



SS. Philip and James Athletic Ministry Bylaws

The specific purpose of the CYO athletic program is to develop in our youth a sense of self-esteem, self-discipline, cooperation and fair play by providing a competitive team sport activity through which they will practice the teaching of their faith.

ARTICLE I. NAME

Section 1 SS. Philip and James Athletic Ministry Board ("The Board")

ARTICLE II. PURPOSE

Section 1 To be the governing body of all Parish athletic activities. To establish and govern athletic policy, exercising such powers as are appropriate to its functions and specified by these bylaws.

Section 2 Its duties include overseeing the Parish's athletic programs, making decisions on guidelines and policies related to Parish athletics, receiving and disbursing monies, selecting coaches and reviewing their conduct and implementing and upholding the tenets of the archdiocesan CYO Sports Mission Statement.

ARTICLE III. MEMBERSHIP

Section 1 The Board shall consist of minimum of five (5) members and a maximum of eleven (11) members; all must be registered and practicing members of SS. Philip and James Parish and a majority of the Board must have children registered and active in the Parish's CYO and/or Youth Ministry programs. Each member should not be less than 21 years of age.

Section 2 Each Board Member will serve a term of two years, unless otherwise determined by the Board.

Section 3 Membership on the Board requires attendance at all regular and special Board meetings. Any member absent for three consecutive Board meetings will be dismissed from membership unless a majority of voting members present at a meeting overrules this action.

Section 4 Board members can not hold a Region 17 "position" or an Archdiocesan "position" due to a potential conflict of interest.

Section 5 Appointment of New Members to CYO Board:

1. Open Board positions are posted on the CYO website
2. Candidate applies for a position by:
 - a) stating position applying for and submitting their qualifications for the position in writing to the Coordinating Secretary of the Board

- b) submit a paragraph explaining the reason you are interested in serving in this position
3. Board reviews candidates and submits recommendation to Pastor. An interview may be requested by the Board and/or the Pastor.
4. Pastor makes the final decision on a Candidate.

ARTICLE IV. OFFICERS

Section 1 Officers of the Board include the following:

Athletic Director
Assistant Athletic Director
Treasurer
Recording Secretary
Coordinating Secretary
Registration Coordinator
Seasonal Athletic Director- Fall
Seasonal Athletic Director-Winter
Seasonal Athletic Director-Spring

Section 2 The term of office for all officers shall be two (2) years (July 1 – June 30). Officers may be re-appointed by the Board subject to a majority vote and the Pastor's approval.

Section 3 Duties of the officers of the Board shall include:

The Athletic Director's responsibilities include attending and chairing all Board meetings; representing the CYO at all Parish, Diocesan and Region athletic meetings; directing the operations of the Athletic Program; and discharging all other duties as communicated from the Pastor.

The Assistant Athletic Director's responsibilities include, in the absence or disability of the Athletic Director, to perform all duties and exercise the powers of the Athletic Director, subject to the control of the Board, and will also learn the responsibilities of the Athletic Director.

The Treasurer's responsibilities include coordinating all financial activities of the CYO; receive and disburse the monies of the organization; and maintain a permanent record book with a detailed account of all money received and all money paid out.

The Recording Secretary's responsibilities include recording meeting minutes of the Board; distribute meeting minutes to all Board members within a reasonable time following all Board meetings; keep attendance records of Board meetings and tabulation of all Board votes; Read the minutes of the previous Board meeting; notify Board members of the time and place of each Board meeting; and attend to all official correspondence.

The Coordinating Secretary's responsibilities include assuming all the duties of the Secretary at meetings in the Secretary's absence, and at other times, as requested by the Secretary; helping with the duties of the Athletic Director and Treasurer as needed.

Seasonal Assistant Athletic Director (SAAD)—1 each for Fall, Winter and Spring

1. Communicate CYO mission and philosophy to all coaches
2. Advertise open coaching positions for all sports assigned at least 6 months prior to the start of the next season.
3. Present all applicant information to the AD with recommendations for head coach and assistant coach positions for their respective sports.
4. Anticipate the number of B teams anticipated for each sport when advertising for positions to ensure enough coaches are available.
5. Ensure coaches have all existing equipment and uniforms and understand the procedures and approval process for ordering new equipment.
6. Schedule practice facilities including field reservations with local park and recreation departments and Scheduling Director.
7. Make all necessary team fee payments to the district or regional board for league play and tournaments.
8. Collects player and parent evaluations; collates the results for each coach evaluated and sends the evaluations with the summaries to the AD and the summary back to the coach.

Registration Coordinator

1. Put together and distribute seasonal registration forms
2. Coordinate rosters ensuring accuracy of information and distribute to coaches
3. Attend Board Meetings as needed

Section 4 Non-Board Positions=CYO Committees

CYO Committees:

Spirituality & Service: Ensure that each team performs some type of Christian service during the sport's regular season. A letter should be given to each team, explaining the nature of the service project.

Ensure that each team attends a team Mass.

Social: Responsible for the planning of the 8th Grade Sports Banquet and possibly additional Sports Banquets as well. May also initiate and oversee programs designed to develop social growth in CYO Participants.

Website/Technology: Responsible for the set-up, upkeep, technical support and content of the CYO website.

Uniforms & Equipment: Responsible for the coordination of distribution of uniforms and equipment at the start of each team's season; the collection & inventory of all uniforms & equipment at the end of each team's season; and the ordering of new uniforms as needed.

Communications: Publicize information pertaining to CYO Sports, using the Parish school, the Parish religious education program, the Parish Bulletin, electronic mail, and the CYO website.

Scheduling: Scheduling of practices, games, and special events in the school gym following the guidelines set forth by the Board so that the scheduling is equitable; and maintain the gym schedule on the CYO website.

Fund Raising: Responsible for the overall organization of any fundraising events. The Board must approve of any and all fundraisers before they may be initiated.

Coaches Compliance: Ensure that all coaches are certified, have successfully completed a background check, and have attended a Safe Environment Workshop; and maintain a record of this on file.

ARTICLE V. MEETINGS

Section 1 Regular meetings of the Board shall be held monthly, except during the summer school break. These meetings are not public meetings, but a parish member who wishes to propose something to the Board, may contact a Board member (specify who?) at least three days prior to a scheduled meeting and request time at the meeting. The “requestor” must provide the Board with a statement about their proposal along with the reason for making the proposal. The Board reserves the right to decide at which meeting the proposal will be addressed. Decisions of the Board will be set forth in the minutes and communicated to the Parish.

Section 2 No regular or special meeting of the Board shall be valid unless there are at least five of the nine board members in attendance.

Section 3 A simple majority of the members present at a valid meeting is required for passage of any proposal except for amendments to the bylaws. To amend the bylaws, six out of the nine Board member’s votes are needed to make a change.

Section 4 Each member of the Board has one vote on each proposal.

Section 5 There will be at least one CYO Public Meeting per year that will be open to all Parish members. Examples: Coaches Meeting, General Meeting. Annual Meetings can be held to: Inform current & potential Coaches of any changes in policies. Inform parish members of policy or guideline changes. Inform parish members of changes to programs, program fees, coaching openings, fundraisers, and to ask for volunteers.

ARTICLE VI. ATHLETICS

Section 1 Grievances

The first step when handling a grievance, is for the parent to wait a minimum of 24 hours after an incident. After a minimum of 24 hours, it is the responsibility of the parent to resolve the sports issue with the Head Coach first, and then the Athletic Director. If the grievance is not resolved, the parent may send a grievance to the Board with the following info: an explanation of the grievance (by-law or code-of-conduct violation); what the parent did to resolve the issue; the resulting outcome.

The Board will review the grievance at its next meeting and either make a decision on the grievance, or decide to hold a meeting to collect more information. Once the Board is satisfied it has all the information needed, it will render a decision through majority vote.

Section 2 Coaches

All Coaches must be accredited in accordance with the Archdiocese of Philadelphia CYO Handbook guidelines and parish requirements. These include:

1. Attendance at Safe Environment Workshop
2. Attendance at Coaches Orientation Workshop
3. Obtaining a Criminal Background Check
4. Obtaining a Child Abuse Clearance

2.1 All Coaches are asked to make the following pledge:

Upon my honor as a Coach, I pledge myself to the following:

- *To guide each player to be a better Christian and a better citizen.*
- *To be ethical and sportsmanlike in my coaching conduct toward all players, officials, fans, and other Coaches.*
- *To motivate each player to compete according to the rules at all times.*
- *To teach each player, especially through my own example, to be humble, and generous in victory and proud and courteous in defeat.*

2.2 In striving to exemplify the behavior of a committed Christian adult, the CYO coach agrees to enhance a Youth Ministry philosophy by:

- recognizing that the purpose of athletics is to promote the spiritual, emotional, intellectual, social and physical well being of the individual player
- offering opportunities for players to live out the teaching of their faith
- emphasizing the proper ideals of ethical conduct, sportsmanship and fair play
- achieving a thorough understanding and acceptance of the spirit and the letter of the rules of the program and the standards of eligibility
- encouraging leadership, use of initiative, and good judgment by all players
- remembering that an athletic contest is only a game, not a matter of life and death for players, Coaches, officials, fans, community
- stressing the values derived from playing the game fairly
- showing courtesy to visiting Coaches, officials and players
- encouraging a friendly relationship between visitors and host
- respecting the integrity and judgment of sports officials

2.3 Application /Retention of Coaches

Open Head Coaching positions for "A" teams will be posted on the CYO Website and/or the Church Bulletin.

Anyone wishing to coach a team as a Head Coach, is required to contact the Athletic Director in writing (ex-letter or email). Head Coaching positions are held for one year. Those Head Coaches wishing to return as the Head Coach the following year, must contact the Athletic Director in writing, requesting to coach again. The Athletic Director

will decide if the Head Coach is retained or not. If the Head Coach is not retained, the position becomes “open”.

Assistant Coaches are to be recruited by the Head Coach. The Head Coach is to turn in assistant coach candidate’s names to the Athletic Director who will in turn approve or disapprove the selection.

All Head & Assistant Coaches must have both background checks submitted to the parish, and have attended the Safe Environment Workshop. Before the start of the Coach’s second year, the Coach needs to attend the CYO Coaches Orientation. All Coaches are to sign and submit the Code of Conduct contract before coaching.

The Athletic Director will recruit and appoint “B” team Head Coaches.

The Board reserves the right to dismiss Head and Assistant Coaches.

2.4 Registration

Registration for the Fall, Winter, and Spring seasons will be posted on the CYO Website and/or the Church Bulletin. Late registrations, as determined by a posted date, will be charged \$20. Registrations received after the “Registration Closed” date, will not be allowed unless the Athletic Director and the Board decide otherwise. Registration fees are to be posted before the season on the CYO website, and determined by the Board.

SS Philip & James CYO Board requires its’ CYO athletes to attend CCD classes if they do not receive Religious training in their school, at least until the Sacrament of Confirmation is received.

2.5 Tryouts and “Cuts”

Coaches that want to hold “tryouts” or have “cuts”, must get the approval of the Athletic Director before the tryouts and/or cuts are announced.

ARTICLE VII AMENDMENTS

These bylaws may be amended or revised by a vote of at least six of the nine Board members.