

Constitution of the St. Cecilia Sports Committee

Article I: Name and Purpose

Section 1: Name

The name of this organization shall be the St. Cecilia Sports Committee.

Section 2: Purpose

The purpose of the St. Cecilia Sports Committee is to organize and manage athletic programs and activities for the children of St. Cecilia School and Parish. This includes ensuring the safety, sportsmanship, and educational benefits of each sport offered to participants. The Committee shall promote teamwork, fair play, and the development of athletic skills for youth participants.

Article II: Membership

Section 1: Membership

Membership in the St. Cecilia Sports Committee is open to all parents, guardians, and other interested parties who wish to be involved in the organization and development of athletic programs for the children of St. Cecilia Parish.

Membership shall be open to all individuals of St. Cecilia parish 18 years or older. A member as referred to hereinafter is one who attends 3 (three) consecutive or 6 (six) regular scheduled meetings of the Sports Committee each year. Members do not have a vote until they have attended the 3 (three) consecutive or 6 (six) regular scheduled meetings.

Section 2: Eligibility

Any individual interested in participating in the activities or operations of the St. Cecilia Sports Committee must adhere to the principles outlined in this Constitution and By-Laws.

Section 3: Voting

In all matters that are properly presented to the Sports Committee, each member shall have the right to cast one vote and such voting may be done by proxy. The president shall have no vote except in the event of a removal of a coach or in the case of a deadlock of any issue before the Sports Committee, in which case it shall be his or her duty, or in his or her absence or incapacity, the duty of the Vice President to cast a deciding vote. Voting will be in a closed session and will remain private.

In situations where voting needs to occur in between meetings electronic voting is permitted.

ARTICLE III: OFFICERS

Section 1: Duties of the Officers

President:

- The President shall oversee the general operation and strategic direction of the Sports Committee, ensuring that all activities align with the mission of the committee.
- The President is the presiding officer of all committee meetings and has the final say in any tie votes.
- The President shall also represent the committee to external stakeholders and serve as the primary point of contact with the pastor, school principal, and other parish leaders.
- Approve expenditures up to \$500 in the interest of the sports committee without a vote. The expenditure must be approved by the treasurer prior to purchase to verify funds.

Vice President:

- The Vice President shall assist the President in all duties and assume the President's responsibilities in their absence.
- The Vice President will also be the chairperson of the Grievance and Appeals Committee (G.A.C.).
- The Vice President will help coordinate volunteer efforts and manage special events as needed.

Treasurer:

- The Treasurer is the custodian of all funds and is responsible for maintaining accurate financial records, reporting on finances, and preparing annual financial statements.
- The Treasurer shall submit written or digital summary reports at each regular meeting and a detailed financial report to the Pastor and Business Manager each month.
- The Treasurer or President, in conjunction with the Pastor, will sign all checks drawn on the organization.
- Be the primary custodian of the Sports Committee credit card
- Audit all online purchases for validity
- Create Standard Operating Procedures for cash management
- The Treasurer shall transfer all financial records to their successor at the end of their term.

Secretary:

- The Secretary shall be responsible for keeping accurate meeting minutes, managing committee correspondence, and ensuring that documents are distributed to the appropriate parties.

- The Secretary will also maintain a file of important documents, such as meeting minutes, reports, and records of grievances and appeals.

League Director:

The League Director represents St. Cecilia with other league directors in the Diocese and attends meetings related to these leagues.

- The League Director is responsible for setting up and managing league registrations, schedules, tournament schedules, and purchasing awards.
- They also hire and coordinate referees, coordinate Concessions needs to determine volunteer needs, and ensure volunteers are trained to operate the scoreboard.

Sport Coordinators:

- Each sport will have a designated Coordinator who serves as an officer of the Sports Committee.
- Responsibilities include:
 - Creating a coach's packet of information regarding league play, rules, code of conduct
 - Hosting a coaching info session
 - Uniform distribution
 - Coordinating with coaches to schedule practice times
 - Ensuring Virtus compliant coaches and assistant coaches
 - Drafting rules and procedures for their sport
 - Managing volunteer coach and player registrations

Section 2: Term of Office

The term of office for all officers shall be one year. Officers may be re-elected or re-appointed.

Article V: Elections and Appointments

Section 1: Elections

Elections of officers will occur at the March meeting with newly elected officers assuming their responsibilities at the April meeting of the Sports Committee.

All members of the Sports Committee may cast a vote including the president in elections.

Section 2: Transfer of positions: In the event of the resignation or death of one of the elected officers, a replacement shall be made by a majority vote of the members of the Sports Committee to serve the balance of the term.

If an officer of the Sports Committee has 2 (two) unexcused absences within a year of scheduled monthly meetings, the officer may be questioned as to why the absences had occurred and given a warning. If a third meeting is missed without a reasonable explanation, the members of the Sports Committee may vote to replace the officer.

Section 3: Appointments

All committee members, directors, and other appointed positions shall be chosen by the President or elected body, as applicable.

Article VI: Meetings

Section 1: Regular Meetings

Regular meetings will be held once a month or as determined by the Committee. A quorum for any meeting shall consist of a majority of active members.

Section 2: Special Meetings

Special meetings may be called by the President or upon the request of any two officers of the Committee. 24-hour notice must be given to all members prior to such meetings.

Article VII: Amendments

Section 1: Amendments

These by-laws may be amended by a two-thirds majority vote of the Committee members present at any regular or special meeting. All proposed amendments must be submitted in writing to the President prior to the meeting.

By-Laws of the St. Cecilia Sports Committee

Article I: Players

Section 1: Waiver Cards

The parents or legal guardian of each child participating in any athletic activity sponsored by the Sports Committee must accept a waiver as part of the online registration process.

Section 2: Uniforms

All teams sponsored by the Sports Committee will be uniformed in a uniform provided by the Sports Committee, purchased by the parent/guardian of the player, or loaned from the school, depending on the sport.

Section 3: Player Conduct

Any player who, through their words, deeds, or actions, detrimentally affects the St. Cecilia Parish or the Sports Committee or fails to uphold the Constitution or By-Laws of the Sports Committee shall be reprimanded as determined by the Sports Committee in conjunction with the pastor and school principal. Final disciplinary action is determined by the pastor and school principal.

Any player who is disciplined or suspended by the school they attend may also be suspended from participating in any sport offered by the Sports Committee during the period of suspension.

Players and their parents are responsible for understanding and following the Constitution, By-Laws, and the rules and regulations of the league in which they participate.

Section 3a: Player eligibility

Grades

School attendance

Article 2: Coaches

Section 1: Conduct

All coaches or managers must conduct themselves in a manner that does not detrimentally affect St. Cecilia Parish or violate the Constitution and By-Laws of the Sports Committee. All coaches or managers are under the direct jurisdiction of their respective Commissioner.

Section 2: Coaching Criteria

The head coach, appointed by the Commissioner of the sport, must exhibit the qualities necessary to uphold the Constitution and By-Laws for the Sports Committee. The following guidelines will be used to determine a head coach's eligibility:

- All coaches must be VIRTUS trained and compliant.
- An established head coach will progress with their child, and previous years' assistant coaches may continue with the head coach they worked with in the most recent season.
- Priority will be given to parents of team members.
- Knowledge of the sport and previous coaching experience is required.
- A willingness to teach sportsmanship and team play.
- Ability to conduct themselves in a sportsmanlike manner.
- Past experience working with children.
- Available time for practices and games.
- Willingness to improve knowledge of the sport.
- No head coach may coach more than one team without committee approval.
- Coaches must be at least 18 years of age.

Section 3: Missed Practice & Game Policy

Players are expected to attend every practice and game. Attendance will be monitored by the head coach and may affect playing time. Excused absences will be considered on a case-by-case basis. After three unexcused absences, playing time may be reduced at the coach's discretion.

At games, players are expected to show the highest standard of sportsmanship. Any unsportsmanlike behavior may result in suspension or reduced playing time.

Section 4: Practices and Games Schedule

No practices or Games are to be played on Holy Day of Obligations

No practices or games are to be played when school is closed due to weather related events

Section 5: Coaching Panel

In the event of multiple individuals requesting the coaching position for the same team, a three-member panel will be formed to decide on the selection. The panel will consist of the Commissioner of the respective sport, the Vice-President, and one member appointed by the President. All decisions are final.

Section 6: Grievance Process for Coaches

Any coach or individual with a grievance must submit it in writing to any officer of the Sports Committee. The grievance and supporting documentation must be submitted to the President within 7 days. The President has 3 days to notify the Sports Committee and form a Grievance and Appeals Committee (G.A.C.). The G.A.C. will have 7 days to rule on the grievance, though this period may be extended at the President's discretion.

Section 7: Removal of Coaches

If a coach fails to uphold the Constitution or By-Laws, they may be removed from their position. Removal requires a majority vote of the quorum, which must include the President, the Commissioner of the respective sport, and one other officer. If the President or Commissioner is involved, the Vice-President will take their place.

Section 8: Team Formation

The process of forming teams will follow league rules and be based on the best interests of the players. Coaches will be consulted about late acceptance of players, and players may be moved up to older age groups with approval.

Section 9: Right of Appeal

Any individual who feels they have been unjustly denied a coaching position or removed from coaching may appeal the decision within 7 days. The appeal must be submitted in writing to the President, who will form a G.A.C. to review the appeal. The decision of the G.A.C. will be final.

Article 3: Grievances and Appeals

Section 1: Formation of Grievance and Appeals Committee (G.A.C.)

A committee will be formed to hear all grievances and appeals regarding a St. Cecilia Sports team. The Vice-President will chair the G.A.C., with two additional members appointed by the President and two appointed by the individual presenting the grievance or appeal. The decisions of the G.A.C. will be in writing and are final.

Section 2: Grievance Submission Process

Any individual who has a complaint or grievance must submit it in writing to any officer of the Sports Committee. The officer will forward the grievance to the President within 7 days. The President has 3 days to notify the Committee and form the G.A.C. The G.A.C. will have 7 days to rule on the grievance, though this period may be extended.

Article 4: Volunteer Hours

St. Cecilia Sports Committee requires families with children playing sports for STC to commit at least 2 volunteer hours per family. Signups will be sent out via email and posted on the school website under the sports section. There are a variety of ways this obligation can be fulfilled. Volunteer opportunities include working the concession stand, admissions, clean up, scorers table, archery tournaments, U4/U6 soccer, and much more. Coaching and being an active committee member counts towards your hours.

If a family is unable to fulfill its obligation with service, a \$100.00 fee will be assessed for each hour not worked. Parents are urged to volunteer their time in obtaining their required sports support hours. However, relatives may assist by volunteering for school sports activities (this should be noted on the service hour form). Hours may not be donated from one family to another.

Article 5: Sponsorship and Fundraising

The Sports Committee will engage in fundraising activities to ensure the success and sustainability of its sports programs. Donations and sponsorships will be used to purchase uniforms, equipment, and support other necessary operational costs. Fundraising events will be held periodically throughout the year, and all members are expected to participate.

Article 6: Miscellaneous

The committee will engage in periodic reviews of its operations, policies, and procedures to ensure that it is fulfilling its mission. All members are encouraged to offer input during these reviews.

Article 8: Trophy Reimbursement

The Sports Committee will reimburse the cost of any championship trophy (ies) up to \$100 if the host league/ tournament does not provide individual/team trophies. Per season. Must be notified in writing to committee.

Article 9 Tournament entry fee reimbursement

The Sports Committee will reimburse the entry fee to (1) pre- or post-season tournament up to \$100.

Article 10: Coaches Registration reimbursement

The Sports Committee will reimburse the head coach for their child's registration fee who coaches a full season for each sport. The coach must have a child in respected sport. Excluding U4-U6 soccer. The coordinators will notify Treasurer of list of all qualified head coaches to be reimbursed.

Article 11: Voting member of sports Committee

All voting members of the sports committee will receive 1 free sports entry fee after the competition of their full term as a voting member. They will continue to receive free entry fees as long as they serve a full term. In situations where you have 1 child playing in 1 sport yet you coach and are on the sports committee you will only receive 1 entry fee. Not two.