

St. Malachy Athletic Ministry Committee Bylaws and Policies

Athletic Committee Mission Statement:

We, the members of the St. Malachy Athletic Committee, acting as an extension of the ministries of St. Malachy Parish, teach and uphold the values of love of God and love of neighbor. We strive to teach, encourage and develop healthy attitudes of good sportsmanship and teamwork, as well as cultivate basic sports skills, leadership and self-confidence. This shall be accomplished by providing a positive environment that gives the opportunity for each participant to grow spiritually, emotionally and physically.

Section 1. Name

The name of this body shall be the “St. Malachy Athletic Ministry Committee” (hereinafter “Athletic Committee”).

Section 2. Authority

A. The Pastor and the St. Malachy Family Life Committee establish the Athletic Committee as the policy-making body for the St. Malachy Athletics program.

B. All decisions of the Athletic Committee are subject to the ultimate authority of the Pastor, but are to be considered binding throughout St. Malachy Athletics unless and until the Pastor indicates otherwise.

Section 3. Function and responsibilities

A. It shall be the responsibility of the Athletic Committee to:

1. Establish, implement and enforce policies covering all aspects of Athletics involving St. Malachy Parish Athletes in CYO and other St. Malachy endorsed Athletic activities.

This includes, but is not limited to, the participation and/or eligibility of St. Malachy teams, student-athletes and coaches.

2. When necessary, to consider candidates and vote in new members to the Athletic Committee.

3. With the assistance of the Business Manager, establish an annual budget for the operation of the Athletic Department for submission to the Pastor and the Parish Council for approval.

4. Develop Athletic Department policies, goals and objectives which are consistent with parish and archdiocesan policies, goals and objectives, and which promote the spiritual, intellectual and physical development of all St. Malachy Parish Athletes

5. Supervise all committees and groups under its jurisdiction.

6. Report on the status of the Athletic Committee to the Pastor, and the Family Life Committee (or their designee).

7. Assures mechanisms are in place for recognition and awards for our student-athletes , coaches and volunteers . This includes selection and recommendation of CYO awards.

B. The Pastor is the ultimate authority of the Parish and the Athletic Committee and may override these rules at his discretion.

Section 4. Communication

The Athletic Committee shall communicate its policy decisions directly to the

Family Life Committee (or designee) and to the Parish completely and accurately, using appropriate means.

Further, the Athletic Committee Athletic Director shall, at his or her discretion, appoint liaisons to other committees and units of the parish to foster good communications.

Section 5. Elections

A. The Athletic Committee shall consist of:

1. A minimum of Seven (7) and a maximum of nine (9) parishioners elected by the Athletic Committee.

2. One (1) Liason from the Parish staff appointed by the Pastor.

3. An executive Committee comprised of an Athletic Director, Assistant Athletic Director, Treasurer, Secretary and Parish staff liason.

The remaining voting members will hold at-large positions.

4. Other members such as Gym Manager, Registrar, Concession manager, etc shall be non-voting members.

Section 6. Membership

A. All members shall be Parishoners, at least 21 years old, in good standing, of St. Malachy Parish

B. Each member shall serve a Three-year term, and the Athletic Committee may establish a schedule that provides for the election of approximately one-third of the members annually.

B. No parishioner shall serve more than two consecutive terms as a member of the Athletic Committee. Terms begin on July 1 and end on June 30.

C. Any member may be removed by the Athletic Committee upon a Three-fourths (3/4th) vote of the entire Athletic Committee, or by the Pastor.

D. In the event of a vacancy among the elected members, the remaining members of the Athletic Committee shall elect a parishioner to serve the remainder of the term. If there is less than twelve (12) months remaining in that term as of the date of the regular meeting following the date the vacancy was created, the Athletic Committee may choose to allow it to remain vacant for the remainder of the term.

E. Members are expected to have a strong commitment to the School and the Parish, and are expected to attend and participate in Athletic Committee meetings and functions.

Section 7. Officers

A. The Officers of the Athletic Committee shall consist of an Athletic Director, Assistant Athletic Director, Treasurer, and Secretary.

The Athletic Director, Assistant Athletic Director, Treasurer and Secretary shall be elected by the Athletic Committee upon a majority vote at the last regularly-scheduled meeting of the year. The terms of all Officers begin on July first (1). The term for each office is 2 years

In the case of a mid-term vacancy, the committee may elect an officer to conclude the term, or begin a full term. In the event of a vacancy among the officers, the remaining members of the Athletic Committee shall fill that vacancy from the remaining members.

B. Athletic Director

1. The Athletic Director shall preside at all meetings of the Athletic Committee and, shall be a voting member.
2. The Athletic Director has the responsibility and decision making authority to run the day to day operations of the St Malachy Athletics program. This includes, but is not limited to minor expenditures of Athletic Committee funds (less than \$250), conflict resolution among parents/coaches/sports coordinators, and official communications with the CYO office and other Athletic Directors. All significant decisions such as a coach/player suspension, player/coach/family eligibility matter, or expenditures of funds shall be communicated to the executive committee as soon as possible, and the full committee at the next scheduled athletic committee meeting. The executive committee and/or full committee may review these actions and vote to uphold or reverse them at the committee's discretion.
- 3 The Athletic Director shall, at his or her discretion, establish, and make appointments to and oversee, standing or ad hoc positions and /or committees to study particular issues or perform various functions on behalf of the Athletic Committee. These may include, but are not limited to: Inventory manager, Concession manager, Registrar, Facility scheduler, Web-master, Booster club, and Sports coordinators. These committees or positions may include non-members of the Athletic Committee.
4. It shall be the responsibility of the Athletic Director to develop the Agenda for all meetings of the Athletic Committee and determine the Order of Business. The Athletic Director shall distribute the Agenda, via email or other means, to the members at least four (4) days prior to the meeting.
5. It shall be the responsibility of the Athletic Director, in conjunction with the Parish Office, to establish the time and place of the regular monthly meetings of the Athletic Committee, and to so notify all members at least seven (7) days prior to the meeting.
6. It shall be the responsibility of the Athletic Director to schedule special meetings of the Athletic Committee and/or executive committee as required by circumstances or as required by these bylaws. In such a case, the Athletic Director shall provide members, when possible, at least three (3) days notice, unless a two-thirds majority of the full membership of the Athletic Committee agrees otherwise.
7. When necessary, communicates with the school Principal, Pastor and CYO on Athletic related matters

C. Assistant Athletic Director

1. If the Athletic Director is not in attendance at a meeting of the Athletic Committee, the Assistant Athletic Director shall preside.

2. The Assistant Athletic Director shall be responsible for maintaining records such as coaches contracts, concussion policy forms and other records maintained by the Athletic Committee in its normal course of business.

3. The Assistant Athletic Director shall communicate any disciplinary measures brought forth by the Athletic Committee to the appropriate parties. This person will also be responsible for the follow up with those involved and any actions plans that were put into place by the Athletic Committee.

D. Secretary

1. If neither the Athletic Director nor the Assistant Athletic Director are present at a meeting of the Athletic Committee, the Secretary shall preside. If none of the officers are present, the member with the most seniority shall preside.

2. It shall be the responsibility of the Secretary to record and keep the minutes of the Athletic Committee, and to distribute the agenda and minutes from the previous meeting to all Athletic committee members at least four (4) days prior to scheduled meetings.

3. The Secretary shall post all meeting minutes to the Athletic Committee web site in a timely manner.

4. The Secretary shall be responsible for maintaining the term dates of each Athletic Committee Member.

E. Treasurer

It is the responsibility of the Treasurer to:

1. Prepares the annual budget for consideration of the Athletic Committee.

2. Provides on-going oversight of budget, reviews and coordinates cash flow of concessions, equipment purchases and any other large items for purchase.

F. Executive Committee

The executive committee shall consist of the officers and the Parish liason. The executive committee may meet to discuss and act on minor and/or emergency issues as they arise. Executive committee actions will be relayed to the full committee the next regular business meeting.

Section 8. Other positions

1. Sports Coordinator: Is responsible for overseeing all aspects of the sport they are coordinating, including but not limited to evaluations (when necessary), roster selection, and coach selection. It is also the sport coordinators responsibility to ensure compliance with the concussion policy and the coaches handbooks/ contracts for the coaches and players in his/her sport.

2. Sport Liaison: It is the responsibility of the liaison of each sport to support and assist the Sports Coordinator and to review and advise team division placement (A,B,C). They are to communicate any issues to the Athletic Committee in a timely manner.

3. Gym Manager: The gym manager shall be an active Athletic Committee member, or a designee appointed by the athletic director, who is responsible for Noll Hall on an assigned day. The gym manager has the responsibility and authority to maintain and uphold the mission of Saint Malachy CYO Athletics and the CYO Code of Ethics as it pertains to coaches, players and spectators. The gym manager is responsible for set up, takedown, cleaning and security of Noll Hall.

4. Uniform Coordinator: It is the responsibility of the uniform coordinator to maintain uniforms and the uniform contracts. They shall communicate with the Sports Coordinator regarding uniform collection and distribution. The uniform coordinator will help resolve any missing or lost uniform and/or a breach of contract issues.

5. Concession manager: It is the responsibility of the concession manager to oversee all aspects of the concession operation. This includes, but is not limited to: inventory acquisition and maintenance, pricing sheets, set-up/closing procedures for volunteers. The concession manager shall work under the direction of the Athletic Committee Treasurer.

6. Registrar: It is the responsibility of the registrar to open and close registration on the web site. The registrar will communicate registration updates and issues with the sport coordinators and the athletic director. It is the responsibility of the registrar to notify CYO of the number of St. Malachy teams and their divisions for each sport. The registrar shall also maintain records of fee status for participating families and shall advise the athletic director of any delinquencies. The registrar shall also ensure all participants have a current physical on file with the athletic department, and shall maintain these records.

Section 9. Meetings

A. The Athletic Committee shall attempt to meet at least monthly.

B. Upon the written request of three (3) members, the Athletic Director shall schedule a special meeting on the date requested. No special meeting may be requested on less than three (3) days notice, unless a two-thirds majority of the full membership of the Athletic Committee agrees otherwise.

C. A simple majority of the members of the Athletic Committee constitutes a quorum.

D. Meetings, except for Executive Sessions, shall be open to all St. Malachy parishioners.

E. Executive Sessions shall be limited to those matters requiring confidentiality or involving sensitive issues not appropriate for public dissemination. All members shall keep matters discussed during Executive Sessions completely confidential. In order to declare an Executive Session, at least two-thirds of the members present must agree.

F. Only members, or persons invited by the Athletic Committee are ordinarily allowed to participate in discussions or address the group.

G. Persons other than those listed in Section 8(F) may address the Athletic Committee during a meeting,

but only if that person makes such a request to the Athletic Director with a description of the topic to be

addressed at least seven (7) days prior to the meeting, and only upon the approval of:

1. the staff liason, or
2. the Athletic Director and two other members of the Athletic Committee.

Section 9. Voting

- A. Each voting member present shall have the right to vote on all matters considered by the Athletic Committee.
- B. The Athletic Committee shall take no action unless a quorum of its members is present.
- C. In order to take action, a majority vote of the members present, assuming a quorum, at any meeting is required.

Section 10. Amending The Bylaws

- A. The Bylaws may be amended by a two-thirds vote of the full membership of the Athletic Committee and approval of the Pastor.
- B. Members must receive written notice of any proposed amendments to the Bylaws at least thirty (30) days prior to any vote, unless a two-thirds majority of the full membership agrees otherwise.

Section 11. Compliance:

- a. The Athletic Committee shall ensure that all coaches who have contact with children participating in Athletic Committee sponsored sports, have completed Virtus training prior to contact.
- b. The Athletic Committee will make available to the Parish office, the names of all coaches who have contact with children participating in Athletic Committee sponsored sports, for the purpose of criminal background checks.

Section 12. Fees

Participation fees are charged to individuals participating in each St. Malachy CYO sponsored activity. The fee structure shall be evaluated and approved each year by the Athletic Committee as part of its budget process. Every effort should be made by the family for payment to be made in a timely manner. At the discretion of the Athletic Committee, any family with an outstanding fee balance from a previous season(s), may not be allowed to participate in practices or games until the balance is paid, or arrangements made through the Athletic Committee. If families are repeatedly delinquent in paying their fees, the Executive Committee will place the family on probation for a period of one year. A family on probation may only participate in a sport if all fees have been paid *in advance* of practice beginning. The Athletic Committee realizes that a hardship, or other extenuating circumstances may exist for some families. The Athletic Committee shall make every effort to work with these families to assist them.

Section 13. Athlete/ Family Eligibility

As the Athletic Committee is a ministry within St. Malachy Parish, all families wishing to participate in any St. Malachy sponsored athletic activities must be in good standing with St. Malachy Parish. Families not in good standing with St. Malachy Parish will not be allowed to participate until the Athletic Committee has been advised of a status change by a representative of the Parish, ie: Pastor, Business manager etc.

In addition, all student-athletes wishing to participate in any St. Malachy sponsored athletic activities must not be under suspension or other disciplinary action from the student-athletes school. All student-athletes must also meet school and CYO eligibility requirements.

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