



Athletic Boosters Handbook

2009-2010

**Guardian Angels Parish
6531 Beechmont Avenue
Cincinnati, Ohio 45230**



Athletic Booster Calendar 2009-2010

2009

August 1	Girls Basketball/Cross Country/Football & Golf begin
August 3-6	Cheerleading Camp – season begins
August 10	Athletic Booster Meeting (Parish Center Room 101)
August 22	Angel Bowl Tailgate Party after 5:00 Mass
August 23	Angel Bowl Grades 3-8
August 30	First CYO season football game
August 31	CYO Girl's basketball games begin
September 19	Punt, Pass and Kick
September 21	Athletic Booster Meeting (Parish Center Room 101)
September 22	Boy's Basketball / Girl's Volleyball / Wrestling Sign-ups
Sept 26, 29 & Oct 3	Boy's Basketball tryouts
October 3	Fall Sports Mass and bonfire after 5:00 Mass
October 16, 18, 23	Girls Volleyball tryouts
October 19	Athletic Booster Meeting (Parish Center Room 101)
October 29	Wrestling Begins
November 1	Boy's Basketball practices begin
November 16	Athletic Booster Meeting (Parish Center Room 101)
November 27 - 29	Boy's 3 rd , 4 th & 5 th Grade Basketball Tournament
December 1	CYO Boy's Basketball games begin
December 1	Girl's Volleyball practices begin
December 11-13	Girl's VB Pre-Season Tourney
December 21	Boosters Christmas Party... No December Meeting!

2010

January 4	CYO Girl's volleyball games begin
January 10	Winter Sports Mass 10:00 A.M. Undercroft Breakfast
January 10	Track/Baseball/Softball/Boys Volleyball sign ups
January 18	Athletic Booster Meeting (Parish Center Room 101)
February 15	Athletic Booster Meeting (Parish Center Room 101)
March 1	Track/Baseball/Softball practice begins
March 5	Girl's BB/Cross Country/ Football/Golf/Cheerleading sign ups
March 12	Girl's BB/Cross Country/ Football/Golf/Cheerleading sign ups
March 15	Athletic Booster Meeting (Parish Center Room 101)
March 20	Girls Volleyball 1-day Tourney
March 26	Corn-hole Tournament
March 29	CYO Track/Baseball/Softball begins
April 17	5K Heavenly Hog Run
April 19	Athletic Booster Meeting (Parish Center Room 101)
April 24	Spring Sports Mass and cookout after 5:00 Mass
May 17	Athletic Booster Meeting (Parish Center Room 101)
May 21	GA Golf Outing
June 21	Athletic Booster Meeting (Parish Center Room 101)

Dates are subject to change throughout the year

**WELCOME
FROM THE 2009-2010 ATHLETIC BOOSTER BOARD**

This handbook contains a list of the Executive Board Members and other committee members, along with descriptions of each sports program and his/her director. Also listed are the annual fundraising events and pertinent information regarding coach and team selections, playing time suggestions/requirements, parent/player/coach responsibilities and a "Conflict Resolution Form" if required.

For up-to-date information regarding sign-ups, tryouts and new fundraising opportunities which may be announced, please check the Guardian Angels School web-site (www.gaschool.org) and look under the Boosters section. To check the schedule of games and results go to www.cyosports.org for complete information for all sports.

MISSION STATEMENT

The GA Booster Board, elected by the Booster Organization membership, is dedicated to providing the best possible athletic program for the children of our parish.

In order to accomplish this goal the Booster Organization will:

- **Offer programs that will provide all students with a positive athletic experience, teach the fundamentals of the chosen sport, and prepare competitive athletes for high school athletics.**
- **Stress the modeling and teaching of not only good sportsmanship, but also the Christian values of respect, generosity, honesty and fairness.**
- **Provide the necessary facilities and equipment through fees and fundraising activities.**

2009-2010 ATHLETIC BOOSTER FEES

Membership and participation fees are required, so we can provide equipment, uniforms and maintenance to our facilities. The following is a description of those fees and the Refund Policy which applies. **Note:** Fees are subject to change each year.

Family membership fee: Every family that has a child participating in the sports program at Guardian Angels must pay an annual Booster Fee of **\$30/family**.

Participation fee: Each child pays an additional fee for each sport.

Baseball (boys)	\$60
Basketball (boys)	\$60
Basketball (girls)	\$60
Cheerleading (girls)	\$60
Cross Country	\$60
Football (boys)	\$100
Golf	\$75
Softball (girls)	\$60
Track	\$60
Volleyball (boys)	\$60
Volleyball (girls)	\$60
Wrestling	\$90

Participation/Membership Fee Refunds. Refunds are available if the family moves from the parish prior to the sport beginning or if the organization is unable to place a child in the sport. If you sign up and commit a child to a sport, pay the participation fee and then decide not to participate, a refund should not be expected.

Furthermore, fees paid for one sport cannot be applied to the next sport. This refund policy extends to the Family membership fee as well. In the case of a medical emergency forcing withdrawal from a sport, the individual sport fee refund is left to the discretion of the individual Sport Director. In all cases of protest and/or special cause, please refer to the Conflict Resolution Policy to address the request for refund.

PLAYER ELIGIBILITY

To be eligible to participate on a Guardian Angel's team, a player must be a registered member of Guardian Angels Church who is active in C.C.D. or attend Guardian Angels School.

An unattached player (belongs to a parish or member of a school that does not field a team) may be assigned to play at Guardian Angels with the approval of the CYO office and Guardian Angels.

**GUARDIAN ANGELS SCHOOL
ATHLETIC EXECUTIVE BOOSTER BOARD
2009-2010**

PRESIDENT

Joe Kromer.....624-6680

VICE-PRESIDENT

Megan Stonecipher.....943-0857

SECRETARY

Tina Donnelly.....231-1449

TREASURER

Mary O'Toole.....474-7026

PAST PRESIDENT

Bill Besl.....474-2458

FACULTY REPRESENTATIVE

Mike Mers

OTHER BOARD MEMBERS:

Cheryl Barger.....232-7632
Dave Beiersdorfer.....276-2291
Mike Browning.....232-4238
Jim Costello.....231-7142
Lee Dill.....231-5123
Chris Fleming231-0912
Wayne Guessford.....652-2519
Bill Luttmmer231-7774
Wray Perry.....624-6940
Jim Randolph.....232-9645
Rob Rankin.....236-6112
Heather Rosebraugh.....233-2487
Greg Shipp.....231-3810
Mike Smith.....233-0482
Greg Steinker.....615-8756
Susan Stockman.....474-3779
Coleen Vogelgesang.....232-2492

DESCRIPTIONS OF ATHLETIC BOOSTER SPORTS AND PROGRAMS

The following are the sports offered at GA along with the directors and descriptions of each sport. Also listed are the different programs we are in charge of during the year. Further information on any of these may be obtained by going to <http://www.gaschool.org/curricular/athletics/sportsprograms/index.asp> for Frequently Asked Questions (FAQs) for each sport .

- ***Baseball (Mike Browning)***

Baseball is offered for Boys Grades 3-8 providing there are sufficient players signed up to field a team. Sign-ups are in January/February. The season runs from March to May.

- ***Basketball-Boys (Greg Shipp)***

Boys Basketball is offered for Grades 3-8. Sign-ups late September and tryouts and/or evaluations are in October. Official practice begins November 1st and regular season games are scheduled from December thru March.

- ***Basketball-Girls (Megan Stonecipher)***

Girls Basketball is offered for Grades 3-8. Sign-ups are in March. Tryouts/evaluations are held in May-June. Official practice begins August 1st. The season runs from September to November.

- ***Cheerleading (Heidi Walsh)***

Cheerleading is offered for Girls in grades 2-8. Squads will cheer for their respective grade football teams in the fall. Sign-ups are held in March.

- ***Concessions***

(Fall: Coleen Vogelgesang and Jim Costello)

(Winter: Mike Browning and Chris Fleming)

Providing food and drink is the primary job for these directors. Ordering soda, weekly drives to Sam's, cooking, getting workers, handling gate and concession money, stocking the gym and football concessions each week, are only a few of the many activities performed by these volunteers and their committee.

- ***Cross Country (Matt Musselman)***

Cross Country is offered for boys and girls in grades 7-8. Sign-ups are held in April. Season runs from August to October.

- ***Director of Coaches (Mary O'Toole)***

Assist the sport directors with the development of GA coaches. The Director of Coaches (DOC) will monitor that all GA Coaches have completed the required orientation and fingerprinting to comply with the *Decree on Child Protection*. The DOC will provide opportunities for coaches to attend clinics and seminars to better prepare them to be a role model, teacher and coach. The DOC will stress not only good sportsmanship but also the Christian values of respect, honesty and fairness in all GA Coaches. The DOC will receive all evaluations and distribute and discuss them with the directors.

- ***Elections/Membership (Joe Kromer)***

Membership is open to any adult member of Guardian Angels Parish and any parent or guardian of any child who is a member of Guardian Angels Parish, or attends Guardian Angels School. Membership is acquired by payment of annual dues. Membership dues are either paid at time of school registration and can be billed with school tuition or paid at registration time for first sport played by family member. The Athletic Booster Board

consists of 21 members each serving a 3-year term. Nominations for new board members are submitted to the Booster Board prior to elections. Elections take place during the month of May. Only members of the Athletic Boosters are eligible to vote for new board members. Elections are by secret ballot. Candidates with the highest number of votes will be elected. In the case of a tie, a coin flip will decide the winner.

- ***Fish Fry (Bill Luttmmer)***

The Boosters volunteer to supply and sell all of the refreshments at the Fish Fry's during Lent to support the parish.

- ***Football (Chris Fleming)***

Football is offered for Grades K-8. Sign-ups are in the February time-frame for the following season. Conditioning begins August 1st. Season runs from late August to November.

- ***Golf (Greg Shipp)***

Golf is offered for boys and girls Grade 7-8. Sign-ups are in the Spring. Golf is a fall sport from September through October. Player must have some knowledge of golf and provide his/her own equipment.

- ***Golf Outing (Joe Kromer)***

The annual Booster Golf Outing will be held on Friday May 23rd. This is a full day of golf, food, drinks and wonderful prizes! Registration for this day of golf will begin in the March/April time-frame. Hole Sponsors are always welcome for this event.

- ***Ground/Facilities (Jim Randolph & Mike Browning)***

The GA gyms, football house, Christmann Pavilion, and all upper and lower football and baseball fields are maintained by the Booster organization. This committee is responsible for lining and preparing the field for all home football games. In addition, they clean and maintain the gyms on a regular basis.

- ***Gym Scheduling (Tina Donnelly)***

The director maintains a master schedule of gym availability. Any use of the gym during non-school hours, must be scheduled through the Athletic Boosters.

- ***New Fund Raisers (Chris Fleming)***

Each year, the booster's organization attempts to add new fund raisers that may not necessarily be annual events. We look for unique opportunities to raise additional funds to keep our sports fees reasonable while also giving back to our parish and maintaining quality programs and facilities.

- ***Public Relations (Joe Kromer)***

The director will maintain the Booster section of the GA website providing up-to-date information on booster happenings. This director also assists any other director with any advertising or promotion of a fundraising, athletic or social event.

- ***Punt, Pass, Kick (Chris Fleming)***

Punt, Pass, and Kick is an annual fundraiser open to all athletes that is held each fall at Father Lamont Park. Players compete for prizes as they punt, pass and kick against their peers. Pledge sheets and sign-ups will be in the Wednesday envelope the first week or two of school.

- **Softball (Mike Browning)**

Softball is offered for Girls Grades 3-8 providing there are sufficient players signed up to field a team. Sign-ups are in January/February. The season runs from March to May.

- **Sports Program (Bill Luttmmer)**

There are two programs produced, the Fall Sports Program (Golf/Girls Basketball/Football/Cheerleading/Cross Country) and the Winter Sports program (Girls Volleyball/Boys Basketball). Please continue to support the local businesses and parishioners that generously purchase ads each year for our programs.

- **Spiritwear/Sweatshirt Sales (Lee Dill)**

Spiritwear/Sweatshirt Sales are conducted in the fall and winter and spring. Hooded sweatshirts and other spirit wear are sold.

- **Cornhole Tournament (Bill Luttmmer)**

This new fundraiser was introduced last year with excellent results. This Tournament will be held in the back parking lot if weather permits or in the Old Gym if necessary. Players must be 18 years old to participate.

- **Track (Chris Fleming)**

Track is offered for boys and girls in grades 3-8. Sign-ups are held in January/February. Season runs from March to May.

- **Uniforms (Mike Browning)**

Taking inventory, placing orders, sorting sizes and distributing uniforms for all sports is a major task. However, the biggest task is getting uniforms returned. Please make sure you return your child's uniform to the coach at the end of the season.

- **Volleyball-Boys (Lee Dill)**

Boy's Volleyball is offered for Grades 3-8. Sign-ups are held in January. Season runs from mid-March to May.

- **Volleyball-Girls (Jim Randolph)**

Girl's Volleyball is offered for Grades 3-8. Sign ups are held in September. Tryouts are held in October. Practices begin December 1st. Season runs from January to mid-March.

- **Wrestling (Jim Costello)**

Wrestling is offered for boys and girls for grades K-8. Sign-ups are held in September and the season begins October 30th

The following are general policies, which apply to all sports programs.

HEAD COACH SELECTION

Head Coach recommendations are selected by each sports director and committee and presented to the boosters board for approval. Coach selections will be made according to the following:

- Knowledge of the sport fundamentals and rules
- Coaching experience
- Ability to communicate with children.
- Time, availability and dependability
- Ability to communicate with parents
- Fairness to children and the program
- Completion of the required Archdiocesan Child Abuse Training
- Parental feedback from previous coaching experience
- Ability to follow rules
- Character and sportsmanship

While we appreciate the time commitment a coach invests, there is no guarantee that a coach will be selected to coach the following year based on previous years' coaching. The above criteria will determine coach selection from year to year.

Directors will do their best to find the most technically qualified and competent coaches to provide the student athletes the best possible learning experience.

TEAM COMPOSITION

At GA, all athletic teams are "blended" at the 5th grade level and below. These teams will be formed with the goal of creating teams of equal talent.

It is the intention of the board that beginning in 6th grade we will field competitive teams. This will depend upon the particular sport, the number of teams in the grade, and the leagues offered by the CYO for the sport at that level.

When competitive teams are created, the teams are designated "A", "B" and "C" with A being the most competitive, and B and C progressively less competitive. Teams are composed this way to allow children to compete with others of similar ability, and thus be a true contributor to the team. The director of the sport, with board approval, may elect to form one "A" team and a number of blended "B" teams. The number of players on each team can vary and will be determined by the director. The director of each sport will work with the CYO office to communicate the relative strength of each team in order to place them in leagues in which they can compete.

Taxi Squads -Due to the number of players assigned to a particular team a "taxi squad" may be necessary to ensure adequate playing time and ease the burden on the coaches. The coach will designate a number of players to sit out each game. These players will be the "taxi squad" and will not dress for the game. The players will be rotated each game so that all players spend an equal amount of time on the "taxi squad".

PLAYER SELECTION

Player selection for teams will be the responsibility of the director of the sport and the evaluation committee. The evaluation committee, consisting of a minimum of three evaluators, will be selected by the director based on previous experience and knowledge of the sport. Evaluators will not evaluate their own child's grade. Coaches may also be participants in the selection process. The evaluation committee will have the final say.

The following guidelines will be followed when multiple teams exist at the same grade level:

3RD – 4TH - 5TH GRADE (and for all other “blended” team selection):

Maintain same grade level teams whenever possible. Recognize the youths' proficiency and create blended teams of “equal” talent. The head coach's child is an automatic member of that team.

6TH – 7TH – 8TH GRADE (“competitive” team selection):

Maintain same grade level teams whenever possible. Recognize the youths' proficiency and place players on teams with those of similar ability.

Player Notification -

It is the director's responsibility to see that all parents/children are notified of their team placement at approximately the same time. The parents/children will be notified by the coach or the director of the sport. Requests to transfer a player for Grades 3-5 between teams will only be honored if significant extenuating circumstances exist which warrant a change. Transfers must be recommended by the director of the sport and approved by the Booster Board president.

PLAYING TIME RECOMMENDATIONS FOR BOYS

Grade	Sport	CYO Required <input type="checkbox"/> Playing Time	GA Required Playing Time
K-1-2	Football	None	6 plays
3-4-5-6	Football	None	6 plays
7-8	Football	None	None**
3-4	Basketball	1 cont. quarter	1 cont. quarter + 1 quarter
5-6	Basketball	1 cont. quarter	1 cont. quarter + appearance in another quarter
7-8	Basketball	None	Enter game**
4	Baseball	6 outs or all bat	Everyone bats + 6 outs in field
5-6	Baseball	6 outs or all bat	Everyone bats + 6 outs in field
7-8	Baseball	None	1 at bat + 3 outs in field
3-4	Volleyball	1 game	2 games
5-6	Volleyball	1 game	2 games
7-8	Volleyball	None	1 game

PLAYING TIME RECOMMENDATIONS FOR GIRLS

Grade	Sport	CYO Required <input type="checkbox"/> Playing Time	GA Required Playing Time
3-4	Basketball	1 cont. quarter	1 cont. quarter + 1 quarter
5-6	Basketball	1 cont. quarter	1 cont. quarter + appearance in another quarter
7-8	Basketball	None	Enter game**
3-4	Softball	3 outs in field + all bat	Everyone bats + 6 outs in field
5-6	Softball	3 outs in field + all bat	Everyone bats + 6 outs in field
7-8	Softball	None	1 at bat + 3 outs in field
6-8	Fastpitch	None	1 at bat + 3 outs in field
3-4	Volleyball	1 game	2 games
5-6	Volleyball	1 game	2 games
7-8	Volleyball	None	1 game

**It is expected that the coach will make every attempt to get all players in the game.

PARENTS' RESPONSIBILITIES

- Support your child's commitment to their GA team. If your child is on an A or B (competitive) team, we require the GA team to be their top athletic priority. If your child is unable to make this commitment, they should request to be placed on a non-competitive team.
- Submit sign-up forms, athletic fee and CYO release forms on time. GA has established a timetable for entering a child into a sport. The establishment of teams, selection of coaches and entrance into a league all hinge on the timely receipt of the sign-up forms and fees. Children will not be guaranteed a spot on a team if they miss the sign-up deadline. Children will not be permitted to tryout or practice unless all forms and fees are submitted.
- Keep uniforms and equipment clean and in good condition. Return uniforms and equipment on time. Any damage should be reported and noted upon return.
- Be on time when bringing players to and from practices and games. Inform the coach if the player will not be present for a practice or game.
- Alert coach of any special problem or need that the player may have before the first practice.
- Support the team and coach by attending games and volunteering when needed.
- Parents of children participating in football, basketball and volleyball are required to work concessions during their season. If you are unable to work during the time assigned, you are responsible for finding a replacement.
- Complete and submit the coaches' evaluation forms at the end of the season.
- Parents are to set an example for our student athletes. Parents who exhibit unsportsmanlike or inappropriate behavior may be subject to disciplinary action by the coach or program director.

STUDENT ATHLETE'S RESPONSIBILITIES

- Be committed to your GA team. If you are on an A or B (competitive) team, we require the GA team to be your top athletic priority. If you are unable to make this commitment, you should request to be placed on a noncompetitive team.
- Participate in practices.
- Let coach know if unable to make game or practice.
- Keep uniforms and equipment clean and in good condition. Return uniforms and equipment on time.
- Exhibit good sportsmanship before, during and after practices and games. A player who does not adhere to their commitment to a competitive team will jeopardize their selection to a future G.A. competitive team.
- Students who are unable to fulfill these responsibilities may be subject to disciplinary action from the coach, with the approval of the program director, up to and including removal from the team.
- All uniforms are to be returned to the coach at the end of the season. Children will not be permitted to play another sport until the uniform is returned, or the cost of the uniform is paid.
- Uniforms clearly marked with the Guardian Angels name or logo, and on loan from the GA Booster Organization, may be worn only in games or events sponsored by the Guardian Angels Booster Organization.

COACHES' RESPONSIBILITIES

- Read and be knowledgeable of all aspects of the current CYO rules governing their sport and making sure that all the rules and policies are observed.
- Are responsible for the actions, conduct and behavior of their assistant coaches, players and spectators of his/her parish.
- Assist the Uniform Director with the distribution and collection of the team uniforms. Follow the Guardian Angel recommended playing time guidelines.
- All coaches will conduct themselves in a Christian manner, which reflect positively on their parish, school and the CYO, and insuring that team members and team followers do likewise.
- Teach and guide our youth in a manner which will increase their respect for authority, their sense of fair play and their ability to adapt to the wins and losses of everyday life.

UNSPORTSMANLIKE CONDUCT

- Any coach, player, fan or cheerleader may be cited for unsportsmanlike conduct by a game official, an appointed CYO representative or the CYO Director. At that time of the alleged infraction, the above named are empowered to remove the accused offender from the playing facility. If the accused offender(s) refuses to leave, the game will be forfeited in favor of the parish or participating team not involved in the citation.
- Any coach, player, fan or cheerleader that is ejected from a game will be automatically suspended for the next contest.
- Two official citations will result in automatic expulsion for the remainder of the year and possible permanent expulsion from CYO sports.

CONFLICT RESOLUTION POLICY

When a conflict arises, the following procedure will be followed:

- Discuss issue with the head coach.
- If not resolved, discuss the issue with the Sport Director.
- If still unresolved, the attached Conflict Resolution Form should be filled out and submitted to the Booster Board President. The president will review and resolve the matter, within 14 days, and provide written responses to all parties.

GUARDIAN ANGELS BOOSTER ORGANIZATION
CONFLICT RESOLUTION FORM

Name: _____

Address: _____

Date: _____

Phone: _____

Sporting Event: _____ (if applicable)

Coach: _____ (if applicable)

Conflict/Issue: _____

Date of Conflict: _____ (if applicable)

Signature: _____

(Booster use only)

Date received: _____

Date resolved: _____

CONSTITUTION

ARTICLE I - NAME

The name of this organization shall be The Guardian Angels Athletic Boosters.

ARTICLE II - PURPOSE

The purpose of this organization shall be to support and direct an athletic program for the children of Guardian Angels Parish.

ARTICLE III - MEMBERSHIP

The membership is open to any adult member of Guardian Angels Parish and any parent or guardian (or person standing in the place of parent) of any child who is a member of Guardian Angels Parish, or attends Guardian Angels School. Membership is acquired by payment of annual dues. The pastor, priests and principal of Guardian Angels Parish and School shall be ex officio members.

ARTICLE IV - MANAGEMENT

The management of this organization is delegated by the membership to a board of twenty-three members, one of whom shall be the pastor of Guardian Angels Parish (or his designated replacement) and also the principal of the school (or his designated replacement). The twenty-one other members of the board shall be elected for a term of three years. Elections shall be held for new board members during May. Their term will be effective July 1. However, newly elected board members may vote for officers for the upcoming year at the June meeting. Vacancies on the board resulting from the death, disability, resignation or removal of a board member shall be filled by the executive board and voted on by all board members.

ARTICLE V - OFFICERS

The board shall elect from its number the following officers of the organization who along with the President will also serve as the executive board: Vice President, Secretary, and Treasurer. These officers will serve for one year, with the exception of the Vice President, who is elected for a two-year term, the second of which will be as President of the organization. Nominations for officers may be submitted at the May meeting, or in writing to the executive board, after the May meeting but prior to the June meeting. The election will take place during the June meeting, and the newly elected board will become effective with the first official meeting of the next school year.

ARTICLE VI - NOMINATIONS

Nominations for new board members shall be submitted to the Booster Board prior to elections. Elections will take place during the month of May.

ARTICLE VII - ELECTIONS

Only members of the Athletic Boosters are eligible to vote for new board members. Elections will be by secret ballot. Candidates with the highest number of votes will be elected. In the case of a tie, a coin flip will decide the winner.

ARTICLE VIII - MEETINGS

The president shall determine dates and times of the regular meetings. Other meetings of the membership will be at the call of the Executive Board. Any member of the board with the approval of five other board members may demand a special meeting by serving the secretary of

the organization with a written request for same at least seven days before the date of the special meeting requested. In order to conduct a board meeting, a quorum (eleven of the board members) must be present. Up to 20 minutes of the beginning of every meeting will be open to the public.

ARTICLE IX - FISCAL YEAR

The fiscal year of this organization shall be July 1st through June 30th.

ARTICLE X EXPENDITURES

The financial appropriations (budgets) for the coming fiscal year shall be submitted and established at the May meeting. The board may authorize additional expenditures during any fiscal year.

ARTICLE XI - RECORDS AND ACCOUNTS

The board shall pass bylaws providing for adequate records and accounts of funds collected and disbursed and of the minutes of all meetings. An audit of the books must be made at the end of each fiscal year by a person or persons selected by the board.

ARTICLE XII - FUNDS

The funds of the organization shall be maintained in a bank or banks to be designated by the treasurer. No withdrawal of funds shall be made except upon signature of at least two officers of the organization.

ARTICLE XIII - NEW BYLAWS

The board shall adopt new bylaws prescribing the duties of the members and governing their performance. New bylaws shall be adopted by a vote of the board.

ARTICLE XIV - RULES OF ORDER

In all questions involving parliamentary rules not provided for in this constitution or the bylaws, the government authority shall be Robert's Rules of Order.

ARTICLE XV - DUES

The board will determine the amount of annual membership dues and participation fees.

ARTICLE XVI - COACHES

The coaches are responsible to the director of that sport and the Athletic Booster Board for their conduct in regard to the handling of their teams as set forth by the bylaws.

ARTICLE XVII - AMENDMENTS

The Athletic Booster constitution and bylaws may be amended by a two-thirds vote of the general membership present at any meeting, provided however that notice of the date, time, and place of the meeting and a copy of the proposed amendment or amendments shall be publicized to the membership at least one week prior to the meeting.

ARTICLE XVIII – READING

This constitution and by-laws must be made available to the membership upon request.

ARTICLE XIX - PARISH POLICY

The Guardian Angels Athletic Boosters shall comply with all Parish and Archdiocese policies.

BYLAWS

Meeting Attendance

Any voting member of the Guardian Angels Athletic Boosters Board who is absent from a Board meeting more than three (3) times during a one (1) year term is subject to removal upon concurrence of a majority vote of the members at the next scheduled meeting.

General Order of Business

1. Meetings are opened with a prayer by the President or his/her designee.
2. Minutes are approved without reading, providing members of the Board have received copies thereof and no objections submitted.
3. Reporting by activity directors, committees, members-at-large and president.
4. Unfinished business
5. New business
6. Reading of communications.
7. Adjournment – closed with a prayer by the president or his/her designee.

Budgets & Spending

1. The Director of each sport will create a budget for his/her sport with the assistance of the Treasurer. The budget will be submitted to the Booster Board at the May meeting for approval at the June meeting.
2. The summation of all budgets will be the basis for establishing fundraising activities and booster dues.
3. The director of each sport will be responsible for maintaining spending at or below budget levels.
4. The director of each sport may cover incidental expenses that are not specifically budgeted up to \$250 but not to exceed the total budget for the year.
5. Expenses that exceed the agreed upon levels must be approved by two Booster Board officers prior to incurring the expense.
6. The treasurer will report actual expenditures vs. budget on a periodic basis.
7. The director of each sport will be responsible for identifying overruns as early as possible so the board can proactively address the issue.
8. All purchases that are unusual or of a one time nature shall be made through the parish purchasing function or be otherwise approved by the Pastor.

Duties of Officers, Directors & Chairpersons

President

1. Directs general administration.
2. Calls for and directs regular and special meetings.
3. Promotes and encourages ideas and plans for athletic programs.
4. Assigns program directors and assistants.
5. Assists in the development of committee action.
6. Responsible for school and Athletic Booster Board relations, including coordination with other organizations within the Parish: see designated committees.
7. Considers and recommends plans for improvements.
8. Directs and assists in the athletic program activities.
9. Ultimate responsibility for the management of sports programs and the person to whom the directors of the various sports shall report.

Vice-President

1. Assists the President in all administrative activities.
2. In the absence of the President, presides over and directs regular and special meetings.
3. Chairman of social activities, including refreshments.
4. Succeeds the President the following year.

Secretary

1. Gives notice of meetings to all board members.
2. Takes all regular and special meeting notes/minutes.
3. Notifies all board and committee chairmen (including those who were absent) of meeting minutes and necessary instructions.
4. Makes regular report of board or committee meetings. A copy of this record should be sent to the pastor.
5. Keeps a calendar of events.
6. Writes letters of thanks, request and routine business.

Treasurer

1. Assumes responsibility for athletic budget.
 - a. Secures, banks and disburses all funds.
 - b. Handles registration fees and membership dues.
2. Controls and supervises all expenditures and receipts.
 - a. Dues, fees, etc.
 - b. Operating expenses.
3. Handles all finances involved in special events and activities.
 - a. Meetings
 - b. Games
 - c. Special events, open meetings, etc.
4. Sets up and maintains official financial records.
 - a. Budget
 - b. Expense accounts
 - c. Income accounts
 - d. File of financial reports
5. Submits regular financial reports to board members and pastor.
6. Submits an annual report and a year end bank statement to the pastor documenting revenue by source and expenditures by type.

Gym Coordinator

1. Schedules gym time for use by CYO teams and other school activities in a consistent, timely manner.
2. Work with CYO office to schedule league games in the gyms.
3. Primary contact for outside organizations for gym time.

Elections/Membership Coordinator

1. Keeps up to date records of all Athletic Booster membership.
2. Helps promote new membership.

Program Directors

1. Directs specific athletic program.
 - a. Represents school at CYO and other league meetings.
 - b. Solicits, manages, coaches and directs all activities and use of equipment /facilities.
 - c. Advisory on training and practices.
 - d. Schedules and coordinates tryouts and helps organize teams.
 - e. Arranges the schedules for teams.
 - f. Arranges for adequate activity notification for boys and girls regarding tryout.
 - g. Encourages board participation.
2. Retains a list by teams of all children participating in athletic programs.
3. Handles equipment and supplies.
 - a. Recommends replacement and/or new equipment.
 - b. Distributes equipment.
 - c. Procures necessary medical supplies and equipment.

Grounds & Facilities Director

1. Maintains current grounds, facilities and equipment.
 - a. School facilities include:
 - i. Football fields (Angel Bowl and Upper Practice)

- ii. Baseball diamonds
 - iii. Gymnasiums (Parish Center and Old Gym)
 - iv. Football Buildings (Locker-room, Christmann Pavilion, Shed)
 - b. Special events, activities and general arrangements
2. Investigates and recommends ways and means for improved facilities.
3. Plans and directs grounds and facility improvements.

Publicity Chairman

1. Helps promote a positive image of the Athletic Booster organization and their programs through school/parish publications and local press.
2. Conducts advertising and promotion for:
 - a. Fund raising events
 - b. Athletic events
 - c. Social events
3. Maintains calendar on GA website.