

St. Norbert CYO Athletic Ministry Bylaws

The specific purpose of the St. Norbert CYO athletic program is to help our children to develop strong moral character & self worth through athletics, based on Christian principles.

ARTICLE I. NAME

Section 1 St. Norbert CYO Athletic Ministry Board ("The Board")

ARTICLE II. PURPOSE

Section 1 To be the governing body of all Parish CYO 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, ensuring that the Commitment to Excellence and the Code of Conduct is followed by all coaches, athletes and parents/fans and implementing and upholding the tenets of the archdiocesan CYO Sports Mission Statement.

ARTICLE III. MEMBERSHIP

Section 1 The Board shall consist of a minimum of five (5) officers and a maximum of fourteen (14) members (officers and committee chairpersons); all members will be voting Board members; must be registered and practicing members of St. Norbert Parish; a majority of the Board must have children registered and active in the Parish's CYO and/or Youth Ministry programs. Each member must be at least 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 and participation in all CYO Outreach Programs (i.e. Poor Man's Supper, Banquet, etc.) . Any member absent for three consecutive board meetings will be dismissed from continuing membership unless a majority of voting members present at a meeting overrules this action.

Section 4 Board and committee members cannot hold a Region 32 "Board position" or an Archdiocesan "Board position" due to a potential conflict of interest. Section 5 Appointment of New Members to CYO Board:

1. Open Board and committee positions are posted on the CYO website, in the Parish Bulletin and distributed to the Parish School and Religious Education families.
2. In order to apply, the candidate must be registered and practicing member of St. Norbert Parish, and have on file in the Parish School Office certificates for the following:
 - Virtus—Safe Environment Workshop
 - Criminal Background check
 - Child Abuse Background check
3. Candidate applies for a position by submitting a letter to the Board that includes the following:
 - a) stating position applying for and their qualifications for the position
 - b) the letter includes the reason the candidate is interested in serving in this position

4. Board reviews candidates and submits recommendation to Pastor/Priest/Moderator. An interview may be requested by the Board and/or the Pastor/Priest/Moderator.
5. Pastor/Priest Moderator and President make the final decision on a Candidate.

ARTICLE IV. OFFICERS

Section 1 Officers of the Board include the following:

- President
- Athletic Director (AD)
- Assistant Athletic Director (AAD)
- Treasurer
- Recording Secretary
- Registrar/Web Master
- Fundraising/Community Service Director
- Scheduler (basketball season only)
- Pastor/Priest Moderator

Section 2 In general, the term of office for all officers shall be two (2) years (July 1 – June 30). Officers may serve two consecutive terms with board approval by a majority vote and approval from the Pastor/Priest Moderator. Officers seeking re-election after two consecutive terms of service are required to reapply for the position they are seeking.

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

The President's responsibilities include:

- Attending and chairing all Board Meetings
- Attend to all official correspondence: including invitations, thank you notes, congratulatory notes, sympathy cards, letters to parents, articles, etc.
- Ensure that all coaches are certified with the following items: successfully completed a background check, attended the Archdiocese Coaches Orientation, attended a Safe Environment Workshop; ensures certificates of the preceding items are on file at the Parish Office
- Based on registration ensure all registrants are Parishioners
- Represent CYO on the Parish Advisory Board
- Attend Parish calendar meeting; coordinate the seasonal mass (fall/winter/spring)
- Discharging all other duties as communicated from the Pastor/Priest Moderator

The Athletic Director's responsibilities include:

- Attend all special meetings
- First point of contact for all coaches and parents for concerns and requests
- Representing the CYO at all Parish, Diocesan and Region athletic meetings;
- Direct the operations of the Athletic Program
- Based on registration; determine the number of teams/coaches needed for each sport within the season along with the AAD
- Obtain Parish and Region approval for all special athlete issues, review and have all sport rosters approved by Pastor/Priest Moderator
- Manage and participate in the Coach selection process, present to the Board for review and approval and communicate coaching selections determined by the Board

- Ensures necessary team fee payments and rosters are delivered to the region commissioners or district for league play
- Coordinates and conducts annual coaches meeting

The Assistant Athletic Director's responsibilities include:

- Coordinates and conducts the annual coach's meeting along with the AD
- Communicate CYO mission and philosophy to all coaches along with the Pastor/Priest Moderator
- Prepare all rosters for approval by Athletic Director and Pastor/Priest Moderator based on registration, determine the number of teams/coaches needed for each sport within the season along with the AAD
- Responsible for the coordination of distribution of uniforms and equipment at the start of each team's season to the respective coaches; the collection & inventory of all uniforms & equipment at the end of each team's season; and the ordering of new uniforms as needed. Assist in the creation and enforcement of a uniform policy
- Conducts and collects player and parent evaluations; collates the results for each coach evaluated and sends the evaluations with the summaries to the AD and President and the summary only to the coach and Board members
- Manage all Parish Tournaments
- In the absence or disability of the AD, to perform all duties and exercise the powers of the AD, subject to the control of the Board

The Treasurer's responsibilities include:

- Coordinating all financial activities of the CYO
- Receive and disburse the monies of the organization
- Maintain a permanent record book with a detailed account of all money received and all money paid out
- Deliver a financial report at Board Meetings
- Prepare and present an end of year financial statement for approval to the Board, upon approval deliver to the Parish Business Manager
- Prepare a budget for coaches in regards to tournaments

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
- Ensure previous meeting minutes are reviewed and approved at all meetings
- Keep attendance records of Board meetings and tabulation of all Board votes

The Registrar/Web Master

- Manage/distribute CYO email
- Maintain the CYO website
- Manage the registration process for all sports, send registration to President & AD
- Publicize CYO news, activities and events and distribute to the families of the Parish and Religious Education Schools, prepare information for the parish bulletin, website, email, etc
- Coordinates obtaining photos of each sport and team pictures for use on the Website and Parish School Yearbook

The Fundraiser/Community Service Director's responsibilities include:

- Coordinates tournament snack bars.

- Initiate and oversee programs designed to develop social growth in CYO Participants.
- Coordinating the overall organization of any fundraising events
- Ensures 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 and ask that all teams communicate their project and when it will be completed by the middle of the season.
- Responsible for the planning of the 8th Grade Sports Banquet.

The Scheduler's responsibility (basketball season) includes:

- Attends school district field/facility selection, schedules 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.

ARTICLE V. MEETINGS

Section 1 The Board shall meet as needed during the school year. The meeting schedule for the school year will be determined at the first official meeting of the school year. These meetings are not public meetings, but a parish member who wishes to propose something to the Board, may contact any officer 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 available to the Parish.

Section 2 No regular or special meeting of the Board shall be valid unless there are at least five (3 officers and 2 other Board members) 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, two-thirds of the Board members votes are needed to make a change.

Section 4 Each Board member 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 Discipline

All coaches, participants, parents and fans are obligated to attain proper conduct as stated in the Archdiocese of Philadelphia Code of Conduct and St. Norbert CYO Code of Conduct and St. Norbert CYO By-Laws. In the event of a violation of these documents, a Region 32 Incident Report is completed by the Coaches and/or Officials involved in the incident and submitted based on the instructions of the report. Upon receipt of this report by the AD, the Discipline Review Committee will be convened. The Discipline Review Committee (DRC) will consist of the following Board Members: President, AD, AAD, Pastor/Priest Moderator and another coach of the sport involved chosen by the President. The written report will be reviewed by the members of the DRC. Depending on the incident, a meeting may be conducted with the parties involved to further understand the violation. After reviewing the incident, the DRC will determine an appropriate penalty using the Archdiocese of Philadelphia Athletic Ministry Handbook as a guide. This penalty will be communicated to the involved parties by the AD. The DRC will make the Board aware of discipline issues in a general sense in order to protect the parties involved. Appeals may be submitted to the AD within forty-eight (48) hours of receipt of the ruling(s) and/or actions(s) determined by the DRC. The appeal must be in writing stating the full description of the circumstances. Appeals will be presented to the Board who in turn shall review and determine the disposition of the appeal within seven days.

Section 2 Grievances

The first step when handling a grievance is to suggest that the parent wait a minimum of 24 hours after an incident raising the sports issue with the Head Coach first, and then the AD in an attempt to resolve the grievance. If the grievance is not resolved, the parent may send a grievance to the AD in writing 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 AD will present the grievance to the Board for review at its next meeting and either make a decision on the grievance, or decide to hold a meeting with the parties involved to collect more information. Once the Board is satisfied it has all the information needed, it will render a decision through majority vote. The decision will be communicated to the parties involved by the AD.

Section 3 Coaches

All Head & Assistant Coaches must be registered and a practicing member of St. Norbert Parish and/or a Parish within the Archdiocese of Philadelphia and must be accredited in accordance with the Archdiocese of Philadelphia (AOP) CYO Handbook and parish requirements. These include:

1. Attendance at a Safe Environment Workshop
2. Attendance at the AOP Coaches Orientation Workshop; first year coaches have the option of completing the online course called: Catholic Coaching Essentials, but before the year is up, they must attend the AOP's Coaches Orientation
3. Obtaining a Criminal Background Check
4. Obtaining a Child Abuse Clearance
5. Additional training as required

All certificates and proof of credentials of the above items must be on file with the Parish School Office. All Coaches are to sign and submit the Code of Conduct contract and Coaches Pledge before coaching.

3.1 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.

3.2 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, and the 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

3.3 If a coach wishes to engage players in a non-CYO event or a team building exercise outside of St. Norbert property, he or she must obtain prior written approval from the President, AD, and Pastor/Priest Moderator.

If any activity is conducted without such prior approval, corrective disciplinary action will be taken up to and including expulsion from the CYO ministry (coaching, participation, Board Member).

3.4 Application /Retention of Coaches

Open Head Coaching positions will be posted on the CYO Website, sent via an email communication, placed in the Parish Bulletin and distributed through the Parish, School, and Religious Education.

Anyone wishing to coach a team as a Head Coach is required to complete the Coaches Application and send to the AD in paper or email. The communication will include a deadline as to when the coaching applications are due. Once the deadline has passed, depending on the coaching needs, interviews with all applicants will be arranged. The Interview sub-committee will include: President, AD, AAD, an existing coach of the sport and the Pastor/Priest Moderator and will conduct the interviews. A Board meeting will be held to present the candidates, their applications and references. A majority vote will determine the coach. The AD will communicate with all applicants in writing as to the outcome of the interview process and Coach announcement. In the event that there is not a need to conduct interviews, the President, AD, and AAD will conduct a brief meeting with the coaching applicants before agreeing to have them coach.

Head Coaching positions are held for one year. Those Head Coaches wishing to return as the Head Coach the following year must contact the AD in writing, requesting to coach again. The Board 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 AD who will present to the Board for approval of the selection.

The AD & AAD will recruit and appoint Parish team Head Coaches as needed subject to Board approval.

The Board reserves the right to dismiss Head and Assistant Coaches in accordance with these by-laws.

Section 4 Athlete Eligibility

Athletes are eligible to participate in St. Norbert CYO as long as they are members in good standing of St. Norbert Parish and attend Religious Education classes if they do not receive Religious training in their day school, and meet all of the registration requirement deadlines in accordance with the Archdiocesan CYO Handbook. Athletes may participate in all sports at the following levels as described below:

- Varsity Level: 7th & 8th Graders
- JV Level: 5th & 6th Graders
- Cross Country & Track & Field: 4th thru 8th

There will be some exceptions as to athlete participation based on the Archdiocesan CYO Handbook. These exceptions will be handled by the AD who will seek the necessary approvals from the Pastor/Priest Moderators and the Region 32 Board.

ARTICLE VII AMENDMENTS

These bylaws may be amended or revised by a vote of two-thirds of the Board members. All amendments must be presented in writing to the Board prior to the next Board Meeting.