



Our Lady of Grace Athletic Association

By-Laws

BY-LAWS
of the
OUR LADY OF GRACE ATHLETIC ASSOCIATION

The Charter on Catholic Youth Athletics set forth by the Cincinnati Archdiocesan (“The Charter”), applies to these Our Lady of Grace Athletic Association (OGAA) By-Laws (“By-Laws”) as if fully set forth herein. In the event of any conflict or inconsistency between the Articles the By-Laws and The Charter, The Charter shall prevail.

A. GENERAL

1. The Constitution and these By-Laws shall be made available to OLGAA member by publishing them on the OLGAA website.
2. These By-Laws shall be dated in the lower right-hand corner on each page. Any change in a by-law shall require a new reprinting of all the By-Laws on that page.
3. Prior to all changes or additions to these By-Laws, a discussion must be held within the Executive Committee and all changes are presented for review and approval by the OLGAA Board at the next scheduled OLGAA meeting.

B. ELIGIBILITY

1. The following students are eligible to participate in OLGAA sponsored sports programs.
 - a. All children attend Our Lady of Grace Catholic School (OLGCS).
 - b. Children of registered parishioners at one of the covenant parishes (Assumption, Little Flower, St. Ann and St. Margaret Mary) who attend a Religious Education Program, as defined by the Pastor, but who attend school elsewhere.
 - c. Students from neighboring Catholic schools who meet their school’s education and religious eligibility requirements but do not offer a comparable sports program. Eligibility across schools is in accordance with the respective league guidance for that sport.
 - d. High School students who formerly attended OLGCS may be eligible to participate where a league OLGAA is currently participating in other sports.
2. An athlete may be deemed ineligible by the OLGCS Principal.
3. An athlete may be deemed ineligible due to a lack of payment for fees for current or past sports activities. NOTE: No athlete shall be denied the right to participate in sports due to any financial hardship. If a true hardship case does exist, the OLGAA Treasurer and the Athletic Director are authorized to waive the registration fee.
4. An athlete may be deemed ineligible by the OLGAA Executive Committee and the OLGCS where demonstration of sustained and acute poor behavior exists and represents a detriment to the health and welfare of the Coaching staff, team or opposing players.

5. Parents and Guardians may petition for reinstatement with the OLGCS Principal. Petitions will be reviewed by the OLGCS Principal and the OLGAA Executive Committee. Their decision will be final.

C. REGISTRATION, FEES and REFUND POLICIES

1. Registration fees will be set by the OLGAA Executive Committee to provide sufficient funds for each team to adequately compete in their sport. The Coordinators for each sport may have input as well. Prior to the registration period for each season, the OLGAA Board may request from each coordinator whose sport will be included in that season a budget to include, but not limited to:
 - a. Projected number of registrants
 - b. Projected expenses (league fees, gym/field rentals, uniforms, equipment, referee/umpire costs, tournament fees, etc.)
 - c. Recommended fee structure for that season
2. It is the aim of the OLGAA to never deny a child the opportunity to play based on financial hardships. Parents may make a request to the Executive Committee Vice President who will determine, along with the OLGAA Board, the best action to take.
3. Registration will primarily take place on-line using the portal supported by the organization. In person registration may take place as well per the discretion of the OLGAA Board and/or Coordinators per the need assessed; however, all registrations completed in person must be entered into the on-line portal.
4. Payment is due at the time of registration, and no registration form will be complete without payment. A player will not be considered registered for a season or placed on a team until all fees have been paid. A \$50 fee will be assessed for any checks that do not clear the bank.
5. Participants will not be allowed to register if there are unresolved violations per the Code of Conduct against the player or the parent(s) or if uniforms/equipment from a previous season have not been submitted.
6. Late registrations will not be accepted. Athletes who wish to participate in a sport after the registration period ends must contact the Sports Coordinator. The athlete will be placed on a wait list pending approval by the Athletic Director.
 - a. The Athletic Director reserves the right to approve or deny any late registration it receives on a case by case basis after consultation with the Sports Coordinator.
 - b. Players who register late forfeit the seeding and placement privileges of normal registrants and can be changed from assigned teams or assigned to teams based on the needs of the organization, as determined by the Athletic Director.
 - c. Exceptions will be if registration is reopened for a team / sport or at the discretion of the Athletic Director.

7. Registration fees are **non-refundable**.
 - a. Potential exceptions include:
 - i. The player is unable to be placed on a team.
 - ii. In the event the player sustains an injury prior to the roster being set.
 - iii. Other exceptions as approved by the Athletic Director.
 - b. All refunds will be subject to Executive Committee approval.
 - c. Any family who registers their student for an OLGAA sport and then refuses to allow their child to participate after teams have been formed, will not be permitted to register that child for any OLGAA sport for one year. That player may be eligible to register for that sport again in the following season, if the Executive Committee agrees to such reinstatement of the player's eligibility. Under the Executive Committee's discretion, exceptions may be made to this procedure.

D. TEAM SELECTION

1. Non-Competitive Teams: Grades 3, 4 and, where applicable, 5
 - a. Effort should be made to publish dates for open gym/skills assessments.
 - b. Open gyms may be held prior to the completion of previous sport season.
 - c. The Coordinator(s) and an Executive Committee Member shall be present at all team selections.
 - d. When two or more teams are formed they are to be split evenly.
 - e. All head coaches may have input in team selection.
 - f. In any given grade, the number of players per team differential should not be more than one. (i.e., No team has 2 more players more than any other team.)
 - g. The Sports Coordinator(s) and Athletic Director will resolve all conflicts, and make final decisions regarding team selections.
2. Competitive Teams: Grades 5 (where applicable) 6, 7 and 8
 - a. Effort should be made to publish dates for open gym/skills assessment.
 - b. Open gyms may be held prior to the completion of previous sport season.
 - c. Participation in the skills assessment is mandatory. Any athlete refusing to participate may be subject to removal from the program.
 - d. The 5th (where applicable) 6th, 7th and 8th grade skills assessments are closed. No parents, coaches or volunteers are permitted in the gym during the skill assessment.
 - e. The Coordinator(s) and an Executive Committee Member shall be present at all team selections.
 - f. Girls and Boys in the 5th (where applicable) 6th, 7th and 8th grades may be selected for an "A" team if two or more teams are formed based upon the skills assessment. The results of the assessment, will be given to the Coordinators for team assignments. Team lists will then be submitted to the Athletic Director for final approval.
 - g. In any given grade, the number of players per team differential should not be more than one. (i.e., No team has 2 more players more than any other team.)
 - h. The Sports Coordinator(s) and Athletic Director will resolve all conflicts, and make final decisions regarding team selections.

E. COACHING

1. Individuals who request consideration to be a Head Coach shall be vetted by the Sports Coordinator using referrals, past evaluations and/or personal judgement. Any qualified adult in good standing with OLGCS, OLGAA, VIRTUS and who have acknowledged interest in coaching may fill a Head Coaching vacancy at the approval of the Athletic Director.
2. Head Coaches may select their own Assistant Coaches and Parent Volunteers, but their approval remains subject to the same VIRTUS training requirements and final approval by the Sports Coordinator.
3. In addition all Head and Assistant Coaches must complete State required Concussion training and any other mandated training or certification in accordance with any Archdiocesan policy and/or Law.
4. All Head Coaches shall have their performance reviewed at the conclusion of each season. Any appropriate and necessary action will be taken by the Executive Committee.
5. All Head Coaches are required to attend a meeting with the Sports Coordinator prior to the start of practices.
6. All Head Coaches are required to have a meeting with parents prior to the first league game to explain the rules, the philosophy, and methods of that sport.
7. Head Coaches reserve the right to close practices to parents and spectators. A second VIRTUS compliant adult must be present in order to close practice.
8. The Executive Committee shall have authority to suspend a Head Coach, Assistant Coach, Parent, Guardian and/or Guest from OLGAA sponsored league games and tournaments for whatever length of time the Executive Committee deems necessary.

F. SCHEDULING

1. Scheduling of all OLGAA Sports activities, fundraisers and meetings shall be in accordance with the current Archdiocesan Charter on Youth Athletics.

G. TOURNAMENTS, EQUIPMENT and UNIFORMS

1. Tournaments
 - a. Teams are expected to participate only in leagues approved by the OLGAA. Tournament participation is limited to tournaments sponsored by leagues, or parishes or schools within the leagues.
 - b. OLGAA will establish reasonable and not excessive tournament schedules to avoid undue burdens on families. There will be a reasonable number of tournaments that are appropriate to the sport and the grade level.
 - c. There shall be no financial or other obligation placed upon parents to participate in more tournaments than those for which the athletics organization has planned and paid.

2. Equipment -
 - a. All appropriate and fundamental equipment for each sport will be provided by the OLGAA.
 - b. All Coordinators are entitled to make purchases for their team requires for the operation of the sport. These expenses may not exceed \$300 in order to be assured reimbursement from the Board. Expenses over \$300 require prior approval by the Executive Committee.
 - c. All Head Coaches are responsible for all equipment that their team uses during the season. The Head Coach is to return all such equipment at the end of his/her season to the proper Coordinator.
3. Uniforms
 - a. Uniforms will be provided by OLGAA and remain property of OLGAA.
 - b. Coaches are to assist the Coordinators with a method of collecting uniforms from athletes/parents. All uniforms are to be returned clean.
 - c. Team uniforms are for sport sanctioned activities (i.e., games, tournaments, spiritwear days at school). Athletes are not to wear their uniforms outside these sanctioned activities.
4. It is the goal of the OLGAA that there is parity between boy and girls sports.

G. BUDGET

1. The Sports Coordinator(s), Athletic Director and Treasurer shall meet at the end of each season to review fees and expenses and set a tentative budget for the following year that includes all necessary operational expenses.
2. The budget for OLGAA will coincide with the school budget, running from July 1st to June 30th of each year. The Treasurer will submit a general budget to the OLGCS Business Manager annually.
3. The annual budget must first be approved by the Executive Committee and then made available to any member of OLGAA upon request.

H. PURCHASING

1. No one is permitted to make purchases for the OLGAA unless authorized by the Treasurer. A list of approved vendors can be obtained from the Treasurer for all purchases.
2. Persons authorized to purchase for the OLGAA are not permitted to purchase more than \$300.00 without prior Executive Committee approval. A list of approved persons authorized to purchase for the OLGAA will be maintained by the Treasurer.
3. Coaches may not purchase an item and then submit a bill to the Treasurer for payment, unless approval of such a purchase is given by the Executive Committee in advance. Purchases made without prior approval of the Board are the financial obligations of the purchaser.

I. MONEY HANDLING

1. Money handling will be in accordance with the Financial Policies as set forth by OLGCS and the Archdiocese of Cincinnati. A copy of this policy can be found on the OLGAA website.
2. In keeping with the Archdiocese's policy, there should be a minimum of two persons counting cash at all times. If after counting funds, depositing funds into the bank is not immediately possible, a deposit ticket should be prepared and signed by two people. The money and the deposit ticket shall be placed in a secure location in the building.
3. No OLGAA funds may be kept overnight at the home of a volunteer.

J. TRANSPORTATION

1. The safe transportation of all athletes will be in accordance with the Transportation Laws and Policies as set forth by OLGCS and the Archdiocese of Cincinnati Charter on Youth Athletics. A copy of this policy can be found on the OLGAA website.

K. CONCLUSION

1. The OLGAA Bylaws are intended to provide clear guidelines for all members of the OLGAA on the effective and fair operation of OLGAA Sports. Where extenuating or extraordinary circumstances exist, the OLGAA Board reserves the right to exercise appropriate judgment in the interpretation of OLGAA guiding principals to amend and apply these By-Laws as needed.