

**St. Norbert
Athletic Commission**

Constitution

By-Law's

&

Procedures

FORWARD

A sincere effort was made in 1992 to revise and update the St. Norbert Athletic Commission Constitution and By-Laws. The previous revision was completed in 1988. The Constitution is to enable the SNAC to administer an equitable program that complies with Our Statement of Purpose and the North County CYC.

We, as a Parish Organization participate in the **North County**/Florissant CYC District Sports Organization. Because we choose to be affiliated with the North County CYC we will cooperate with and observe their Rules.

Constructive criticism is welcomed and an asset to any program. Provided it is presented with an open mind and directed to people in authority. It is recommended that any constructive suggestions for improvement in our program be submitted to our Executive Board, so that it may be discussed and the appropriate action taken. An individual submitting such criticism should have a feel for the entire program and recommend a possible solution to the problem.

Dates in bold parentheses indicate duly amended revisions to these By-Law's since 1992. Example: **(01/97)**

TABLE OF CONTENTS

2	Organization, Purpose & Membership
2	Executive Board
3	Elections
4	Standing Committees
4	General Business Meetings
4	Voting
5	Registration Fee Waiver
6	Sport Registrations
6	Managers and Coaches
7	Team Selection
8	Player Releases
8	Uniforms
8	Sports Equipment
9	Tournaments
9	Awards
9	Budget
10	Field & Building Administration
11	Administration of By-Law's
12-20	SNAC Officers Duties & Responsibilities
21-22	Manager and Coach Responsibilities
22	Sports Equipment
23-24	Conduct Rule
25-26	Hearing Board Guidelines
27-29	Team Selection Guidelines
30-31	Code of Ethics for Coaches
32	Code of Ethics Pledge
33	Field Permit

Revised 1992
Restored 1997
Amendments
2000, 2001, 2002, 2003, 2006, 2008
Revised 11/2008

I. ORGANIZATION:

The St. Norbert Athletic Commission will be responsible for the administration of the St. Norbert CYC Athletic and Training League Programs. The Athletic Commission is a member of the St. Norbert Parish and is accountable to **Its** Governing Body and Pastor, as outlined in the Parish Guidelines.

The St. Norbert Athletic Commission is affiliated with the North County District CYC and the Catholic Youth Council (CYC) of the St. Louis Archdiocese. Although affiliated with the aforementioned Organizations, the St. Norbert Athletic Commission is independent and subject only to the SNAC Constitution, the majority vote of its members and the Pastor of St. Norbert Parish.

II. PURPOSE:

To provide our children with an opportunity to develop confidence, skills and have fun in a competitive environment with the purpose of imparting Christian Values, by demonstrating and teaching good sportsmanship, respect for rules/authority, team work, and self-discipline among all participants, which includes: players, managers/coaches, parents and spectators. We as representatives of St. Norbert Parish in the Community, have an obligation to conduct ourselves in a Christian Manner that embodies our beliefs and enhances our Community.

III. MEMBERSHIP:

The membership of this Commission shall consist of an Executive Board, Standing Committees, St. Norbert Parishioners and those living within the Parish Boundaries that have children participating in the St. Norbert Athletic Program.

IV. EXECUTIVE BOARD:

The Executive Board is the Administrative and Governing Body of the St. Norbert Athletic Commission. The duly elected and/or appointed Executive Board of the St. Norbert Athletic Commission shall have express authority to adopt, interpret and enforce policies and penalties consistent with this Constitution and By-Laws.

No member of the Executive Board receives any compensation for their services as Board Member.

The Executive Board consists of the following Officers (9):

- | | | |
|-------------------------------|------------------------|-----------|
| Chairman * | Previous Past Chairman | |
| 1st Vice Chairman | 2nd Vice Chairman * | |
| Secretary | Treasurer * | |
| Facility/Fields Director * | Concessions Director | |
| Florissant CYC Representative | | (11/2000) |

All Executive Board Officers are elected for two-year terms. The Executive Board is divided into two groups. The groups alternate election years. (11/2000)

Only in the case when a Past Chairman is elected to a new Board Position, is it acceptable to hold two Executive Positions. However, only one (1) vote is counted from that Officer. In order to maintain a quorum and balance of Board representation, the SNAC Board may elect a delegate from the Standing Committee Chairs to serve as a voting member of the Executive Board. Term will last for the duration of the shorter term of the Past Chairman's dual responsibilities as a Board Member.

Six (6) of the elected Executive Board Officers must be registered parishioners of St. Norbert. EXCEPTION WAS DELETED (11/2008)

V. ELECTION OF EXECUTIVE BOARD OFFICERS:

The Executive Board shall appoint a Nominating Committee or solicit nominations for candidates at the September Commission Meeting for all elected positions. The slate of candidates will be submitted at the October Meeting. Additional candidates may be added to the slate up to the elections at the November Commission Meeting. All candidates must indicate a willingness to serve in the Board Position for which they are nominated prior to the election.

Candidates must meet the following eligibility requirement to participate in the election.

1. **Eligible to be a candidate:** Active member in good standing as determined by the Executive Board. This generally will include all current Board Members, Committee Chairs and Co-chairs, Coordinators, and members at large attending **4** or more General Commission Meetings in the previous **calendar** year. (11/2008)
2. **Eligible to nominate:** All who are eligible to vote, **as stated above and have attended 4 or more General Commission Meetings during the past calendar year.**
3. **Eligible to vote:** All Members who have attended 4 or more General Commission Meetings during the past calendar year. (11/2008)

Candidates may be interviewed the day of election. The following format will be used:

1. Members at large will submit their questions to the Secretary in writing prior to the interview process. The Chairman or Vice Chairman will ask the interview questions on behalf of the members at large.
2. Board members may ask questions of each candidate ad hoc. All candidates must be available for the interview process, or have their absence approved by the Executive Board. Candidates are ineligible to run for office if absent without approval.

Elections will be held by Secret Ballot.

Absentee or Proxy votes will be accepted, only for those Positions when Nominations are closed during the SNAC Meeting in October. (04/2001)

Term of Office is two years from January through December.

The Election Rotation follows: (11/2000)

<u>Even Years</u>	<u>Odd Years</u>
Chairman	1st Vice Chairman
2nd Vice Chairman	Secretary
Treasurer	CYC Representative
Facilities Director	Concession Stand Director

If the Chairman resigns or is removed before completing his/her term of office, the **1st Vice Chairman** will assume the duties of Chairman and a new Vice Chairman will be appointed by the Board to fill the office until the next election. (11/2008)

If a member of the Board resigns or is removed before completing his/her term of office, the remaining board members will appoint someone to fill the office until the next election. The candidate who received the second highest number of votes in the previous election should be given the first consideration.

A Board Member can be removed from Office if a written petition and motion for his/her removal is brought before the Executive Board, seconded and two-thirds of the Executive Board votes for his/her dismissal from Office. The board member will have an opportunity to respond to any petition brought before the Executive Board.

Tie Vote: In the event of a tie vote for any Executive Board Position, a 2nd vote will be conducted for that Position.

Following the ratification of the other Executive Board Positions, all those remaining who were present and voted in the initial election may participate in the 2nd vote. Anyone who leaves or arrives after the first votes were cast will be ineligible to participate in the 2nd vote. This process may be repeated for a 3rd vote. If the vote remains tied after the 3rd vote, The Executive Board will immediately vote in closed session to determine a winner.

The Candidates may have 3 minutes each to further state their views and objectives before the 2nd vote is taken. (02/2001)

VI. STANDING COMMITTEES:

The following Standing Committees will be administered by a Chairman appointed by the Executive Board:

Advisory Board	CYC Sports Coordinators (6-8)
Training League Coordinators	Tournament Directors
Athletic Equipment Manager	Uniform Manager
Parent Work Coordinator	Fund Raising Director (Craft Fair, Trivia Night)
Web Master	Marketing/Communication Director

The Committee Chairman will have a one-year term of office with an unlimited number of terms. **They must attend at least 3 General Commission Meetings.** (11/2008)

VII. GENERAL BUSINESS MEETINGS:

The St. Norbert Athletic Commission convenes a General Business Meeting the last Tuesday of every month unless canceled or changed by the Executive Board. All persons eligible for St. Norbert Athletic Commission Membership are invited to attend and participate in the General Meetings.

VIII. VOTING DECISIONS:

The following voting process will determine all decisions not specifically restricted to an Executive Board Decision.

1. Voting Members:
Executive Board Members Spiritual Moderator
Standing Committee Members At Large Members (meeting attendance requirement)
2. A simple majority is required to pass a motion.
3. The Chairman does not vote, except in the event of a tie, he/she will then cast the deciding vote.
4. An individual holding more than one position or individuals sharing a position receive only one vote. (10/1996)
5. Amendments or motions reserved for the Executive Board Officers or Specified others follow the above format.
6. A **quorum** of the Executive **Board** is required when an important issue is discussed and a **vote is required.** (11/2008)

7. Executive Board motions/judgments include but are not limited to the following:
 Constitution Amendments, Revisions and Interpretation
 Hearing Boards
Program Budget Items/Capital expenditures (over \$500)
 Administrative responses
 Appointment of Team Managers and Coaches (10/2000)
Matters required for the administration of the SNAC Program. (11/2008)

IX. Sports Registration Waiver for Athletic Volunteers: (10/2000)

The St. Norbert Athletic Commission will provide a Waiver of Registration Fees to anyone who generously gives of their time and effort for the children in the Athletic Program. The Executive Board establishes the Categories and value of the Waiver. **Mandatory Meeting attendance is required.**

1. The SNAC Executive Board will determine the Categories and amount of the Waiver.
2. Category placement is determined by the time and effort contributed to the Program.
3. If more than one individual from a Family assists or holds more than one Position in the Program, only **one** Waiver Category will be applied.

Category 1

Executive Board Officers (9) Ancillaries: Equipment Coordinator Uniform Coordinator Parent Work Coordinator	Waiver of Registration Fee for all children or Family rate, for all Sports Seasons and the Parent Work Commitment. (11/2008)
---	---

Category 2

A) Sports Coordinators, Assistants I.e. Tournament Directors Fund Raising Coordinator Concession Stand Supervisors (3-4)	Waiver for up to three children or Family Rate and Parent Work Commitment for the Sport they are the Coordinator. Waiver for up to three children or Family Rate and Parent Work Commitment for the Sport Season.
---	--

Category 3

Manager Head Coach/Assistant (3)	Waiver of Parent Work Commitment for the sport. This Waiver is contingent upon the return of the sports equipment on a date designated by the Equipment Manager. (11/2008)
-------------------------------------	---

X. SPORT REGISTRATIONS:

A child must be formally registered and pay the registration fee for the indicated sport to be eligible to participate in that sport. The St. Norbert Athletic Executive Board determines the registration fees. All fees are to be collected at the time of registration.

No child will be turned away because of inability to pay. The Executive Board will consider waiving fees for any child/children brought to the attention of the Board by a coach, Spiritual Moderator or concerned individual. All such information and requests will be kept in strict confidence.

Fines will be assessed for late registrations, except for those children new to the program or players solicited to complete rosters. All children registering late may be placed on a waiting list when the maximum number of players per team has been reached. If additional players can be acquired, an additional team will be fielded.

The SNAC is not required to place any child who registers late if a team has a maximum number of players. However, all children who register during the announced registration period will be placed on a team.

All parents/guardians are required to fulfill a work commitment **per sport** and per child registered in the program. **This requirement is determined per Sport and Scheduling Needs.** This commitment is necessary in order to continue to provide a viable Athletic Program for the children. (11/2008)

Sport registrations will be as follows:

Baseball/Softball/Golf	February
Soccer/Volleyball/Golf	May
Basketball	September

Check the SNAC Web Page & Parish Bulletin for exact dates and times. (11/2008)

XI. MANAGER(HEAD COACH) AND ASSISTANT COACHES: (11/2008)

Individuals will indicate their desire to manage or coach a sports team to the appropriate Sport Coordinator. The Sport Coordinator and the Executive Board will then review all applicants including previous year coaches. Applicants will be evaluated on knowledge of the game/rules, adherence to the stated goals and policies of SNAC and their ability to work with the children they are to coach. Managers and coaches from the previous year will be given first consideration **But will not automatically** be assigned to the manager or coach position.

**** Required coaching information is located in the Duties and Responsibilities section and appendix.**

XII. TEAM SELECTION:

Purpose: The St. Norbert Athletic Commission seeks to develop children's physical skills, sense of teamwork, respect and appreciation of the sport through the Program it provides. A team selection process is followed when teams participate in the CYC Program. The Evaluation process takes place when a child enters the Fifth Grade, starting with the Soccer/Volleyball Season. (1/1997)

Training League teams are established for younger children in most sports to help them develop the basic skills and an understanding of the rules of that sport. The Training League Program focuses on developing skills through drills and scrimmages at team practices. There may be organized training leagues available.

The Training League Program will operate under a Training League Coordinator of the Sport in season. Further guidelines for the Training League are found in the Procedures Section.

The ideal objectives of the St. Norbert Athletic Commission for teams participating in the CYC League are:

1. Each team to be made up of the same school grade/age players having comparable ability.
2. Teams will be placed in an appropriate League where they can be competitive, per recommendation of the Sports Coordinator and the team manager. The previous year's record may influence that decision. I.e. A or B
3. **The St. Norbert Athletic Commission Executive Board may approve/allow a Team to advance a Grade Level only if a St. Norbert Team is not already competing at that Grade/Division Level.** (3/2000)

The following requirements must also be fulfilled.

The St. Louis CYC Constitution: Rule III, Eligibility Rules, Section 7

The recommended number of players on a team is:

	Maximum	Minimum	Ideal/ CYC
Soccer	16	13	14
Baseball	15	11	12
Softball	15	12	13
Volleyball	10	7	9
Basketball	10	7	8

Parents will be allowed to coach on those teams their children have been placed. Player placement takes precedent over coach selection. This does not make it mandatory that a coach has a child on his/her team; it only indicates that the placement of the child on the team best suited for that child will take precedence.

The Executive Board has the final authority over all appeals, exceptions to team selection guidelines, **Team Rosters** and coaches if conflicts arise. Their decisions are final and will be based upon the best interest of the Athletic Program and the children.

Team selection guidelines are found in the Procedure Section.

XIII. PLAYER RELEASES:

St. Norbert Athletic Commission complies with the North County CYC Release Procedures. Managers and coaches will not solicit players from other Parishes. St. Norbert players will not be released to other Parishes until it is determined that all St. Norbert teams have an adequate number of players. **The CYC Representative will not sign any releases before the CYC Final Roster turn in for that sport.**

XIV. UNIFORMS:

CYC League: **St. Norbert's official CYC colors are Columbia blue with white or navy blue trim. St. Norbert Teams must comply with these colors.**

Uniforms are available for purchase through SNAC, when children start CYC League play. These may be passed on to younger siblings when out grown. Torn or badly faded jerseys must be replaced.

Managers or teams may not purchase jerseys on their own.

Exception: High school teams may purchase suitable jerseys with Executive Board approval.

Uniform jerseys are required to be tucked into pants or shorts.

XV. SPORTS EQUIPMENT:

- Equipment will be issued for each sport prior to the start of that sport season.
- The Team Manager is responsible for the care and return of all equipment at the designated time. **See Waiver for Manager/Coach.**
- Equipment shall be properly used and not abused.
 - The following **is not** permitted:
 - * Kicking volleyballs or basketballs
 - * Throwing or kicking any ball against a building or wall
This damages both the equipment and wall
 - * Grabbing or hanging from basketball nets or rims
 - * Climbing on back stops, soccer goals or nets
 - * Walking with cleats on the gym floor
- New and replacement equipment will be purchased per Policy utilizing a Purchase Order.

XVI. TOURNAMENTS:

Teams, whose registration fees include tournaments, have a stipend to enter tournaments that are approved by the Sports Coordinator. Teams may enter tournaments, which will exceed that amount if the team parents are willing to pay the tournament fee.

Current SNAC Tournament Allowance is two (2) CYC Tournaments or a maximum of \$250.00.

(06/2008)

Tournament games or practices shall not conflict with PSR classes.

XVII. AWARDS:

District and City League Winners receive trophies/plaques from North County CYC or Archdiocesan CYC.

The SNAC Executive Board determines the award for City/County Champions.

Presently the award is:

(01/97)

Fifth through Eighth Grades:

- * One jacket will be awarded per child. Any additional City/County Championship will result in a patch being placed on the jacket.
- * Coaches on the Official CYC Roster may receive a jacket.
- * SNAC confers **\$65.00** per individual towards the purchase of a jacket.
- * Jackets will be standardized and must be approved by the SNAC Executive Board.

XVIII. ATHLETIC COMMISSION BUDGET:

SNAC will appoint a Budget Committee with a Chairman to prepare an annual budget for the SNAC Program when determined necessary. The Athletic Commission would review this budget and the Executive Board approves the final budget. The Treasurer and the Budget Chairman will be responsible for monitoring the expenditures/receipts of all programs with the objectives of keeping those programs and expenditures in line with the budget goals and limits.

Authorized purchases will be made utilizing a Purchase Order obtained from the Treasurer.

XIX. FIELD/BLDG. ADMINISTRATION:

Athletic Fields:

The St. Norbert Athletic Commission is responsible for administration and maintenance of the Athletic Fields. The St. Norbert Athletic Commission will schedule all reservations for the Athletic Fields. The Athletic Commission will approve all requests for use of the Fields.

The Pastor and Parish Council in the Spring of 1993 confirmed that the Athletic Commission will administer the Athletic Fields as stated above.

Our General Policy is that St. Norbert's' Athletic Fields are only to be used by St. Norbert athletic teams. Any rental or additional use of these fields must receive prior approval of the SNAC Executive Board.

CYC Games may be scheduled on the fields with the approval of the Executive Board.

The Sports Coordinator will schedule practice times for St. Norbert teams when his sport is in season. The sport in season takes precedent over practice time for other sports.

The sports season for League Winners may continue through the City/County Championships.

HISTORICAL FACT:

(2004)

The St. Norbert Athletic Fields were purchased in _____ by the then combined Men's/Athletic Commission. The Fields were placed under the auspices of the Archdiocese in _____, to comply with Insurance Coverage Issues.

Concession Stand:

The St. Norbert Athletic Commission is responsible for and administers the Concession Stand. All scheduling for Concessions is through the SNAC and the Concession Stand Managers. **The Athletic Commission accepted this obligation and responsibility prior to 1990.**

Garage/Storage Shed:

(09/1997)

The St. Norbert Athletic Commission financed the Garage/Shed.

Pastors' Fr. James Schaefer and Fr. Michael Turek approved its site and construction. The preliminary plans were approved in the fall of 1996, with the final Building and site approval in the summer of 1997.

Construction started August 11, 1997 and was completed in October 1997.

Purpose:

The Garage was built to shelter the tractors and field equipment. A stall area is for the storage of the Athletic Commission's sports equipment. An area will be used for the administrative work that goes along with disbursement of the sports equipment and for filing SNAC records. An additional stall is available annually to any interested Commission with the approval of the SNAC Executive Board. A small stipend may be required for utilities and maintenance to the structure. (i.e.\$10.00-\$25.00/month)

XX. ADMINISTRATION OF CONSTITUTION AND BY-LAWS:

All who participate in the St. Norbert Athletic Commission Programs, players, parents, coaches and others will abide by all CYC, Parish and St. Norbert Athletic Commission Policies and Procedures. Any violation of these Rules is subject to the disciplinary action of the SNAC Executive Board.

A Hearing Board may be convened to insure that all participants are following SNAC Guidelines and Procedures. Guidelines for the Hearing Board are located in the Procedures Section. All decisions rendered by the Hearing Board are final, subject to appeal only to the Executive Board, when new evidence is provided at the same time.

This Constitution may be amended by a majority vote of the SNAC Executive Board at any General or Special Meeting, provided all members are notified of the meeting and that an Amendment Vote is being considered.

All matters and appeals not covered by this Constitution and By-law's shall be left to the discretion and judgment of the St. Norbert Athletic Commission Executive Board whose decisions are final.

XXI. DUTIES AND RESPONSIBILITIES of SNAC ADMINISTRATORS:

CHAIRMAN

- Be diplomatic in all matters, responsible for setting a good example of leadership without **bias**.
- Be aware of Policies and Procedures and have any revisions or additions approved by the Executive Board. Enforce the Constitution and Policies to the best of your ability. Maintain the **MASTER COPY** of the **SNAC Constitution**.
- Prepare the Annual Calendar, planning the season for each sport. Attend and give input to resolve any conflicts at the Parish Calendar Meeting.
- Assist, review and approve the annual budget. Approve expenditures and expenses, holding them to a minimum.
- Chair monthly Athletic Meetings in a timely and efficient manner, soliciting opinions.
- Attend and represent the SNAC at any Organizational Meetings that are indicated. (I.e.) **North County**/Florissant CYC, Parish meetings, Calendar mtg.)
- Act as purchasing agent when indicated.
- Act as agent for SNAC regarding any contract work or rental agreements.
- Appoint and obtain approval of candidates to open positions in the SNAC.
- Insure that the gym, fields and equipment are properly maintained.
- Maintain communication between the Executive Board, Coordinators, Managers/Coaches and participants, insuring that all carry out their respective duties and responsibilities.
- Maintain a list of managers/coaches for all sports.
- Insure Coordinators inform managers/coaches of clinics or other aids to enable them to maintain and improve their dimensions of coaching.
- Assist the respective Coordinators with the team selection process, insuring unbiased and fair team divisions, according to SNAC Constitution.
- Chair the Hearing Board when one is convened.
- Assist with any SNAC functions as necessary. (I.e. sport registrations, tournaments, field days and numerous others)

1st VICE-CHAIRMAN

- Assist the Chairman in all matters, in any way possible.
- Assume the role of Chairman when required by his/her absence at any designated function.
- Attend All Meetings: SNAC, Executive Board, Hearing Board and others that are indicated.
- Administer the Training League (Boys & Girls).
- Maintain strict enforcement of SNAC Constitution and Policies.
- Assist with the team selection process following the By-law's.
- Assist Sport Coordinators in all matters, including the monitoring of Managers/coaches/team conduct and adherence to CYC and SNAC Constitutions.
- Insure the completion of **Protecting God's Children, Coaching Concepts, State Background Check and Ethics Pledge as required.** (11/2008)
- Supervise and monitor all fund-raisers and Tournaments.
- **Order Jackets and Banners, Awards and provide other Team Recognition venues.**
- **Assist with any SNAC functions as necessary. (I.e. sport registrations, tournaments, field days and numerous others)** (11/2008)

2nd VICE-CHAIRMAN

- Assist the Chairman in all matters in any way possible.
- Assume the role of Chairman when required by his/her absence at any designated function if the 1st Vice Chairman is absent.
- Sport Registration Chairman (**forms, sign-ups and form distribution to schools, place entry in School Newsletter and on Web Site.**) (11/2008)
- Pass on event dates and any notices for placement in the Parish Bulletin.
- Assist Secretary in soliciting articles for the Parish Newsletter and other bulletins.
- Provide all Board correspondence, including disciplinary issues.
- Disburse cards, Mass Intentions or flowers as indicated.
- Transcribe SNAC Meeting minutes when Secretary is absent.
- Attend All SNAC Meetings.
- Assist with all SNAC functions as necessary.
- **Assist with any SNAC functions as necessary. (I.e. sport registrations, tournaments, field days and numerous others)** (11/2008)

**** Duties and Responsibilities of the Vice-Chairmen may overlap and/or be shared.**

SECRETARY

- Attend All Meetings: Executive Board, Monthly SNAC, and Hearing Boards.
- Transcribe and maintain the minutes from all meetings. **Disseminate Meeting Minutes and other Athletic information where indicated.** (11/2008)
- Maintain SNAC records and pass them on to the next Secretary.
- Assist the Chairman/Vice-Chairman in all matters in any way possible.
- Create and distribute a SNAC Board approved Monthly Newsletter that reflects the minutes from the last Athletic Business Meeting and any upcoming events.
- Acquire and disburse SNAC documents to membership as required.
- Record attendance for all meetings and report attendance for Waiver and Voting Privileges.
- **Assist with any SNAC functions as necessary. (I.e. sport registrations, tournaments, field days and numerous others)** (11/2008)

TREASURER

- Prepare annual budget with Committee/Chairman.
- Maintain accurate records of all income and disbursements.
- Maintain separate, accurate accounts of each sports income (registration fees, tournaments, gym usage (CYC), Field rental) and expenses (league fees, for tournaments, equipment and championship paraphernalia).
- Attend All Meetings. Provide a monthly statement at SNAC General Meeting, reflecting the financial status of the Organization.
- Produce a **monthly fiscal flow sheet** and annual summary comparing budget vs. actual expenditures. (11/2008)
- Anticipate scheduled disbursements and revenue for check dispersal.
- Reconcile all financial invoices in a **prompt** manner.
- Inform Chairman and Vice-Chairman as required, of critical cash flow periods. Suggest fee changes when warranted.
- Maintain designated funds in interest bearing accounts utilizing sound judgment, with approval of the SNAC Executive Board.
- Insure **prompt** collection and deposit of revenues in designated accounts. **Inform the Chairman/Vice Chairman of any checks returned for insufficient funds.** (11/2008)
- Provide a **Purchase Order** for all purchases, with bid approval by the following: Chairman, Vice-Chairman and Treasurer.
- Insure bills and statements are sent to the current address, avoiding delays and loss of credibility.
- Collect revenues from and periodically audit the Concession Stand.

PARISH REPRESENTATIVE TO THE NORTH COUNTY CYC

The Parish Representative must maintain a Diplomatic Perspective. (11/2008)

- Represent the desires of the SNAC, and must vote in the manner prescribe by their Board.
- Maintain a strict enforcement of the **North County CYC Constitution and By Laws**.
- Assume a share of the **North County**/Florissant CYC Board's Duties in each sport.
- Inform the people on the parish level of any policy or policy change initiated by the **North County CYC** Executive Board.
- Review rosters submitted by the Athletic Commission to ensure accuracy.
- Assure that rosters are completed and filed with the District Chairman on or before each Kick Off Meeting.
- Assure that Team Entry Cards properly reflect the information needed by the Screening Committee and are turned in when requested by the District Chairman.
- Instruct your Parish on correct procedures for rosters, roster changes, protests, scheduling change requests, etc.
- Provide the District Chairman with Parish Activities List and **Gym & Field Availability** prior to the Scheduling Meeting for each sport.
- Submit Invoices for Gym/Field usage to the **North County** CYC.
- Keep a current list of Parish Officers and provide names and phone numbers of Sport Coordinators. Coordinator information must be provided not later than:

February	EBM	Baseball/Softball	
June	EBM	Soccer/Volleyball	
September	EBM	Basketball	(1997)

- Verify all Invoices from the **North County** CYC to insure accuracy.
- **Work with the Chairman on the Parish Calendar to reserve the facilities for Athletic Events.** (11/2008)
- **Attend all NCCYC & SNAC Meetings.** (11/2008)

The Parish Representative, in his/her absence, may designate an alternate to fulfill his/her duties, with all rights and privileges. Notification must be provided to the SNAC Chairman/Vice Chairman and the North County CYC Chairman.

CONCESSION STAND DIRECTOR

- Responsible to the SNAC.
- Purchase supplies as needed for tournaments and other approved functions.
- Maintain an accurate account of revenue and expenses. Keep inventory updated and perform audit following each sport tournament/season. Submit a monthly report to SNAC Treasurer & the Executive Board.
- Monitor workers as practicable, for excesses in eating food and loss of revenue. Report issues to Chairman/Executive Board.
- Attend All SNAC Meetings.
- Assist with all SNAC functions as necessary.
- Coordinate other Parish Groups use of Concession Stand and Inventory.

FACILITIES/FIELDS DIRECTOR

- Responsible to the SNAC.
 - **May appoint an Assistant with the approval of the Executive Board.** (11/2008)
 - Support the Budget Committee with anticipated/required field maintenance and equipment expenditures for the upcoming year.
 - **Responsible** to organize and coordinate a committee to maintain the fields and attached structures. Spring and Summer work days. Safety is a main concern.
 - Assist Tournament Directors with field preps for Tournaments.
 - Maintain an adequate inventory required for immediate field repairs.
 - Provide for equipment/machinery maintenance as required.
 - **Assist in keeping the garage neat and orderly.**
 - Attend All SNAC Meetings.
 - Assist with all SNAC functions as necessary.
 - **Maintain the following for SNAC & CYC Events in the Gym.**
 - **Scoreboard**
 - **Basketball Back Boards**
 - **Bleachers**
 - **Scoreboards**
 - **Wall Padding**
 - **Banners**
- (11/2008)

SPORT COORDINATOR

- Responsible to the Chairman and the Executive Board.
- Executive Board Officers should not be Coordinators, unless a suitable candidate is not available. (01/1997)
- Submit a list of **recommended Managers/Coaches based on desire, experience and ability to work with the children to the Executive Board, prior to the Sports Screening Meeting. The Executive Board must approve all managers.** (11/2008)
- Assist at Registration Sessions to collect and disseminate participants to the proper grade and team level.
- Appoint an Assistant Coordinator with the approval of the Executive Board.
- Complete the required Registration Forms for the Florissant CYC, following the proper procedures for it. Submit to the CYC within the stated time frame.
- Attend CYC Screening and Kick-off Meetings.
- Schedule managers/coaches meeting prior to each sport season to distribute schedules, rosters, practice times and applicable Policies. Emphasize the importance of and adherence to the SNAC Constitution.
- Schedule fields and gym, avoiding conflicts with **PSR**, Parish functions, tournaments and CYC events. **The Parish Facility Calendar will be distributed to all Coordinators.**
- Maintain a list of managers and coaches for all teams,
- Instruct Managers and Coaches about the requirements of that position.
 - Completion of the Archdiocese "Protecting God's Children" Session
 - Completion of the CYC's "Coaching Concepts Program"
 - Completion of the Missouri State Child Abuse Form
- Monitor managers/coaches/team conduct and adherence to CYC and SNAC By-law's. Inform the Chairman/Vice Chairman of any violations or misconduct by managers/coaches/players.
- Assign participants to the appropriate team according to SNAC By-law's. Provide the Treasurer with the list of players not placed on Teams and eligible for a refund. Approve any releases to other Parishes for your Sport.
- Place teams in the appropriate Leagues (Open, Closed, A or B), **after consulting with the Team Managers and Parish Rep.** (11/2008)
- Solicit good tournaments for teams, insuring that each team has an opportunity to participate if they wish. Monitor the number of tournaments each team participates in, and with the Treasurer prevent excesses that will accelerate a budget deficit. Give input to the Treasurer for that specific Sports Budget.
- Update the status of the sport in progress at the SNAC General Meeting. Provide a complete report at season's end (number participating, cost of program and league standings & winners)
- SNAC Meeting attendance should be at least the following:
 - The month before sign-ups
 - During the sport season
 - The month following the sport season

EQUIPMENT MANAGER

- Responsible to the SNAC Executive Board.
- Appoint an Assistant with the approval of the Executive Board.
- Keep an inventory of all equipment and store when not being utilized. Keep storage area clean and orderly.
- Distribute equipment at the beginning of sport season and collect at the end of the season. Document the person receiving the equipment.
- Repair or replace old or damaged equipment.
- Recommend a supplier and purchase equipment for teams and tournaments, utilizing a **Purchase Order**. Obtain 3 bids on major purchases.
- Recommended SNAC Meeting attendance is at least 50% (6) annually.
- Verify with the Executive Board at the beginning of each Sport Season, the amount of equipment necessary for each Team.

UNIFORM COORDINATOR

- Responsible to the Executive Board.
- Appoint an Assistant with Executive Board approval.
- Maintain a **small** inventory of all uniforms.
- Obtain a count and sizes of uniforms required for the present sport season. Purchase and distribute uniforms before the beginning of the sport season.
- Maintain a record of the uniform number of each participant to avoid duplication on a team. Exchange uniforms when duplication occurs.
- Verify with the Executive Board the amount and type of purchases required. Recommend a vendor and purchase uniforms utilizing a **Purchase Order**.
- Attend at least 50% (6) SNAC Meetings, the following months are recommend:
 - February
 - June/July
 - October
 - April
 - August
 - November

TOURNAMENT DIRECTOR

- Responsible to the SNAC Chairman and Executive Board.
- May appoint an Assistant with the approval of the Executive Board.
- Mail out invitations in a timely manner.
- Bracket teams and schedule games in a timely manner.
- Purchase trophies and other needed supplies.
Purchase Order may be required. Obtain 3 bids periodically.
- Schedule:
 - a) Officials TO INSURE GOOD OFFICIATING
 - b) Concession workers
 - c) Other workers as needed
 - d) Fields or gym
- Prepare fields or gym and provide for upkeep during the tournament.
- Turn in revenues, receipts and expenditures to the SNAC Treasurer in prompt manner. Keep an accurate account of all financial transactions and provide it to the SNAC Treasurer.
- Insure that Tournament Fees are consistent with other tournaments.
- Settle any disputes or protests in a prompt, fair manner.
- Any participation by non-CYC Teams must be approved by the Executive Board.
- Present and file a report following the tournament at the General SNAC Meeting.

SNAC WEBMASTER

- Responsible to the SNAC Chairman and Executive Board.
- Attend all SNAC Meetings to keep up on the recent information and place on the website.
- Maintain www.stnorberts.com domain contract.
- Maintain SNAC news & information mail list.
- Bring in new web based technologies to improve user experience.
- Publish emails for important dates and events.
- Provide monthly website reports for SNAC Meeting.
- Update webpage content and create new WebPages and artwork as needed.
This will include, but is not limited to publishing the SNAC minutes and maintaining up to date links to all relevant information on external websites. (11/2008)

PARENT WORK COMMITMENT COORDINATOR

- Responsible to the Chairman and the SNAC Executive Board.
- Coordinate with Sport Coordinators & Team managers to provide workers for designated work activities. I.e. tournaments, field days, CYC events.
 - Obtain CYC and tournament game schedules and determine the number of shifts required to cover event needs.
 - Schedule Sign Up Sessions; notifying Coordinators to let managers know of sign ups, and place in Bulletin and on SNAC Web page 3 weeks prior to sign up. Sunday 10:00a to 12:30. Weeknight from 7:00p to 8:30p. Lay out time slots that will need to be filled.
 - Obtain from the Team Managers, those exempt from PWC, 3 maximum from each team.
** Turn those checks over to the Sports Equipment Manager.
 - Attend 3 SNAC General Meetings near the start of each Sport Season. Incorporate with Registration dates.
 - Make a copy of worker's schedule and place in the Concession Stand. Pull the schedules after the shift has been worked and destroy the checks of those who have fulfilled their commitment.
 - Send checks of those who failed to fulfill their work commitment to the SNAC Treasurer.

(06/2008)

MANAGER (HEAD COACH)/COACH

- Appointment approved by the Sport Coordinator and the SNAC Executive Board.
- Responsible to the Sport Coordinator and the SNAC Executive Board.
- **The Sport Coordinator must approve all requests for tournament participation.**
- **The Team Manager must complete the CYC Coaching Concepts Program and possess a Valid CYC ID Card.**

All Managers and Coaches must fulfill the following Archdiocesean Requirements.

- **Complete "Protecting God's Children" Session. Sign the Ethics form.**
- **Complete and turn in a Missouri State Background Check Form. (09/2003)**
- The Home Team Manager or designate is responsible for saying a Prayer before the start of a CYC Game.
- Managers/coaches will manage one team per sport season, unless another coach is not available. (01/1997)
- Attend at least 3 SNAC **General Business** Meetings annually, preferably during the Sport Season you are managing.
- **Mandatory Attendance at NCCYC & SNAC Sport Kick Off Meetings.**
If unable to attend, you must designate an alternate team representative, who will attend the meetings. (11/2008)
- **Assist & communicate with the Uniform Coordinator to insure proper size and adequate number of uniforms for the team. (06/2008)**
- Maintain communication with the Sport Coordinator, SNAC, parents and team members.
Inform the PWC Coordinator of the Coaching Staff receiving a Waiver for PWC.
Each Team is allowed three Waivers. (06/2008)
- Show respect for the Officials. Set a positive example at all times. Display good sportsmanship and conduct, regardless of the situation. Encourage the same from your players.
- Responsible for the actions and conduct of yourself, team, parents and spectators at any CYC Event. Violations are subject to the disciplinary action of the CYC and/or SNAC.

Note: XXII Conduct Rule

- Distribute a schedule of games and practices to participants.
- Utilize coaches as necessary; they may assist the Manager in all his duties.
- Rate players and may assist in the team selection process according to SNAC Constitution.
- May recommend his team's placement in the CYC League, (Open, Closed, A, B).
- Be a knowledgeable manager/coach.

Know the Rules of the Game and the CYC & SNAC Constitutions.

- Attend coaching clinics (i.e. skills, officiating, and safety) that are suggested or given by the SNAC to improve your coaching aptitude and competence. Books and manuals may also be suggested.

- The safety of your players must be a priority. Provide a safe environment for all players. Possessing a basic First Aid Kit and having a warm up and stretching routine is recommended.
- Provide the opportunity for players to learn the basic skills of the sport. Schedule a weekly practice. More than one practice a week is optional and will not be considered a mandatory practice.
- Provided players have attended the required practice and have complied with the rules, players **should** be allowed **to play at least half the game**, or equal time. **(04/1999)**
- Encouraged to assist the Athletic Program when requested, i.e. tournaments, officiating and fund raisers.
- Players from outside the Parish Boundaries are **not** to be solicited. Solicitation of players from within the Parish is to be done only when players are needed to complete a team roster and with SNAC Executive Board approval.
- Responsible for the distribution and collection of equipment, in accordance with SNAC Policies. At the completion of the CYC Sport Season Managers will return sports equipment at a determined time. SNAC sports equipment is to be utilized by SNAC Sports Teams participating in the CYC Sports Program.

Note: PWC Checks of the Manager and Coaches will be held by the Equipment Manager, to be returned to the Team Manager upon the return of distributed equipment at the completion of the Sports Season. The equipment is to be returned directly to the Equipment Manager. Failure to return the equipment or returning it late without notifying the Equipment Manager will result in the forfeiture of all team PWC deposit checks held by the Equipment Manager. **(06/2008)**

SNAC POLICY XV, SPORTS EQUIPMENT:

- Equipment will be issued for each sport prior to the beginning of the Sport Season.
- The Team Manager is responsible for the care and return of all Equipment at a time designated.
- Equipment shall be properly used and not abused.
 - The following **is not** permitted:
 - * Kicking volleyballs or basketballs
 - * Throwing or kicking any ball against a building or wall
This damages both the equipment and wall
 - * Grabbing or hanging from basketball nets or rims
 - * Climbing on back stops, soccer goals or nets
 - * Walking with cleats on the gym floor

If Managers want a timely distribution of equipment at the beginning of a Sports Season then the equipment must be returned at the designated time. An inventory must be completed and new equipment purchased prior to the next season.

- A manager/coach affidavit will be signed indicating that the manager/coach has received and read these duties and responsibilities and the SNAC Code of Ethics.

**** Games & Practices will not be scheduled during PSR at the St. Norbert Gym or Athletic Fields.**

**** No child shall miss PSR Classes to attend an athletic event.**

**** Practices may not start before 1600 (4pm) during the school sessions.**

The SNAC Executive Board must approve exceptions.

XX II CONDUCT RULE

Reference to **North County** CYC RULE IV: CONDUCT

SECTION 1

Children learn by observing. Parents/spectators shall exhibit leadership, sportsmanship and character if they expect their children to develop these highly desirable traits. The player, parent, coach, or spectator found guilty of violating these principals shall be removed from the game at the discretion of the Official and be put on report to the **North County**/Florissant CYC. Additional discipline/penalties may be assessed by the St. Norbert Athletic Commission as indicated below.

SECTION 2

Rules of conduct to be adhered to by all who participate in CYC Events:

- A. **Profanity**
Will not be tolerated either on or off the court, field or in the gymnasium while under the jurisdiction of the CYC.
- B. **Unsportsmanlike Conduct**
That is directed at the Officials, Coaches, Players or spectators has no place on the field of sports, particularly at Christian sponsored events. This may be verbal or physical action.
- C. **Respect for Authority**
The Officials, child or adult, are the representatives of the CYC District, and as such, have authority on the field, court or gymnasium. We insist that respect be shown to this proper authority as a part of essential training, in accordance with the purpose of the CYC.
Parents/Spectators will:
- Respect all Officials, Coaches and Players at all times.
 - Always encourage your team and players. Never jeer or ridicule your opponents or Officials.
 - At the event keep all comments to Officials, Coaches, Players and fans positive.
 - Parents are responsible for the behavior of their family members and guests.
 - Make your child's experience a positive one through your adult behavior and support.
- D. **Dangerous Play**
The idea or concept of any game is to play according to the rules and not to cause injury. All players should be taught and disciplined to *play the game* and not the opposing player.
- E. Managers, Coaches, Players and Scorekeepers are the only persons permitted in a designated Team Area. Parents are not to enter or cause a disruption in the Team Area during a CYC event. Communication with the Manager or Coach should be done at the end of an event.

SECTION 3

Any Conduct violation or offending behavior of CYC, St. Norbert Athletic Commission or Team Rules by a **Player/Parent/Spectator** that is not addressed by the North County CYC shall result in the following action by the St. Norbert Athletic Commission:

- The First infraction, the offending party will receive a verbal and or written warning.
- The Second and subsequent infractions will result in the player, related to the offender, being suspended for **two (2)** games.
- The offending party may be restricted from attending CYC/SNAC Events.
- An additional violation may also result in expulsion from the St. Norbert Athletic Program.
- These Penalties may be imposed by the SNAC Executive Board without convening a Hearing Board when substantiated evidence is presented.

Any Player/Parent/Spectator, who fails to meet their responsibilities and publicly dishonors the St. Norbert Athletic and CYC Programs, will not be permitted to participate in the Program.

The St. Norbert Athletic Commission and North County CYC have adopted the above guidelines to assist the parent and spectators to understand that Christian behavior is expected at all CYC events.

SNAC thanks you for your cooperation.

(11/01/2006)

ST. NORBERT ATHLETIC COMMISSION

HEARING BOARD GUIDELINES

The need for action to resolve a problem or conflict is determined by the Chairman, Vice Chairmen and Coordinator of the Sport involved.
The following criteria should be met:

I) Complaint Procedures:

1. A written letter of concern, complaint or protest must be submitted to the SNAC Executive Board.
2. All complaints will be investigated and a gathering of facts and/or witnesses will be conducted.
3. The Executive Board will review the evidence and determine what course of action will be taken. Any Board Member, that feels that he/she cannot be 100% objective, **MUST** excuse themselves from further involvement in the proceedings.

II) Hearing Board Membership and Guidelines:

- 1) The SNAC Chairman will Chair the Hearing Board. If the Chairman excuses himself, the Vice-Chairman will chair the Hearing.
- 2) Members: Vice-Chairmen/Treasurer, and Coordinator for the sport in season. The Chairman may appoint an alternate from the Executive Board or other Sport Coordinators if needed. These are the three voting positions.
- 3) Non-voting Members: CYC Representative, to clarify information from the Florissant CYC. The SNAC Secretary will record the proceeding. Spiritual Moderator and Board Members not indicated above.

NOTE: All Board Members present may question participants.

- 4) Meetings: Its time and location to be determined by the Chairman after consultation with the Vice-Chairmen and Sports Coordinator. Hearing Board participants will be given at least forty-eight (48) hours notice.

III) Procedure:

1. The person implicated will be present.
2. The Chairman will read the letter of complaint and/or written game report.
3. The person involved will be excused during witness statements.
4. The Chairman will allow sufficient time for full presentation of facts by all sides and allow for adequate discussion of the facts. However, the Chairman will establish a time limit for the case.
5. Witnesses will appear individually. Members may ask questions, when recognized by the Chair. **Questions will pertain strictly to the matter before the Board.**
6. The concerned will be allowed to present his side of the situation. He may also present witnesses on his behalf. Members may again ask questions, when recognized by the Chair.
7. The concerned will be dismissed. The Board Members will discuss the evidence and decide on the action required. I.e. No further action required or that a motion and vote is indicated.
8. Any member may place or second a motion. A vote is then taken. Voting options are: yes - no - abstain. The Chairman will cast a vote only in the event of a tie.
9. Alternative courses of action are:
 - a) Letter of reprimand,
 - b) Suspension and/or probation from SNAC activity for a specific period of time,
 - c) Permanent dismissal from the St. Norbert Athletic Program.
10. A letter will be sent to all parties involved, informing them of the decision of the SNAC Executive Board. Copies will be forwarded to the North County CYC and the Pastor of St. Norbert Parish when indicated.

(01/24/93, 02/01/93)

SELECTION GUIDELINES FOR TEAMS PLAYING IN THE CYC LEAGUE:

Basis: St. Norbert teams playing in the North County CYC are placed in Open, Closed; A, or B Leagues. In an effort to be **impartial** and remain competitive in these Leagues we maintain a Team Selection Process. **This Process may require modification to consider the interest of the players.** (11/2008)

The evaluation of players is not to judge the children as good or bad, but to place them with children of similar abilities. It provides managers/coaches a mutual base for selection of practice/drill techniques for skill development and to meet playing time requirements. This will assist children with their physical development, appreciation of the sport and provide for a healthy competitive environment.

This evaluation process will be instituted at the Fifth Grade level in all sports. A re-evaluation process may occur at the Seventh Grade level. (01/1997)

At least one Executive Board Officer shall be present for all Team Selections. This will include any Training League Team Selections. (01/2000)

Skill Evaluation Procedure: When the number of registrations requires two or more teams, team assignments will be based on the skills demonstrated. Skill evaluation sessions will be held for all interested players in order to assess their skill levels. An effort will be made to have two practice sessions before the scheduled evaluation sessions. There will be two evaluation sessions.

The Sports Coordinator or his representative will contact all players and inform them when the skill evaluation sessions will be held.

A qualified evaluation committee and the sport coordinator will evaluate the player's skills. To maintain objectivity and fairness: parents, managers/coaches involved at that grade level are not eligible to act as evaluators. A predetermined number of skills will be evaluated on a point scale for all players. Specific skills may be weighed to reflect the nature of the sport. All scores will be totaled. The evaluation scores will be ranked from most skilled to least. Player assignments will be made from these rankings until team limits are reached or teams are given an equal number of players. When several players have equivalent skill scores at the dividing point (on the Bubble) the Coordinator may elicit information from previous coaches to complete the roster assignments. The Sport Coordinator makes all player and coaching assignments with Exec. Board approval. Team roster limits are addressed under Team Selection. Any exceptions to team size and assignments will be determined and approved by the SNAC Executive Board.

In the event that the CYC does not have enough teams to form separate "A" & "B" Divisions and "A" & "B" Divisions are placed in the same League. When St. Norbert has 2 Teams at that grade level the players will be divided into equal teams and both teams designated as either "A" or "B". (10/2002)

Parents may have the opportunity to appeal a player assignment to the Sport Coordinator. This appeal must be made on the basis of the child's performance at the evaluation session. If the Coordinator finds merit in the appeal, another evaluation may be granted. However, direct upgrading of a player to the higher skilled team is discouraged. Players and parents may also request assignment to the lower skilled team when they feel it be in the best interest of the child. The Coordinator will honor these requests and contact the next ranked child to be upgraded, if necessary.

Children are not required to attend the evaluation sessions, but would then be automatically placed on the lower ranked team.

Unless prior arrangements are made or unexpected circumstances arise, players who do not attend the evaluation sessions may not be placed on the higher skilled team roster.

To be consistent with the North County CYC **Athletic** Program, St. Norbert teams will be designated Open, Closed, A or B. The overall skill level of each team will be evaluated by the manager, coordinator and the Parish CYC Representative for the purpose of assigning teams to the appropriate CYC League.

PARTIAL TEAM EVALUATION SESSIONS: Sixth and Eighth Grades

At the conclusion of a sport registration, if the "A" team does not have a full roster, a limited evaluation session may be held. All registered players on the B team and any new registrants will be notified of the evaluation session at least one week in advance. Only one session is required. Players not interested in upgrading **are not required** to attend.

RE-EVALUATION SESSION: Seventh Grade

If there is more than one team at this grade, players will be re-evaluated for team placement. Team rosters will be completed according to player's score from the evaluation sessions. This would allow players whose skills have improved an opportunity to play at their skill level. This will also provide for equitable game participation for all players. As before, a player or parent may request not to have a child play on an "A" team. The Coordinator may elicit information from coaches regarding players on the bubble.

TRAINING LEAGUE TEAM SELECTION K - FOURTH GRADE:

(01/1997)

Players in the Training League will not be assigned according to skill level or participate in an evaluation session. The primary objective in Training League is to develop the physical skills, a sense of teamwork and good sportsmanship. Random selection and rotation of players will determine kindergarten through Second Grade team rosters. The SNAC feels exposure to different coaching styles, teammates and playing positions year to year provides a fuller training experience than a permanent team assignment. The Sport Coordinator will determine the method of assignment. Typical methods would include: alphabetical by last name, first name, street name, birth month or by **a Lottery Method**. Special consideration may be granted where extenuating circumstances exist such as car-pooling, parental scheduling issues or other problems. Care will be taken to prevent the establishment of an annual on going roster until the Fifth Grade. Manager and coach pairings will also vary year to year to aid the coaches' development. This task will be completed with the Training League Coordinator's supervision and approval.

Third and Fourth Grade team rosters will be split equally in relation to skill. The Sports Coordinator will complete this with information from their respective coaches.

In cases where there are not enough registrants to complete a team roster within an age group, parents will be notified and given open roster slots in a higher or lower age bracket of no more than one year. In the following year the child will be assigned to their proper age level and will not continue to play up or down in age unless there are no teams formed at their age level. For example, when a pre-kindergarten child plays with a kindergarten team, the next year they would be assigned to a kindergarten team rather than playing up with the first grade team.

Any Player and Team placement challenges will be submitted to the Executive Board. The Player and Team determination made and approved by the Executive Board will be final.

(11/2008)

EXAMPLES OF EVALUATION CRITERIA AND EVALUATION SCORING:

The following is a list of skills to be evaluated by sport. This list is not all-inclusive nor must all criteria be used. Combining of skills will also be acceptable. The Coordinator will review the criteria and scoring methods with the evaluators before the skill evaluation session.

Sample Skills:

BASEBALL/ SOFTBALL	SOCCER	VOLLEYBALL	BASKETBALL
Batting/ Mechanics	Dribbling	Serving	Dribbling
Catching	Shooting	Setting	Shooting
Throwing	Passing	Bumping	Passing
Fielding	Settling	Digging	Defending
Base running Situations	Marking	Spiking	Rebounding
	Throw in	Vertical leap	Play making
	Scrimmage	Scrimmage	Scrimmage

Sample Scoring:

Excellent	5	Exceeds grade skill level
Above Average	4	Fully masters skill
Average	3	Performs skills consistently
Below Average	2	Can perform skill
Needs Improvement	1	Needs to develop skill

ST. NORBERT ATHLETIC COMMISSION

CODE OF ETHICS FOR COACHES

Statement of Purpose: To provide our children with an opportunity to develop confidence, skills and have fun in a competitive environment with the purpose of imparting **Christian Values**, by demonstrating and teaching good sportsmanship, respect for rules/authority, team work, and self-discipline among the participants, which includes: players, managers/coaches, parents and spectators. We as representatives of St. Norbert Parish, in the community, have an obligation to conduct ourselves in a Christian manner that embodies our beliefs and enhances our community.

The function of a coach is to be an adjunct to our children's education through participation in athletic events. Athletics should complement academic achievement and should never interfere with opportunities for academic success. Each child should be treated as though they were the coach's own and their welfare shall be uppermost at all times. In recognition of this and the fact that we are a Christian Community, the SNAC Executive Board has adopted the following guidelines for those who coach.

The Coach must be aware that he/she has a tremendous influence, either good or bad, in the education of the student athlete and, thus, shall never place the value of winning above the emotional and physical well being of his players and the value of instilling the most desirable Christian ideals of character.

The Coach must constantly uphold the honor and dignity of coaching. In all personal contact with the athlete, officials, parents and opponents, the coach shall strive to set an example of the highest Christian and ethical conduct.

The Coach shall take an active role in the prevention of drug; alcohol and tobacco abuse and under no circumstances should authorize their use. (There is to be no consumption of alcohol or smoking while performing your duties as coach, this includes practices and games.

The Coach shall treat each player as an individual, remembering the large spread of emotional and physical development for the same age group.

The Coach will do his very best to provide a safe playing environment for his players. Acquiring some knowledge of first aid principles is recommended.

The Coach shall do his best to organize practices that are fun and challenging to all his players.

The Coach shall be thoroughly acquainted with the contest rules and is responsible for their interpretation to team members. The spirit and letter of the rules should be regarded as mutual agreements. The coach shall not try to seek an advantage by circumvention of the spirit or letter of any rules.

Coaches shall actively use their influence to promote a Christian attitude and sportsmanship from their spectators, working cohesively with the Coordinator, the St. Norbert Athletic Commission and the CYC.

Contest officials shall have the respect and support of the coach. The coach shall not indulge in conduct that will incite players or spectators against the officials. Public criticism of officials is unethical.

Coaches should meet and exchange friendly greetings with opposing coaches to set the correct tone for the event, before and after contests.

Coaches don't consider yourself a success if your team wins. Consider yourself a success, only when you are convinced that the players on your team become better people because of your good example as a coach and person. In working with young people it's helpful to remember that Christian integrity is learned from example, not necessarily taught.

I will remember that I am a youth coach, and that the game is for the children, not the adults.

(01/1994)

Bibliography:

- St. Louis Catholic Youth Council
- National Federation of State High School Associations
- National Youth Sports Coaches Association (NYSCA)
- The Athletic Institute

ST. NORBERT ATHLETIC COMMISSION CODE OF ETHICS PLEDGE

I have received and understand the list of Duties and Responsibilities of Manager/Coach and the SNAC Code of Ethics.

I HEREBY **PLEDGE TO UPHOLD** THE DUTIES AND RESPONSIBILITIES OF MANAGER/COACH AND THE CODE OF ETHICS ESTABLISHED BY THE ST. NORBERT ATHLETIC COMMISSION. I WILL USE THIS COACHING OPPORTUNITY TO ENHANCE THE CHRISTIAN AND EDUCATIONAL DEVELOPMENT OF THE CHILDREN ENTRUSTED TO MY CARE. I WILL PLACE THE EMOTIONAL AND PHYSICAL WELL BEING OF MY PLAYERS AHEAD OF ANY PERSONAL DESIRE TO WIN. I WILL STRIVE TO INSTILL FAIR PLAY AND GOOD SPORTSMANSHIP TO ALL MY PLAYERS, BY MY EXAMPLE.

I WILL REMEMBER THAT I AM A YOUTH COACH, AND THE GAME IS FOR THE CHILDREN.

SIGNATURE: _____ DATE: _____

SPORT: _____ GRADE: _____

(01/94)

ST. NORBERT GYM EVENT RULES

DUTIES & RESPONSIBILITIES OF THE CYC/SNAC GYM GUARD

Note: CYC teams will provide warm up & game balls, SNAC does not provide balls for CYC events.

1. Start time is half (1/2) hour before game time.
Gym doors may open at 6pm on Thurs. & 12:30pm on Sunday.
 2. Dry or damp mop floor as needed before, during and after games.
 3. Insure bathrooms are clean and orderly before and after games.
 4. Set up Scorekeeper's Table, chairs. (SNAC store room)
 5. Pull out Bleachers & Set up Team chairs (Gym storeroom)
 6. Insure St. Norbert Gym Rules are followed:
 - a) **SMOKING IS PROHIBITED IN THE BUILDING** (children are present)
 - b) Sports Balls/horse play is prohibited in the vestibule.
 - c) No grabbing or hanging on basketball rims or nets.
 - d) Team balls only, allowed in the Gym.
The only ball playing allowed in the gym during CYC Games and Tournaments is the game in progress.
 - e) **Single doors on East Side of building should not be utilized during games.**
 - f) Insure the immediate area around the game floor is free of obstacles.
I.e. tables, chairs, spectators.
 - g) No one is permitted to bring any food or **BEVERAGES** into the gym.
The SNAC Concession Stand will be utilized.
- Game Officials at St. Norbert Gym may have 3 (three) complimentary beverages & snacks. Others will purchase their food/beverages.**
- Game and Gym Officials will not consume Alcoholic beverages during game times.**
- ** All Parishes** have similar rules.
- h) When required, you will assist the Referee in maintaining order in the gym.
 - i) You may direct Persons to leave the gym if they fail to obey CYC/Gym Rules, are disorderly or acting in an NON CHRISTIAN manner.
 - j) Concession stand workers will assist with gym clean up after the last game.
7. When the last game is completed:
 - a) Scorekeeper's table and chairs are returned to their proper storage area.
 - b) The Bleachers are swept and mopped as needed.
 - c) The floor is dry and damp mopped as needed.
 - d) Trash is disposed of in the Dumpster.
 - e) Insure all doors are locked; all lights and fans turned off.
8. Keep track of actual hours worked and submit to CYC Rep or SNAC Treasurer.

CYC Representative: Mike Moehlenkamp 921-1271
Concession Stand Manager: Jerry Yeargain 837-2611

01/07 jh

ST. NORBERT ATHLETIC

COMMISSION

16455 NEW HALLS FERRY ROAD

FIELD PERMIT

The _____ Sports Team;

Manager: _____,

Has permission to use the upper/lower St. Norbert Field for Sports practice/event on the following date and time:

Date: _____ Time: _____

For the following period:

From: _____ To: _____

For a Rental Fee of: \$25.00 an Hour

To be paid in advance.

The above named Manager/Team is responsible to turn off the lights when practice is completed and not to willfully damage or litter the Fields or any components of it. The Manager/Team will be responsible for any repairs or replacements.

Return of any fee will be pro-rated according to usage or may be forfeited for damages incurred.

Permission for the use of the Field may be rescinded at any time by the **SNAC EXECUTIVE BOARD** for a breach in good faith, which is implied in this Agreement.

This Permit must be produced upon request of an Officer of the St. Norbert Athletic Commission or Parish Priests.

Failure to present the Permit on request will result in forfeiture of the use of the Field until the Permit is produced.

Executive Board Officer: _____

Team Manager: _____

Date: _____

(02/05/92)

Procedures

And

Forms