the practical applications of those acquired skills. Therefore, a certain amount of discipline is required of the participants for their own benefit and the benefit of their teammates.

- Participants will always show the highest degree of respect for coaches, parents, guardians, officials, opposing players, and their fans.
- Each participant will be required to attend all practices and notify the Head Coach in advance of those practices that will not be attended. No reason needs to be given for being unable to attend practices.
- Each participant will conduct themselves with the highest degree of respect for themselves and their teammates during practices and games.
- Each participant is required to strive for improvement in their character and conduct and to develop their skills to enjoy the sport.

- Participants will not argue the call of an official, nor degrade the decision of the officials in any manner or at any time. It is the sole responsibility of the Head Coach to inquire about decisions of the officials where clarification is needed.

PLAYING TIME

At the 3rd, 4th, and 5th grade levels, teams with 10 or less participants will always provide equal playing time in every game, including playoffs and tournaments, for each member of their team so long as the participants are in keeping with the spirit of the requirements as detailed for participants and parents.

Teams with more than 10 participants will provide 20-25 percent of playing time to each member in every game so long as the participants are in keeping with the spirit of the requirements as detailed for participants and parents

Coaches at the 6th B and greater grade level will be required to practice, as much as possible, the doctrine of minimum playing time of 50% per game per participant. We also require a minimum playing time of 20 – 25 percent playing time in playoffs and tournaments. Recognizing that the later grades are more competitive and that the leagues do not have minimum playing time requirements, we still encourage those coaches to follow the spirit of a reasonable amount of playing time, per team participant, per game.

Coaches at the 6th A and greater grade level will be required to practice, as much as possible, the doctrine of minimum playing time of 20-25 percent per game per participant. Playoffs and tournaments, being much more competitive in nature at this level, are subject to the coach's decisions as deemed necessary during game play.

The supreme command of the coaches is to represent the Parish and the Association in its best manner and to provide the participants with the thrill of competition, a sense of fair play or sportsmanship, and instill an attitude of constant improvement in the knowledge, theories, and command of the sport.

The decision to not play a child for good cause will rest solely with the Head Coach. The Head Coach is required to explain the reason for any disciplinary measure to the individual participant and where the Head Coach feels it is necessary to also explain the actions to the parents or guardians.

TEAM COMPOSITION

For grades Kindergarten through 8th grade, for all offered sports, all registered student athletes will play on a team.

St. Alexander does not discriminate on the basis of race, color, sex, national or ethnic origin in its admission or hiring policies, educational programs, loan or scholarship programs, athletics or any other school-administered program.

I. DETERMINATION OF PLAYERS & NUMBER OF TEAMS

1. Because 6th, 7th, and 8th grade levels are competitive, the team composition will be determined by skill level. Skill level will be assessed by independent evaluators.
2. If the Sport Coordinator is a parent of a child trying out for that sport, another Board Member will take the place of the Coordinator to participate in tryouts along with independent evaluators.
3. Once tryouts are completed and teams are determined, coaches will be identified and selected.
4. If there is no coach for the second team, the teams may be combined into one. If there are no coaches for either team, the Board will determine whether that sport at that grade level will be cancelled for the season.
5. If the total number of registrants does not meet the required number of necessary players for any given team in any given sport, the Athletic Board will determine the best possible solution for that grade level to be able to roster a team that can participate.
6. Football teams must adhere to conference rules.
7. For boy and girl basketball and boy and girl volleyball teams, the number of players on each team's roster will be determined by the Sport Coordinator with approval from the Athletic Board after registration and is based on the total number of registered athletes.

a. BASKETBALL

In effect for the 2025-2026 boy and girl basketball seasons, to split participants into 2 teams the minimum number of registrants is 13.

- i. If there are fewer than 13 registrants, there will only be one team.
- ii. In grades 6, 7, and 8 and in the case that players are split into two teams with 13 registrants, the A team would get 6 players, and the B team would get 7 players. Players rostered on the B team can play up with the A team only in the regular season, not in playoff or tournament games. A team players can never play on the B team.

b. VOLLEYBALL

In effect for the 2025-2026 boy and girl volleyball seasons, to split participants into 2 teams the minimum number of registrants is 14.

- iii. If there are fewer than 14 registrants, there will only be one team.
- iv. In grades 6, 7, and 8 and in the case that players are split into two teams with 14 registrants, the A team would get 7 players, and the B team would get 7 players. Players rostered on the B team can play up with the A team only in the regular season, not in playoff or tournament games. A team players can never play on the B team.

8. SOCCER

- a. The Fall League is for PreK 3 through 2nd grade St. Alexander students and Religious Education students and is co-ed. PreK/Kindergarten students play together, and 1st/2nd graders play together. If there are enough players for 2 or more teams at any of the combined grade levels, we will do our best to field multiple teams (based on league availability). If any grade level can field multiple teams, the Soccer Coordinator will work to ensure the teams are evenly balanced. The goal of this league is to teach kids the fundamentals of the game while also practicing good sportsmanship.
- b. The Winter League is for PreK 3 through 2nd grade St. Alexander students and is co-ed. PreK/Kindergarten students play together, and 1st/2nd graders play together. If there are enough players for 2 or more teams at any of the combined grade levels, we will do our best to field multiple teams (based on league availability). If any grade level can field multiple teams, the Soccer Coordinator will work to ensure the teams are evenly balanced. The goal of this league is to teach kids the fundamentals of indoor soccer while also practicing good sportsmanship.
- c. The Spring League is for PreK 3 through 8th grade St. Alexander and Religious Education students. PreK/Kindergarten, 1st/2nd grade and 3rd/4th grade will play in a co-ed format. If we have enough players for 2 or more teams at any of the listed combined grade levels, we will do our best to field multiple teams (based on league availability). If any grade level can field multiple teams, the Soccer Coordinator will work to ensure the teams are evenly balanced. This is a competitive league.

The older grades may be combined as 5th/6th (JV) and 7th/8th (Varsity) or split by individual grade, and teams may be either co-ed or split into separate boy and girl teams. This is a competitive league.

9. GOLF

- a. The Southside Catholic Conference League: Those rules and regulations are followed. This is a competitive league for boys and girls in 8th grade. If numbers permit, all participants play each week. These numbers are subject to availability of tee times. Limited tee times mandate rotation of players in different weeks to get the required rounds necessary to qualify for the championship round at the end.

EXPECTATIONS AND RESPONSIBILITIES OF PARENTS/GUARDIANS

Parents play an important role in the success of the student athlete and in the success of the team. The Philosophy/Mission of the Athletic Program should be communicated to the parents, as well as all expectations of their child's participation in the Program. Attendance at a mandatory pre-season orientation session is an expectation.

Parents are asked to make the school, religious education fees, and tuition account current as a condition of student participation. They are also asked to attend weekly mass and support the Parish financially through the envelope system.

Parents are expected to support and encourage their child's efforts. Attending games and cheering the team on is a show of support. However, parents are always reminded to act in a responsible manner and show good Christian sportsmanship.

Parents should make no attempt to instruct or direct the play of an athlete or of the team. They should not criticize the playing efforts of any athlete or of the team.

Parents can be a model for putting losses in perspective and moving on. Questioning, criticizing, or berating the coach, the referees, or any other official is inappropriate behavior.

Parents should realize that they can and may be asked to leave a game or tournament if they are not able to maintain a standard of acceptable behavior.

Parents may also be expected to contribute their time and service in support of the team and the Athletic Program. A volunteer program is especially dependent upon everyone's help and support to maintain a high level of quality and success.

Parents could be asked to help with and support fundraising. If any of these expectations are MANDATORY, this will be clearly stated.

One or two parents could be asked to serve as team liaison and assist with phone calls or provide a schedule to see that all tasks are filled and rotated in an equitable manner.

Parents will provide transportation for their children to and from games and practices. Coaches are not covered with liability insurance for chauffeur service; therefore, they may not transport athletes at any time.

Parents will assist the student in maintaining the athletic uniform.

Parents will communicate directly, and at appropriate times, with the teachers of the student to ensure that academic eligibility requirements (if mandated) are being met.

Parents will communicate directly with the coach or Athletic Director/Athletic Board on matters of concern. They will do so at appropriate times, not immediately before, during, or after a game - the rule being to wait until 24 hours after game.

Parents or guardians are required to discuss any conflict after 24 hours of a game situation/practice with the Head Coach. The decision of the Head Coach will be final. In the event the Head Coach's decision is significantly different than can be accepted by the parent or guardian, then the issue should be forwarded in writing to the Sport Coordinator. The Sport Coordinator is required to present the written conflict to the Athletic Board & Athletic Director. (It is not required to wait for a full Board Meeting and presentation to any Officer of the Board is sufficient.) The Athletic Board and the Sport Coordinator will make final determinations.

Parents or guardians are requested to condone the decisions of the Head Coaches as a preliminary requirement.

Parents must accept that some of the participants will play a disproportionate amount of time in a game or competition due to ability, work ethics, or other reasons as the Head Coach feels is warranted to reward participants for hard work or being an

outstanding role model, unless otherwise noted on playing time directives in this By-Laws document.

COMPLAINTS

Any complaint should not be immediately directed to the Pastor or Principal of St. Alexander. The Athletic Board will bring any necessary situation to the attention of the Pastor and/or Principal.

As a chain of command for complaints, a written or verbal complaint should first be given to the Head Coach, then the Sport Coordinator, and then the Athletic Board Officers. If the complaint involves the Head Coach, the Sport Coordinator should be addressed.

Any parent/guardian who has a complaint must first address it with one of the coaches and the complaint is not to be made until a 24-hour cool down period has occurred. If the parent/guardian or athlete feels the problem has not been resolved after talking with the coach, they should speak to the Sport Coordinator. The next step is for the complaint to be formalized and presented to the St. Alexander Athletic Board President for discussion with the entire board. All involved parties will be given the opportunity to provide an explanation and a Board meeting may be called.

OTHER POLICIES

No refunds allowed after first practice. Any expenses incurred for uniforms or equipment will be deducted from the refund.

No school, no play. The Athletic Board has determined that the participants are required to attend school to attend any after-school programs. Missing school on any given day will prohibit the participants from participating in any program that day.

Our programs are designed to be self-sustaining. Fees are set to allow as many students as possible to participate and to pay for the Program, including day-to-day needs and fees for leagues and tournaments. Fundraising efforts are to help cover costs and provide excellent facilities and equipment.

BY-LAW NOTES

These By-Laws have been originated, compiled, and revised by volunteer parents and parishioners to ensure the children of St. Alexander School have a safe

and positive sports experience. Because it is the intention of past and current Athletic Board members to have thorough and fair By-Laws, they are annually evaluated and updated by the St. Alexander Athletic Board. Our By-Laws are also structured in accordance with the Archdiocese of Chicago Catholic Schools Handbook for Athletics. It is expected without an option that the St. Alexander Athletic Board follows these rules and guidelines as outlined. The wording of these By-Laws was intended to be as clear as possible, however we do understand they may be interpreted differently on occasion. Therefore, it is always left to current Board Members to determine what the “spirit” of the By-Laws was intended to accomplish. We encourage parents and guardians of athletes to attend St. Alexander Athletic Association open meetings and consider serving on the Board or volunteering in some capacity.