

# The Southside Catholic Conference

Created by the members themselves, the rules governing the SCC are not the decrees of its Executive Board, its administrative staff, or its commissioners. Every bylaw, provision, and rule were voted into effect by the SCC member schools. When a member renews its membership each year, its athletic board accepts the SCC bylaws and rules as its regulations in so far as athletics are concerned. When a student, coach or parent violates one of these rules, that person violates a rule of their own school. If a person deems any existing bylaw undesirable, that individual has the opportunity to generate change through their athletic board SCC representative. A member school may propose or reword the rule and have the change submitted to a vote of the Board of Directors through the SCC's annual legislative process. The bylaws and rules provide the framework for the equitable competition of a multi-parish conference. This is in a form of a democracy of a majority rule, to be decided upon by each member school, with a weighted vote (*see Section 3.1*), and implemented by a non-voting elected executive board.

## BYLAWS OF THE SOUTHSIDE CATHOLIC CONFERENCE

### ARTICLE I

#### IDENTITY AND PURPOSE

The Southside Catholic Conference (*herein referred to as the SCC*) is a not-for-profit entity, as designated by the State of Illinois. The SCC organizes sports leagues for the members of the conference, as defined below, for the purpose of fostering organized athletic competition between and among Catholic schools and parishes in the southern Chicago and suburban Cook County area. The SCC is organized to support Catholic Schools and help Catholic youth to attain a balance between an integration of family, religious, academic and athletic life.

### ARTICLE II

#### MEMBERSHIP

##### Section 2.1 - APPLICATION

Parish school athletic associations may request membership in the conference by petition to the Board of Directors (*see Article IV*). (*Herein each Parish School Athletic Association will be referred to as "Member."*) Such associations may be permitted member status and, therefore, a vote on the Board of Directors by submitting, in writing, the following items:

- A) A formal request to become a member detailing the intended sports participation.
- B) Submission of a copy of the school's current bylaws.
- C) A statement of intention to follow the Archdiocesan guidelines (*as published and periodically updated*).
- D) The applying school will submit a commitment letter acknowledging that they will fully participate in the operation of the conference. (*04/05*)
- E) The Conference board will review all Membership requests and vote on the Membership request within 90 days of the request. The Conference executive board may extend this period.
- F) The number of schools that have full membership is capped at 24. (*05/02*)
- G) Only members in good standing are allowed to vote. If a member school is delinquent in paying sports fees for more than 30 days they will relinquish all member rights including but not limited to their voting rights on all conference matters (*04/05*). At the end of the school year (May), that school will be put on a suspension status (*still responsible for suspension year dues to the conference*), unable to participate in any conference matters or sports until dues

are paid. If this continues for one complete school year, the school will be released as a member of the SCC. (04/06)

- H) A member school that does not attend 75% of full board membership meetings is ineligible to vote on all conference matters. Eligibility will be based on month-to-month attendance beginning in August of each calendar year. (04/10)

## **Section 2.2 – CONTINUATION**

Each spring, the member schools will indicate their intention to continue their membership by submitting the names of the member representatives and alternates for the following year with current telephone and email addresses. Failure to submit representative names by the end of the academic year or the final general meeting of the year whichever is later will result in termination of membership and considered voluntary. (04/05)

## **Section 2.3 - VOLUNTARY TERMINATION**

Member schools may terminate their participation in the SCC at the end of the academic year by notifying the SCC Chairman in writing.

## **Section 2.4 – INVOLUNTARY TERMINATION**

Membership may be terminated by a vote of the majority of the Board of Directors for any reason. The Board of Directors will vote, and may terminate a member, when a member has been found in violation of one or more of the following rules:

- A) Members will designate a permanent position on their own governing board, which will be the representative to the SCC.
- B) Members will have their designated representative (*or alternate*) at all Board of Directors meetings.
- C) Members will abide by all the SCC rules, regulations and by laws wherein described. They will assist the SCC, as assigned, with any operation needed to run the Conference. (04/05)
- D) Members will designate the SCC as their primary league for all sports in which they field a team. Members will commit their teams to the SCC first.
- E) If a Member has more than one team per grade in a sport the SCC offers, that Member must enter at least one of the teams in the SCC.
- F) Members will participate in a minimum of 60% of the sports that the SCC provides to its Members. Members must enter at least one team in each grade that they have a team in said particular sport to count towards the 60% rule. (04/05)

## **Section 2.5 - ASSOCIATE MEMBERSHIPS**

**Purpose:** The purpose of the addition is to create opportunities to maintain the number of Conference teams in order to continue to stay competitive.

**Rule:** Non-Member Catholic schools may apply to become an Associate Member of the Southside Catholic Conference. Associate Membership is requested when a Catholic school is seeking to enter only one of their teams or participate in only one sport in the Conference.

Request for Associate Membership shall be made in writing to the Conference secretary. The request shall identify what sport or team will be participating and when they want to begin participating. The Conference board will review all Associate Membership requests and vote on the membership request within 90 days of the request. The Conference executive board may extend this period.

Associate Members shall not have voting rights regarding elections, bylaw modifications and other voting rights of the full board. However, Associate Members shall have the right to vote on sport specific rule modifications for the sport in which the associate member participates.

Associate Members shall pay a \$500 Associate Membership fee after their Associate Membership is approved and prior to participation. The Associate Membership fee will be fully refunded to the Associate Member after three (3) consecutive years of Conference participation. If the Associate Member fails to participate for three (3) consecutive years, they will forfeit said fee.

## **ARTICLE III BOARD DEFINITIONS**

### **Section 3.1 - BOARD OF DIRECTORS**

- A)** The Board of Directors consists of a designated representative from each member school. The number of votes a member has will be based on the number of teams the member had participating in the SCC the previous school year (*04/13*) using the sliding scale below as the basis:
- <12 Teams = 1 vote
  - 12-24 Teams = 1.5 votes
  - >24 Teams = 2 votes
- B)** A simple majority of the Board of Directors will determine each vote. Ample notification must be given to the Board regarding all SCC matters, including, but not limited to, SCC budgets, sport budgets, expenditures and any other major issue relating to the SCC. This Board may amend and approve the bylaws.
- C)** The Board will approve each position on the Executive Board. The Board will approve all Sport Commissioners who were either voted upon or appointed by the Executive Board every two years.
- D)** The Board will approve all memberships and involuntary terminations. Members of the SCC shall indemnify each Officer and Director of the Executive Board fully permitted under the laws of the State of Illinois. (*04/07*)
- E)** When a vote is conducted, all general Board of Directors voting results (*including, but not limited to, bylaw amendments, executive board officer elections, sports commissioner appointments, etc.*) should be made available for review to all attending member representatives prior to adjournment of such meeting. The results should show the vote for each member representative by issue. The Secretary, as well as a randomly selected member representative(s) present at the meeting, should conduct tabulation of results of all general Board of Directors voting jointly. Depending on the amount of votes/issues to be tabulated, multiple school reps may be included in the tabulation process for experience. (*04/07*)

### **Section 3.2 - EXECUTIVE BOARD**

- A)** The Executive Board will be responsible for the overall operation of the SCC. The Executive Board will organize and manage the Board of Directors meetings. The Executive Board will manage the finances of the SCC, any reporting required by government or archdiocesan agencies and any internal and external communication regarding the SCC.

B) The Executive Board will be required to notify members, in writing, of any changes that affect the overall operation of the SCC enacted by the Executive Board. Changes include, but are not limited to, major changes, vote counts, policy or procedures, personnel issues, and a member's financial responsibility. Notification shall be made to each member representative and athletic board. Votes for and against said change shall be listed. Such notification must occur within 7 days of the Board enacting the change. (04/05)

## **ARTICLE IV MEETINGS**

### **Section 4.1 - BOARD OF DIRECTORS MEETINGS**

The Board of Directors will meet at least six times per year. These six meetings include the Annual Open Meeting and the Election Meeting. Two thirds of members present shall represent a quorum of the Board of Directors. Board of Directors meetings will begin and end with a prayer to be provided by the host parish. (04/08)

### **Section 4.2 - EXECUTIVE BOARD MEETINGS**

The Executive Board will meet approximately 8-10 times per year. If necessary, the Executive Board may meet more often. If three fourths of the Board is present, the Executive Board will have a quorum and may conduct business. If there is an Executive Board change regarding the operation of daily events all Board Members will be informed as soon as possible. (04/05)

### **Section 4.3 - SPECIAL MEETINGS**

The Executive Board may call special meetings of the Board of Directors with at least one week of notice to each member representative. Special Meetings require two thirds of members present to have a quorum and conduct business.

### **Section 4.4 - ANNUAL OPEN MEETING**

The Executive Board will organize, advertise and promote attendance by all interested parties to an Annual Open Meeting, which will be held each fall.

### **Section 4.5 - ELECTION MEETING**

Each April, the Executive Board will organize a Board of Directors meeting at which the Executive Board will summarize the operations of the SCC. After the summary, amendments to these bylaws will be voted upon. The final action of this meeting will be the election of new Executive Board members.

### **Section 4.6 - SPORTS MEETINGS**

The Sport Commissioner and the Executive Board will determine the need and extent of meetings to be held for that particular sport.

### **Section 4.7 - MEETING RULES**

Out of courtesy and respect for the time commitment of all participants, meetings should begin and end on time. The Chairperson of the meeting is responsible for creating an agenda. The Secretary is responsible for roll-call and for ensuring that minutes are taken and kept for future reference. If there is a quorum, voting for either a change to bylaws or sports rules will be done by a simple majority rule of the members present.

#### **Section 4.8 - TRANSITION MEETING**

Each May, the Executive Board will organize a Board of Directors meeting at which all out going Executive Board members and all out going Board of Directors will be present along with incoming Executive Board members and all incoming Board of Directors. The exchange of all minutes and notes will be completed at this meeting. Discussion will focus on job descriptions and duties, along with any other pertinent information. (04/05)

### **ARTICLE V OFFICERS**

#### **Section 5.1 - BOARD MEMBER**

A member of the Board of Directors is a representative appointed by the member school. The board member is responsible for informing the SCC Secretary of the name(s) of any alternate(s) that may represent the member school at meetings of the Board of Directors. Failure to make proper notice of alternates may result in loss of voting eligibility at a particular meeting.

#### **Section 5.2 – CHAIRPERSON**

The Board of Directors elects the Chairperson (*herein referred to as Chairman*). The Chairman sets the agenda for and presides over all Board of Director meetings and all Executive Board meetings. The Chairman is elected to a three-year term (05/19). The Chairman is a member of the Executive Board.

#### **Section 5.3 - VICE CHAIRPERSON**

The Board of Directors elects the Vice Chairperson (*herein referred to as the Vice Chairman*). In the absence of the Chairman, the Vice Chairman presides over all Board of Director meetings and all Executive Board meetings. The Vice Chairman is elected to a three-year term (05/19). The Vice Chairman is a member of the Executive Board. As an additional duty, the Vice Chairman is responsible for development of the conference membership, both recommending new members and recommending termination of non-participating members.

#### **Section 5.4 – SECRETARY**

The Board of Directors elects the Secretary. The Secretary is elected to a three-year term of office (05/19). The Secretary is a member of the Executive Board. The Secretary will keep minutes for all Board of Director Meetings and Executive Board Meetings. The Secretary is responsible for keeping and organizing all current conference minutes, board approved policies, documents and archives. The Secretary will organize the movement of meetings throughout the year and will be responsible for reminder emails to Board Members prior to Board of Directors Meetings. When there is a vote regarding the board, the count will be recorded in the minutes. (04/05)

#### **Section 5.5 – TREASURER**

The Board of Directors elects the Treasurer. The Treasurer is elected to a three-year term of office (05/19). The Treasurer is a member of the Executive Board. The Treasurer is responsible for all financial dealings, and recording and reporting of those dealings, for the conference. The Treasurer maintains the current financial records. (06/05)

## **Section 5.6 - SPORT COMMISSIONER**

Each sport offered as a SCC organized activity will have a commissioner. The Board of Directors or the Executive Board may appoint the said commissioner. The Board of Directors has final approval of the appointment. Appointments are made every three years (05/19), although the sport commissioner may serve repeated terms. The sport commissioner is responsible for the coordination of all activities of the sport, from formation and scheduling to playoff and championships. The sport Commissioners are not members of the Executive Board, but may be requested to participate in the Executive Board from time to time. (03/04) The sport commissioner of each sport is required to hand out a binder to each member sport coordinator that can be used by the hosting site as the official record holder/rules etc. A standardized form is also to be included that will be used to record final scores of each hosted date, that the coach and officials can initial. There will also be a place that a coach or official can put any comments regarding that game (04/06). The commissioner of each sport is required to hand out a thorough packet to each of the member sport coordinators, that is inclusive, but not limited to all schedules, facility sheet, rules, rosters, coordinators list, etc. (04/06)

## **ARTICLE VI REP PARTICIPATION**

### **Section 6.1 - REP ELIGIBILITY**

- A)** The SCC allows participation in all competitions by REP students of member schools who are active participants in the parish-run religious education programs (*hereafter referred to as REP*) (04/10). Each SCC member school is required to address REP participation in their bylaws. A copy of the member's bylaws shall be given to the SCC.
- B)** A member school may choose not to utilize REP students in their sports programs or for specific sports within their sports program. If a member chooses to exclude participation by non-parish school students, their bylaws should state the reasons for exclusion. Any REP student who is listed as a player on a SCC roster, cannot be listed as a player on his or her public school team for that sport during coinciding seasons (04/06). The exception to this rule is when the Parish School has only one team in a grade level and less than the starting lineup for a team (5 for basketball and 6 for volleyball) but not less than 3 players for basketball and 4 for volleyball from their school/REP program. In this case, the request for exception can be made and must be approved by the Executive Board. (5/20)
- C)** "One Year Rule" - To be eligible to participate in a conference sport, a REP student shall have been an active participant in the member schools REP program, in the prior year for which the student will participate. Therefore, a REP transfer or a new REP enrollment that occurs in the first semester of a school year will become eligible in August of the following school year. For those students who enroll or transfer to a new Conference REP program during the second semester, those students shall become eligible at the beginning of the second semester of the following school year. If a REP student or student from a non-member school, and their family move their residence to another member parish, they shall be immediately eligible to participate for their new parish athletic team. If a parish REP program is discontinued those REP students will still remain eligible. (5/20)
- D)** Catholic school students at member schools who transfer to a public school and then become enrolled in their parish REP program, are immediately eligible to participate for their parish athletic team. (04/14)

- E) Additionally, the family of the student must be registered in the parish and be active participants in their parish community. All REP programs must be certified, through the Archdioceses of Chicago. A Southside Catholic Conference REP/Non-Member Catholic School Player Request form must be completed for all REP students, prior to seasons play. All REP and non-member student athletes shall provide a valid copy of their birth certificate along with their completed REP form to the SCC sport commissioner and executive board for approval, prior to participation. The pastor or principal, the parish REP director, and parish sport coordinator shall sign REP registration forms. A contact number of the parish REP director shall also be included on all REP registration forms for verification of REP enrollment and attendance. (04/10)
- F) The Executive Board of Directors shall make the final determination on REP player eligibility. A player is not eligible to play until forms are on file and approval is granted.

### **Section 6.2 - REP CLASS ATTENDANCE POLICY FOR PARTICIPATING ATHLETES**

- A) REP students who participate in a conference sport shall attend a minimum of 50% of religious education classes during the calendar month. If a REP student fails to attend at least 50% of the classes during the calendar month, they will become ineligible to participate in any SCC athletic event.
- B) Verification of REP monthly attendance shall be the responsibility of the member school and SCC Executive Board. Each school shall complete and forward the REP attendance form to the sport coordinator by the 5th day of the month. Failure to submit the form by the due date may result in the student being ineligible.
- C) REP students may request a waiver of this policy at any time. The waiver request must be in writing and sent to the conference sport coordinator. The Executive Board will make the final decision on eligibility and waiver request. (04/07)
- D) If a member school does not have a sports program or a specific sport (*hereafter referred to as primary school*), their school students and REP students may be eligible to play that particular sport at an alternative school (*hereafter known as the secondary school*). The secondary school shall be located within a reasonable proximity of the primary school and have a need for players in their program or sport. A formal request to allow the students to play must be made to the sport commissioner before the player begins participation. The Executive Board of Directors will make the final determination regarding a player's eligibility. If the secondary school takes a player from the primary school, they must take all players from the primary school/REP who wish to participate. (04/07)
- E) Member schools may request to utilize school students from other member schools or students at non-participating member Catholic Schools when the member school does not have enough players to participate in a sport.
- F) The request shall be made in writing to the SCC Executive Board prior to seeking outside players. The request shall identify the reason for the request and the catholic schools in which the member school will attempt to secure players. The request shall also identify the sports in which the players will participate.
- G) REP students at non-member schools are ineligible to participate in the SCC. The SCC Executive Board shall inform the requesting school within 7 days if the request is approved, rejected or modified. (04/10)

## **ARTICLE VII**

### **BYLAWS and AMENDMENTS**

These bylaws may only be amended once annually. Proposed changes must be submitted, in writing, to the Executive Board prior to the January meeting. The Executive Board will compile the proposals and distribute them at the January meeting, which will then be taken back to the respective member boards for discussions (06/05). These proposals will be discussed at the March meeting and voted upon at April meeting (06/05). In the case of an emergency, and with member approval, the Executive Board can amend bylaws at another time.

All copies of these bylaws will have approval dates on each page and will be available to all interested parties and/or organizations as viewed necessary by the Executive Board.

## **ARTICLE VIII**

### **GENERAL OPERATIONS**

#### **Section 8.1 - SPORT CHANGES**

- A) At one month prior to the start of the season, specific sport rule changes shall be submitted, discussed, and voted upon by the SCC sport commissioner and the member sport coordinators. The SCC sport commissioner shall convene a meeting with the member sport coordinators, in order to vote upon any proposed rule changes for that specific sport. A simple majority vote shall determine the outcome of the proposed rule change. If a member school sport coordinator is unable to attend the meeting, the member may provide their vote to the SCC sports commissioner bi-proxy. Proposed sport rule changes may be made in January to the full board, when bylaw changes are due or to the SCC sports Commissioner 60 days prior to the start of the season.
- B) Once the sport commissioner and member sport coordinators have voted upon a sport rule change, the rule change shall be submitted to the Executive Board for final approval. The Executive Board shall immediately inform the sport commissioner of their decision. (04/10)

#### **Section 8.2 - CIVIL DISPUTE**

Each participating member agrees that any and all civil disputes arising out of or from any conduct immediately preceding, during or immediately after an official SCC event be subject to mediation. All parties charged in such civil dispute shall equally share in any and all fees and costs to participate in this mediation. If the mediation fails to produce a satisfactory solution for all sides, then such dispute shall be born by the non-prevailing party or parties.

#### **Section 8.3 - CASH RESERVES**

The SCC shall maintain sufficient cash reserves to meet a single event deductible under the Directors and Officers Insurance Policy at all times.



## Section 8.4 - SUBMISSION OF ROSTERS

### A) PURPOSE:

The SCC will keep a current roster for all participating teams to verify player and coach eligibility.

### B) RULE:

All SCC teams must submit rosters to the Sports Commissioner PRIOR to the start of the season. The roster MUST include the name of the Head Coach and the names of all Assistant Coaches the head coach of each SCC participating team shall sign their roster along with the signatures of either the parish pastor or school principal and the school's sports Coordinator. Each roster must also identify the parish REP Director and a contact number for that Director. (04/10)

All players must be listed with their name, telephone number, address, and date of birth and jersey number. If the athlete is a REP student it must be noted on roster and a REP form must accompany the roster (06/05). A player can only be on one roster (06/05).

### C) PROCEDURE:

Sports commissioners will announce the need for rosters at the first coaches' meeting of the season. Roster forms will be provided by the Sport Commissioner and are available on the web site. Rosters will be collected and copies will be forwarded to the Executive Director. After confirmation of eligibility by the Executive Director, the Secretary will hold the rosters. There is a limit of two coaches and one scorekeeper per team on a bench for Basketball and Volleyball games. The players' on the roster will follow the rules established by each sport.

## Section 8.4a – PLAYING UP SUBS

### A) PURPOSE:

It is designed to keep teams from forfeiting games during the regular season due to injuries and other absences. It is not to fill a roster for the year or for playoffs.

### B) RULE:

If a team has less than 7 players for a game during the regular season, they can "play up" eligible players as subs to bring the team up to 7 players for that game. When a team finds themselves in a situation where they have less than 7 players for a game, and they want to exercise this option, they must inform the Commissioner that they are going to do it as well as the referee and the opposing coach prior to the start of the game.

1. To be eligible the player must always be equal to or playing up in grade (ex. 6th to 7th grade or 7<sup>th</sup> to 7<sup>th</sup> grade) and equal to or up in level (ex. 6B to 7B or 7A; 7B to 7A). The player can never go from level A to level B when they're moving up. **For playoffs, they would be limited to their original roster from the start of the season.** If there is an emergency situation and a team has less than a starting lineup (5 for basketball and 6 for volleyball), the Board can approve the "play-up" of a player.
2. The player selected for subbing up should be rotated from the lower grade roster and not the same player subbing each game. (5/20)

## **Section 8.5 – PARTICIPATION**

When a member school has only one team in a specific sport in a grade level, that team must play in the "A" level. However, a member school may make a request to the Sport Commissioner to have that team placed in different level. Prior year participation as a member school in the SCC is required before any change request can be made. Member schools that participated in the prior year cannot have a win/loss record over a 20% win ratio (win/loss) to qualify for review (04/14). If a member school has a single team who play in a "B" level division, and that team wins over 50% of their SCC games and/or advances to the SCC championship game, that team shall be placed in the "A" level the following season (04/16). Modifications may also be made regarding team levels by the sports commissioner prior to the playoffs. The Executive Board shall have the final approval on all modifications and revisions.

## **Section 8.5a – PLAYOFFS**

Prior to the playoffs the sport commissioner will review the divisional standings, team records, game scores and any other available information in order to make appropriate modifications to the playoff brackets in the "A" and "B" levels. Any single team that has a regular season conference winning percentage of 75% or greater may result in the team being moved to the "A" level for the playoffs. (04/22)

## **Section 8.6 – INAPPROPRIATE BEHAVIOR (08/05)**

### **A) PURPOSE:**

To define the penalty that will be enforced when inappropriate behavior has occurred at an SCC event.

### **B) RULE:**

The Southside Catholic Conference will not tolerate inappropriate behavior by players, coaches, fans or officials as outlined below and will deal with them quickly and consistently.

- 1) Southside Catholic Conference sports are designed for the development and fun of all participants. Any players, coaches, parents or extended family/friends attending or participating in SCC activities, showing poor sportsmanship, before, during or after, will be ejected from the game/facility. An ejection from a game/facility also includes, at a minimum, an automatic one game suspension for the following scheduled event but may even include a longer suspension, forfeiture of the contest or even expulsion from SCC participation or attendance. The individual's school/parish may also impose an additional penalty in accordance with their Code of Conduct. <sup>[L]</sup><sub>[SEP]</sub>
- 2) Poor sportsmanship includes, but is not limited to: arguing or harassing officials; negative language directed at any player, coach or official; inappropriate aggressive behavior or coaching; failing to respect the responsibilities assigned to coaches and officials; and profanity, threats or taunting of players, coaches or officials.

### **C) PROCEDURE:**

Any SCC member or official witnessing this type of behavior should report it to the Sport Commissioner or the SCC Executive Board immediately. The Executive Board will review the incident, determine the penalty and communicate it to the member school who will then communicate it to the individual. If any additional information is discovered after the Executive Board decision has been made, it will be re-reviewed by the Executive Board. Additionally, if the incident involves a fan, the school Principal will also be apprised of the incident.

## **Section 8.7 – PARENT AND COACH BEHAVIOR EXPECTATIONS**

- A) The SCC will enforce a zero tolerance policy concerning behavior of parents and coaches. Each member will implement a written code of conduct in their by-laws. The hosting school will use its school's code of conduct guidelines for any infractions at their site. If a situation should need further involvement, the site parish, or the official should report such instance to the SCC Executive Director and follow the guidelines as addressed in the inappropriate contact rule.
- B) Alcohol is prohibited at all SCC sponsored events. If an incident occurs, the hosting school should notify the police. After receipt of a written report of a violation, from a board member or sport commissioner, the SCC Executive Board will investigate the alleged incident. Upon approval of the SCC Executive Board, the Executive Director will fine the member \$250 for violating the liquor prohibition rule. Further, the Secretary will send written notification of the violation to the member athletic board and the parish pastor. Reported violations will be deemed to be accurate unless the offending member can prove otherwise. Any member cited twice in a school year will be ineligible for the playoffs and subject to further sanctions by the SCC Executive Board. (08/01)

## **Section 8.8 – FORFEITURE RULE**

### **A) PARTICIPATION:**

- 1) All teams that are registered to play in any SCC sports program are automatically bound and committed to playing the entire schedule of games they are assigned to play, both at their home court or field and at any other site that they are assigned.
- 2) Likewise, a parent or guardian who allows his or her child to participate in sports programs makes a commitment that the child will participate in the entire program of activities. If such a commitment cannot be made, the parent or guardian is encouraged to not enroll the child in the sports program. This will normally be done through the school.

### **B) FORFEITURE:**

The member sport coordinator of any team, that fails to play a scheduled game, will submit a written statement giving reasons and mitigating circumstances to the Sport Commissioner of said sport.

### **C) INQUIRY AND REVIEW:**

The SCC Executive Board, along with the Commissioner of said sport, has the authority to make inquiries into the forfeiture to determine whether or not any penalty of the forfeiting team is warranted. Forfeiture based upon issues of race will not be tolerated. Upon examination of the facts, the SCC Executive Board has the power to determine if any penalties, including expulsion from the conference, may be warranted. (08/01)

## **Section 8.9 – PROTEST FOR RULE VIOLATION**

The protest will be filed in writing to the Sports Commissioner within 72 hours of the alleged occurrence. The Sport Commissioner will investigate the incident and inform the involved members of a decision. Members will cooperate during the investigation process. The Commissioner's decision will be considered final. A Member may appeal the ruling to the SCC Executive Board, which may, at their discretion, schedule an appeal hearing.

## **Section 8.10 – GRANDFATHER RIGHTS**

Only members who have fully participated in the SCC for ten years will be allowed to continue as a member if they no longer are able to fulfill our 60% program requirement. This right is subject to the continuation of enrollment of all sport teams the member has in the SCC.

## **Section 8.11 – AGE REQUIREMENTS**

Students are ineligible to play after reaching their 15th birthday for 8th grade teams, 14th birthday for 7th grade teams, 13th birthday for 6th grade teams, 12th birthday for 5th grade teams. A player may petition the Executive Board for any discrepancies. The Executive Board shall rule on certification of any student with a discrepancy, until approval is granted, the student is ineligible.

## **Section 8.12 – AMERICAN SPORT EDUCATION PROGRAM**

Discontinued as of 11/12 meeting by vote of the Full Board.

## **Section 8.13 – SCORES**

The home team must report all game results to the sport specific commissioner by 8:00pm Monday night. Home team will forfeit their games if scores are not reported. Scores will be posted on the web site by Thursday each week. The member coordinator must contact the Sport Commissioner immediately if scores are inaccurate.

## **Section 8.14 – ENDORSEMENT OF PRODUCTS**

### **A) PURPOSE/RULE:**

The SCC will not endorse or promote the use of or purchase of any products, unless authorized by a majority vote of the Board of Directors

### **B) PROCEDURE:**

A board member at a regularly scheduled Board of Directors Meeting may introduce products or services when prior notice is given to the chairman and the issue is on the agenda. After discussion, the board may vote to endorse the product or service.

## **Section 8.15 – CONFLICT OF INTEREST**

Executive Board Officers and Commissioners of the Southside Catholic Conference must not use their association with the SCC for personal gain. Nor may they use SCC services, information or influence for their own or another's advantage. They must receive approval from the SCC Executive Board before participating in any activity or transaction that has the potential of being a conflict of interest. Disclosure of the activity must also be made to the full Board. All Executive Board Officers and Commissioners must sign a Conflict of Interest form.

*The following examples illustrate some of the more common areas of conflict that they may encounter, but they should not be considered comprehensive:*

- A)** Accepting, directly or through any member of your immediate family, any gift of more than nominal value, service or payment from any person or entity that is seeking to do business with the SCC.
- B)** Purchasing or leasing goods or services on behalf of the SCC from persons or entities to whom you are related or in which you have an interest.
- C)** Owning a material financial interest in an entity that is doing business with the Southside Catholic Conference.

## **Section 8.16 – PLAYOFF SITE ROTATION**

### **A) PURPOSE:**

When requesting use of any high school facilities for playoffs and other SCC events, the SCC will be as fair as possible when offering exposure and marketing opportunities to local high schools.

### **B) RULE:**

Playoffs will be organized by the SCC to determine the champion of the sport in each sport category. Playoffs also provide an opportunity to showcase the SCC and the host facility. The SCC will encourage the commissioners to rotate playoff games whenever possible. (03/04)

## **Section 8.17 - SCC WEBSITE**

The website will contain the bylaws, general rules, sport rules, locator maps, links to member home pages and articles on the SCC, as well as news about youth sports in general. A designated person will post standings on the site weekly during the season of each sport. The web address is [www.southsidecatholic.org](http://www.southsidecatholic.org)

## **Section 8.18 – HEALTH AND SAFETY**

### **A) MEMBER RESPONSIBILITIES:**

- 1) Member schools are required to establish a health and safety protocol. This should include but is not limited to the development of guidelines, protocols, practices and procedures to reasonably insure the health and safety of all participants and supporters attending SCC events when held at the site of each Member.
- 2) Member school health and safety protocols must meet the minimum requirements established by the Commission for Health & Safety.
- 3) SCC members must submit a copy of their Health & Safety Protocols to the Commissioner for Health & Safety for review and approval.

### **B) PARISH HEALTH & SAFETY PROTOCOLS (MINIMUM REQUIREMENTS):**

The Health & Safety Protocols of each member are designed to address health, safety and security issues at facilities used by members to host SCC games and events. In order to promote consistency in the application of these protocols, the Health & Safety Protocols shall meet the following minimum requirements:

#### **1) FACILITY CONDITIONS:**

- a) For the purpose of these minimum requirements, the word “facility” shall mean building, park, field or stadium.
- b) Any facility used to host a SCC game or event shall have adequate accessible parking available which is well lit at night. The designated parking areas shall be clearly identified on a facility site map.
- c) Each member shall provide a detailed facility site map for any facility used to host SCC games or events. The facility maps may be viewed on the web site. Each facility site map shall include the following information:
  - i) Detailed directions and street information to enable visiting teams to travel to the facility by the most direct route.

- ii) Specific information regarding particular issues that could prevent visitors from taking the most direct and/or safest routes (*i.e. one-way streets, major street construction, etc.*)
- iii) Identification of the primary visitor parking area and the location of the driveway entrance(s). Each map should list the number of parking spaces available in the primary parking area. In the event that less than 50 spaces are available, secondary parking areas, preferably in lots and subject to the same requirements as apply to the primary parking areas, must be provided and identified. Any on-street parking restrictions such as permit parking or no parking zones must be noted
- iv) A detailed building or field site plan identifying the appropriate facility entrance(s) and exit(s) and the specific location of the game venue once inside or at the facility.
- v) Signage should be provided, if necessary, to direct participants and spectators to the event venue.
- vi) Any off-limits areas in or around the facility shall be identified and monitored.
- vii) Access to working and clean toilets shall be provided at all indoor facilities. Members are encouraged to host events at outdoor facilities where permanent or temporary portable toilets are readily available. In the event that an outdoor facility does not have an available toilet, the host member shall identify and provide access to the nearest public washroom.
- viii) Access to drinking water shall be provided at all indoor facilities. Members are encouraged to host events at outdoor facilities where drinking water is available. In the event that an outdoor facility does not have drinking water readily available, the host member must advise a visiting team of this condition at least 72 hours prior to the start of the scheduled game or event.

### **C) FACILITY PROCEDURES:**

- 1) Any host Member shall provide adequate adult supervision of the facility before, during and after games or events. In order to comply with this requirement, the host member must assign at least two individuals over the age of 18 to act as Security Coordinators for the game(s) or event. The duties of the Security Coordinators include, but are not limited to, the following:  
*Monitoring of the main facility entrance, corridors, gym, public washrooms, parking areas and areas immediately surrounding game venues at fields or parks. Security Coordinators shall be available to patrol the facility for the purpose of ensuring that a safe and secure environment exists for participants and spectators and to offer assistance as necessary.*
- 2) Security Coordinators shall position themselves so that the gym or playing field is always monitored. While the game Officials are responsible for the control of the gym or field during a game, the Security Coordinator should be available to assist the Officials as requested. The second Security Coordinator shall be responsible for monitoring the entrance, corridors and exterior of the facility, including parking areas. Exterior patrols shall occur during the 20-minute period preceding the start of each game and at the end of the last game. Security Coordinators should be able to communicate with each other via cellular phones or walkie-talkies.
- 3) Security Coordinators should be readily identifiable to spectators and participants in a manner that is consistent at all facilities.
- 4) Prior to the start of any SCC game or event, the host member shall verify that the following items are readily available:

- a) A first aid kit, which includes an adequate number of ice packs, bandages, gauze pads and latex gloves.
  - b) A readily accessible phone and a list of emergency phone numbers including police, fire and ambulance numbers.
- 5) Alcoholic beverages are forbidden in or around any facility before, during, or after any SCC sponsored game or event.
  - 6) Prior to the start of a sports season, local police authorities should be given a list of dates when SCC games or events will be held at a facility and should be asked to give attention to the facility on game days. In the event of special circumstances that may warrant a request for a special police detail, parish coordinators of the specific sport involved shall discuss the special circumstances and reach a mutual decision as to whether such a request is warranted. Host members must not summarily dismiss a request, but should be open and receptive to the merits of the request. A decision in this regard shall be made no later than 72 hours prior to the start of the scheduled game or event.
  - 7) All common knowledge rules that may be applicable for each gym should be published, discussed and clarified with each team prior to any and all games/matches.

## Section 8.19 – ORGANIZATION & MANAGEMENT OF THE SCC

**A) EXECUTIVE DIRECTOR:** The Executive Director will run all of the day-to-day operations of the SCC within the rules, regulations, and bylaws of the SCC. The Executive Board will recruit and recommend to the full Board of Directors, an individual capable of running this office. The full Board of Directors will ratify the hiring of an individual for this office on a simple majority vote. The Executive Director is a member of the Executive Board.

*The day to day includes, but are not limited to the following:*

- 1) Organize and schedule the entire yearly agenda.
- 2) Attend all board meetings.
- 3) Work with the Chairman on agendas.
- 4) Keep the Board of Directors informed and up to date on all SCC affairs, By way of phone, email, fax and/or mail.
- 5) Inform the Member Parish School Pastors' and Principals' of their participation (or lack of) in all SCC matters.
- 6) Keep all business records to date and in order. Records include but not limited to the rosters, financial, Ministerial, Legal, and all historic records of the SCC.
- 7) Market and develop all current SCC programs and develop new programs.
- 8) Market the SCC to attract new members.
- 9) Hire, develop, and oversee all Sport Commissioners with the approval of the Executive Board. **(02/03)**
- 10) Work with the Sport Commissioner in helping run and develop their sport, yearly playoffs and all events.
- 11) Work as a liaison with all High Schools in helping to set up various events.
- 12) Coordinate and run the yearly Christian Leadership Award Program.
- 13) Coordinate the yearly elections of the Executive Board.
- 14) Coordinate and produce the yearly Member Information Book.

**B) REFEREE ASSIGNORS:**

The Executive Board and the Sport Commissioner for the sport in question shall select the assignor of officials for each sport. All Assignors of officials will serve a two-year term. The Executive Board may request candidates to submit specific documents and other forms of information to assist in the selection process. (4/16)

**C) PAYING OF STIPENDS:**

- 1) To secure the future of the SCC as a premier youth sports conference and to ensure that the SCC has the best qualified people to run the organization. The paying of money, (stipend) to run a sport and/or office of importance for the SCC, in lieu of relying strictly on volunteer help to complete the tasks required. The people that work these difficult jobs deserve to be reimbursed for the amount of hours they work, and what they do and bring to the SCC. (03/04)
- 2) The payment of these stipends is to be made through the Treasurer. The fees used to pay these stipends are to come from any source of income to the SCC as long as the Budget allows. Each budget will include the stipends as an expense. The stipend for each office will be designated in the yearly budget as approved by vote of the Board of Directors.

**D) EXECUTIVE BOARD & COMMISSIONER STIPENDS:**

- 1) Executive Director: \$5000
- 2) Chairman: \$2000 (04/22)
- 3) Vice-Chairman: \$2000 (04/22)
- 4) Recording Secretary: \$2000 (04/22)
- 5) Treasurer: \$3000 (04/22)
- 6) Football Commissioner: \$2200
- 7) Girls Volleyball Commissioner: Based on # of Teams (04/22)
- 8) Boys Volleyball Commissioner: Based on # of Teams (04/22)
- 9) Girls Basketball Commissioner: Based on # of Teams (04/22)
- 10) Boys Basketball Commissioner: Based on # of Teams (04/22)
- 11) Golf Commissioner: \$1500

**E) COMMISSIONER STIPENDS: (3/23)**

- 1) Boys & Girls Basketball & Volleyball based on number of teams:

<u># OF TEAMS</u>	<u>COMMISSIONER STIPEND</u>	<u>V-BALL ASSIGNOR</u>	<u>B-BALL ASSIGNOR</u>
a) ≤ 60 Teams:	\$1650	\$1100	\$1100
b) 61 – 85 Teams:	\$2200	\$1375	\$1650
c) 86 – 105 Teams:	\$2750	\$1925	\$2200
d) 106 – 135 Teams:	\$3300	\$2475	\$2750
e) 136+ Teams:	\$3850	\$3025	\$3300



Football based on number of teams:

<u># OF TEAMS</u>	<u>COMMISSIONER STIPEND</u>	<u>ASSIGNOR STIPEND</u>
a) ≤ 16 Teams	\$2200	\$1870
b) 17+ Teams	\$2500	\$2100

- 2) 1/3 of stipend will be paid when all rosters are turned into Executive Director with a completed schedule. 1/3 of stipends will be paid after regular season play as long as members are kept up to date with stats on the SCC website. 1/3 of stipend will be paid after the playoffs are completed and all expenses for the sport are paid. (03/04)

**G) TEAM FEES: (3/23)**

- |                      |        |
|----------------------|--------|
| 1) Boys Basketball:  | \$600  |
| 2) Boys Volleyball:  | \$400  |
| 3) Football:         | \$1200 |
| 4) Girls Basketball: | \$600  |
| 5) Girls Volleyball: | \$400  |
| 6) Golf              | \$35   |