

St. Mary's Athletic Commission

Constitution and By-laws

PREAMBLE

We, the St. Mary's Athletic Commission, believe that the Athletic Programs sponsored by this Commission significantly influence the development of Christian values in all participants. These programs are a vital part of parish life for our youth, and are structured to support and promote the overall objectives of the parish. In addition to providing the development of athletic skill, our programs foster social interaction, self-esteem and Christian attitudes. The youth of our parish, not the athletic activity, is our key focus. By learning to set personal and team goals, and working to achieve these goals, our youth will learn that success is not measured by the final score, but by the efforts of individuals working together.

ARTICLE I

Section I — Name

The name of the organization shall be the St. Mary's Athletic Commission.

Section II — Definition

The St. Mary's Athletic Commission is composed of active parishioners who are interested in providing athletic opportunities for the youth of St. Mary's Parish. It consists of all parents whose children are participants on an athletic team sponsored by the St. Mary's Athletic Commission and the Executive Board. The fiscal year for the St. Mary's Athletic Commission will commence on May 1st of each calendar year.

Section III — Purpose

This Commission shall organize, promote, and finance athletic programs for the youth of St. Mary's Parish. Each program will be designed to develop athletic skill and promote the practice of Christian values through a commitment to good sportsmanship and team spirit.

Section IV — Government

The affairs of the Commission shall be administered and executed by the Executive Board, which will be determined by guidelines prescribed in this Constitution.

Section V — Ladder of Communication

The prescribed ladder of communication shall run from the Athletic Commission to the Executive Board, to the President and finally to the Pastor who by Canon Law is responsible for all activities at the Parish.

ARTICLE II

Section I — Insignia

The St. Mary's Athletic Commission shall have such official insignia for all teams of a 'Knight' on a 'Charger'.

Section II — Team names

The official team name for all teams will be "St. Mary's Chargers."

ARTICLE III

Section I — Membership

- A. Membership is required of all parents whose children are participants on an athletic team sponsored by the St. Mary's Athletic Commission.

ARTICLE IV

Section I — Nominations and terms of officers.

- A. Any person wanting to be considered for an officer's position on the Executive Board shall send a letter to the Chairman of the Nominating Committee, outlining the position they wish to apply for and the reasons they would like to serve the parish in this position. Any person desiring an office must be fingerprinted and willing to undergo a background check.
- B. The President shall appoint a nominating committee every two years at the January meeting. The nominating committee will serve a two year term. The nominating committee will review the candidates that have expressed interest in Executive Board treasurer and secretary to the Pastor. If the Pastor approves of the candidates they shall be appointed by the Pastor to a two-year term commencing at the May meeting.
- C. All officers shall serve a two-year term, starting at the May meeting. An officer may serve a maximum of two consecutive terms (four years) in any one position.

Section II — Directors

- A. Any person wanting to be considered for a Director's position shall send a letter to the Chairman of the Nominating Committee outlining the position they wish to apply for and the reasons they would like to serve the parish in this position. Any person desiring a Director's position must be willing to undergo a background check.
- B. The Chairman of the Nominating Committee will submit a list of directors to the Officers and Pastor for approval every year.
- C. All directors shall be appointed by the Officers after review by the Nominating Committee. All directors shall serve a one year term starting at the May meeting. A director may serve more that one term at the discretion of the Officers and the Pastor.
- D. After the Directors have been approved by the Officers and Pastor they shall appoint an Assistant Director to assist them. The Assistant Director will serve in place of the Director and will assume all responsibilities and duties in the absence of or upon the resignation of the Director. Any Assistant Director must also be fingerprinted and willing to undergo a background check.

ARTICLE V

Section I — Executive Board

- A. The Executive Board shall consist of the following Officers: President, Vice President, Secretary and Treasurer, who shall be appointed by the Pastor, and the following Directors:
 - 1. Director of Football
 - 2. Director of Basketball
 - 3. Director of Volleyball
 - 4. Director of Cheerleading
 - 5. Director of Concessions
 - 6. Director of Wrestling
 - 7. Director of Registration and Awards
- B. The Executive Board of the Athletic Commission shall have responsibility for the administration of all activities of the Commission.
- C. At all meetings of the Athletic Commission the presence of six or more of its Executive Board members shall constitute a quorum, with a majority vote required for passage of any measure. The time and place of Athletic Commission meetings shall be determined by the President. The order of business shall be as outlined in Article VI, Order of Business.
- D. Each Executive Board member is entitled to one vote. The President shall vote only in case of a tie. Only Executive Board members (Officers and Directors) may vote on issues of the Athletic Commission. Assistant Directors may vote only in the absence of their Director.
- E. No officer or member of the Executive Board shall take any unilateral action that would commit, obligate or incur any debts to the Commission without a majority vote of the Executive Board
- F. The Executive Board shall determine the policies, establish the budget, approve all bills and have sole management of the Commission.
- G. The Executive Board may create committees as necessary.
- H. By virtue of their services to the Commission fees for their children's participation is waived during the year they serve in that capacity.
- I. All Executive Board members must attend a minimum of 8 meetings during the fiscal year. Their position will be reviewed by the remainder of the Executive Board members when in violation of this.

Section II — Duties of Officers

- A. President
 - 1. Shall preside at all meetings of the Commission and those of the Executive Board.
 - 2. Shall fill, by appointment, for the unexpired term, any vacancies created on the Executive Board, subject to approval of the Pastor.
 - 3. Shall appoint chairpersons for all committees.

4. Shall personally represent the Commission or appoint a delegate where representation is deemed advisable.
5. Shall be an ex-officio member of all committees, except the Nominating Committee.
6. Shall call Athletic Commission meetings when deemed necessary.
7. Shall perform all duties pertaining to the office of President.

B. Vice President

1. Shall have such powers and perform such duties as may be delegated to him/her by the President.
2. In the absence of the President he/she shall perform the duties and exercise the powers of the President.
3. Shall be chairperson of the Ways and Means Committee.

C. Secretary

1. Shall keep minutes of all meetings.
2. Shall maintain the voicemail communication line.
3. Shall be the liaison with the rectory for all scheduling. The secretary shall schedule team masses for the year and notify directors. The secretary will also be responsible for submitting Facility Use Request Forms to the rectory after completion by the Directors of each sport.
4. Shall keep such other records as directed by the President.
5. Shall perform all the duties of the Office of Secretary.

D. Treasurer

1. Shall keep the financial records of the Commission and shall present a written financial report at every meeting of the Commission detailing income and expenses for the month.
2. Shall prepare an annual budget for the next fiscal year and will present it to the Executive Board for approval at the July meeting.
3. Shall be authorized to pay expenditures up to one hundred dollars without Executive Board approval.
4. Shall pay bills in excess of one hundred dollars on the approval of the Executive Board.
5. Shall perform all the duties associated with the Office of Treasurer.
6. Shall be subject to bonding.

ARTICLE VI

Section I — Order of Business

A. The order of business at all meetings shall be as follows:

1. Opening Prayer
2. Call to order by President
3. Reading of the minutes of the preceding meeting
4. Treasurer's Report
5. Concessions Report
6. Reports of Directors and standing committees
7. Old Business
8. New Business
9. Closing Prayer
10. Adjournment

Section II —

Robert's Rules of Order (Revised) shall be the guiding principles at the discretion of the officers. Should a question of procedure arise on Robert's Rules of Order, the President's decision as to procedures shall be final.

ARTICLE VII

Section I — Committees

- A. The standing committees of the Commission shall be:
 - Publicity and Spirit Items
 - Ways and Means
 - Nominating Committee
- B. Additional Committees may be created by the Executive Board.

ARTICLE VIII

Section I — Amendments to the Constitution

- A. Amendments to the Constitution may be proposed at any regular meeting.
- B. Proposed amendments must be read at two (2) consecutive regular meetings.
- C. A $\frac{3}{4}$ vote of the Executive Board, consisting of the Officers and Directors and approval of the Pastor is necessary for an amendment to be adopted.

Section II — Amendments to the By-laws

- A. Amendments to the By-laws may be proposed at any regular meeting.
- B. Proposed amendments must be read at two (2) consecutive regular meetings.
- C. A $\frac{3}{4}$ vote of the Executive Board, consisting of the Officers and Directors and approval of the Pastor is necessary for an amendment to be adopted.

ARTICLE IX

Section I — Student Participation

- A. All students attending St. Mary's Day School or enrolled in St. Mary's PSR program may participate in all athletic programs.
- B. Newly registered families must submit proof of Catholic School or PSR attendance during the previous school year.
- C. Children of families that have been registered for a year or less must

have attended PSR or a Catholic School during the entire preceding year.

- D. Students whose parents are registered parishioners elsewhere are eligible for all programs if the team is cosponsored by the student's parish.
- E. If a student's parish does not sponsor a sports program and the student has shown proof of PSR attendance or Catholic school attendance the previous school year, he or she may be eligible with pastoral approval.
- F. Exceptions to the above rules may be made by the Pastor.

ARTICLE X

Section I — Dissolution

In case of dissolution of the Athletic Commission all assets shall be given to St. Mary's Church

BYLAWS

ARTICLE I

Section I — Awards

- A. All awards shall come from the Athletic Commission, not from individual coaches or individual parents.
- B. Awards shall be given to all participants in the following manner:
 - 1. Grade 4— Certificate of Participation
 - 2. Grade 5— Letter (6” chenille)
 - 3. Grade 6— Pin (football, volleyball, etc.)
 - 4. Grade 7— Pin (football, volleyball, etc.)
 - 5. Grade 8— Trophy (football, volleyball, etc.)
 - 6. Any participant who enters the program after Grade 5 will receive a ‘letter’ (see #2 above) in their first year of participation, and then follow the above schedule.

ARTICLE II

General statement— All Directors are to represent the parish in matters pertaining to their Athletic Program, and be directly responsible to the Officers on all matters.

Section I — Characteristic Duties of the Directors and Assistant Directors of Football, Basketball, Wrestling, Volleyball and Cheerleading.

- A. To be responsible for the courteous treatment of all visitors and officials attending contests conducted by the Athletic Commission.
- B. To be responsible for certifying the eligibility of all contestants in accordance with the Constitution.
- C. To have such other powers concerning athletics within the parish as are in keeping with the growth and needs of the parish and which are consistent with the provisions of the Constitution and By-Laws.
- D. To supervise the administration of all athletic contests.
- E. To supervise the care, protection, storage and reconditioning of all athletic equipment and supplies.
- F. To keep records of all inventories of athletic equipment.
- G. To review all expenditures for athletic supplies and equipment with coaches before being submitted to the Officers.
- H. To make recommendations for head coaches and assistant coaches to the Officers and confirm the availability of coaches prior to the beginning of practices.
- I. To coordinate with the maintenance staff to see that the athletic facilities are in proper condition for all athletic contests.

- J. To render decisions in the best interest of the athletic program. This would include matters concerning coaches, parents, athletes, handling of equipment, playing facilities and program changes. The Athletic Commission will be consulted for advice and recommendations, but the final decision will rest with the Executive Board.
- K. To refuse permission for any practices on parish grounds or in parish buildings without supervision.
- L. Confirm that there is interest on behalf of participants **well before** actual sign-ups.
- M. To attend league meetings.
- N. To recommend coaches for dismissal by a majority vote of the Executive Board for good and sufficient reason.
- O. Submit facility needs to the Secretary in accordance with the rectory deadline.
- P. Shall hold a general meeting for all coaches in advance of the season at which time he/she shall distribute and review copies of Article III, Section I, A-L, of these By-Laws, Characteristic Duties of Coaches, and Article V, of these By-Laws, Discipline Procedures, in its entirety, to all coaches. Each coach and assistant coach must sign an acknowledgment that they have received a copy of Article III, Section I, A-L and Article V, Section II, Sections A-D and will agree to adhere to same, and which acknowledgment will be turned over to the Secretary at the next regular meeting of the Athletic Commission following the General Coaches' Meeting. This acknowledgment will be included in the official minutes of the Athletic Commission.

Section II - Director of Registration and Awards.

- A. The Director of Registration and Awards and their assistant shall be responsible for coordinating the registration for sports activities conducted by the Athletic Commission and for keeping accurate records regarding the awards received by and the awards to be presented to our student athletes. At the present time these sports are: Football, Volleyball, Cheerleading, Wrestling and Basketball.
- B. Any person desiring this office must be fingerprinted and be willing to undergo a background check.
- C. The Director of Registration shall have the responsibility of scheduling team pictures for all sports, fall and winter and scheduling the Fall and Winter award ceremonies after consultation with the Directors. After scheduling these events, will submit a Facility Use Request Form to the Secretary to submit to the rectory in accordance with the rectory deadlines.
- D. The Director of Registration shall schedule and organize an annual medical examination prior to the fall season.
- E. The Director of Registration shall, based on their registration numbers, keep the Directors of Basketball, Wrestling, Football and Volleyball informed as to the number of children participating in each sport.

- F. The Director of Registration shall be responsible for arranging for all coaches and assistant coaches to take the necessary steps for CYO certification and shall keep coaches and assistant coaches informed as to upcoming certification classes and certification requirements.
- G. The Director of Registration shall maintain custody of physical and registration forms in the off-season and maintain a database of all student athletes.

Section III - Director of Concessions.

- A. The Director of Concessions shall be accountable for the concessions sold at football, volleyball and basketball games.
- B. The Director of Concessions shall work with the Directors of Football, Wrestling and Basketball to coordinate and schedule volunteers. The Assistant Director of Concessions shall be responsible for working with the Director of Volleyball to coordinate and schedule volunteers.
- C. The Director of Concessions shall present a written monthly report to the Officers showing income and expenses during each month in which concession stands are operating.
- D. The Director of Concessions shall turn over to the Treasurer on a monthly basis all monies collected during the month at the monthly meeting and receipts for any items purchased with concession stand funds to replenish the concession stands.
- E. The Director of Concessions shall prepare an annual summary for each sport, detailing items purchased and sold that future Directors may rely on for their starting inventories.

ARTICLE III

Section I - Characteristic Duties of Head Coaches and Assistants

General Statement — All Coaches are directly responsible to the Directors of their Sport. Approval from the Executive Board must be received before any student athlete will be allowed to play beyond his/her grade level.

- A. They shall exemplify traits and characteristics the parish is attempting to develop in the student athlete. Their behavior shall serve as an example of sportsmanship and wholesome life style that is to be promoted through participation in athletics. They must adhere to all CYO rules and regulations.
- B. All Coaches must take the training courses required by CYO and be certified by CYO, be fingerprinted, and be willing to submit to a background check.
- C. By virtue of their services to the program the fees of all approved coaches' children shall be waived for the season during which the coach serves in that capacity.
- D. Shall take an active role in the prevention of drug, alcohol and

tobacco abuse.

- E. Practice sessions should be well planned, and should not exceed two hours. Practice sessions shall be scheduled so as to create the minimum amount of conflict with normal family activities of the participants. No closed practices will be allowed. All practices are to be open to parents.
- F. Coaches should be the first to arrive and the last to leave all practice sessions.
- G. Be responsible for the organization and administration of the team under their supervision.
- H. Inspect all equipment, oversee the issuing and collection of equipment, maintain equipment inventory records and enforce rules regarding care of equipment.
- I. Submit to the Athletic Director for consideration any unanticipated expenditures that are needed during the season.
- J. Persons who have not been officially approved by the Executive Board cannot coach, instruct or supervise athletes.
- K. Shall enforce all rules as they pertain to their sport.
- L. Shall secure transportation for a seriously injured player to the hospital and then home. Head coaches should have an emergency disaster plan for both practice and games. Telephone numbers and home addresses should be available at practices and games.

ARTICLE IV — GENERAL POLICY

General Statement- Approval from the Executive Board must be received before any student athlete will be allowed to play beyond his/her grade level. During the 4th, 5th and 6th grade developmental seasons, if there is sufficient registrations of athletes to form two teams per grade, talent will be divided evenly at the beginning of the season. For 7th through 8th grades, if there is a necessity for two teams per grade, athletes will be divided according to skill level at the beginning of the season.

Section I - Basketball

- A. All tournaments will be approved by the Director.
- B. League schedules and tournaments are not to exceed twenty-nine (29) games for each team.
- C. The Athletic Commission will pay for two (2) tournaments per team. In addition, fees will be paid for any 8th grade team participating in the St. Mary's of Ohio tournament held in Columbus, Ohio.

Section II - Volleyball

- A. All tournaments will be approved by the Director

- B. The Athletic Commission will pay for two (2) tournaments per team for Grades 5-8.

ARTICLE V- DISCIPLINE POLICY

Section I Athlete Discipline

- A. Any child suspended from their school will not be permitted to participate in any practice or games until their suspension has been lifted. Any athlete who violates this procedure forfeits their right to remain on their team for that season. No fees will be refunded.

Section II Coach Discipline

- A. On receipt of a written complaint from a parent or athlete, the Secretary on behalf of the Athletic Commission shall respond in writing to the parent and/or athlete, acknowledging receipt of the complaint. They shall also notify the Director responsible for the Coach and Coach personally, who shall meet to discuss the matter and both Coach and Director shall sign a statement that they have met. This meeting must be held within ten days of receipt of the complaint. The Director shall report to the Executive Board at the next regular meeting that the meeting has taken place and shall present his signed statement to the Secretary for inclusion in the official minutes. Any coach who fails to appear for this meeting shall be suspended until the meeting has been held. Any Director who fails to follow these procedures will be dismissed. The parent and/or athlete making the complaint may attend if they desire, or may voice their concerns through the Director.
- B. On receipt of a second and any subsequent written complaint regarding the same coach, the Secretary on behalf of the Athletic Commission shall respond in writing to the parent and/or athlete, acknowledging receipt of the complaint. The Secretary will also notify the Director responsible for the Coach and will notify the Coach personally by certified mail that their presence is required at a meeting with the Director of their sport and the Executive Board in Executive Session (Executive Board members only) to discuss the problem. This meeting must be held within ten days after receipt of the complaint. After the meeting, the Coach, Director, and all Executive Board members will draft a document reflecting the issues discussed at the meeting and the agreed resolution of the problem. This document will be given to the Secretary for inclusion in the official minutes. Any coach who fails to appear for this meeting shall be suspended from all coaching responsibilities until this meeting has been held. Any Director who fails to follow these procedures will be dismissed. The parent and/or athlete making the complaint may attend if they desire, or may voice their concerns through the Director.
- C. Any coach for whom complaints are received during the season they are coaching will be reviewed separately by the Executive Board in Executive Session before being approved to coach in the following year.
- D. The Executive Board may, for good and sufficient reason, suspend any coach at any time that the coach's behavior is contrary to the St. Mary's Constitution and By-laws and/or imposes a threat to the well-being

of any student athlete.