

CONSTITUTION OF THE ST. CECILIA SPORTS PROGRAM

REVISED NOV, 2023

REVISED JUNE, 2018

REVISED JULY, 2008

ARTICLE I

NAME

The name of this organization shall be the St. Cecilia Sports Program hereinafter referred to as the Sports Program.

ARTICLE II

OBJECTIVE

The objective of the Sports Program will be to implant ideals of good sportsmanship, honesty, loyalty, and respect for authority in a Catholic Christian setting, while developing participants' athletic abilities. To achieve these objectives, the Sports Program will provide a supervised program of competitive and recreational sports.

ARTICLE III

Section 1

(PARTICIPANTS IN SPORTS PROGRAM)

All parishioners of St. Cecilia parish shall be eligible for participation in sponsored activities of the Sports Program. Non-students are eligible for participation only if league rules where teams of St. Cecilia participate, allow for non-student participation. St. Cecilia School and CCD students will be given priority access to sports programs over non-parishioners participants. All applications for participation are subject to approval by the Sports Program.

Section 2

(RIGHT TO VOTE)

In all matters that are properly presented to the Sports Program, 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 Program, 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.

ARTICLE IV

MEMBERSHIP

Section 1

(MEMBERS)

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 program each year. Members do not have a vote until they have attended the 3 (three) consecutive or 6 (six) regular scheduled meetings.

Members have a right to vote.

ARTICLE V

OFFICERS

The elected officers of the Sports Program shall be a President, Vice-President, Secretary, Treasurer, Fundraising Chair, Commissioners, Directors, AND Concessions Manager. Each officer will serve a one-year term, WHEN MEMBERSHIP ALLOWS. All officers are to be elected by a majority vote of the members of the Sports Program.

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

Officers have a right to vote.

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 Program to serve the balance of the term.

If an officer of the Sports Program 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 Program may vote to replace the officer.

SECTION 1

(DUTIES OF THE PRESIDENT)

The President shall preside at all meetings of the Sports program; enforce the Constitution, By-Laws; and such rules and regulations which may be enacted by the Sports Program; cast a deciding vote on

all issues at any meeting of the Sports Program; supervise the affairs of the Sports Program; sign checks for the payment of monies when Treasurer is not available to sign, when the same are duly authorized by the members of the Sports Program and perform such other duties as decided by the Sports Program.

SECTION 2 (PRESIDENT'S POWER)

The President shall have the power to call special meetings of the Sports Program upon two (2) days notice to all members; authorize emergency expenditure of funds as stated in Article IX

SECTION 3 (DUTIES OF THE VICE-PRESIDENT)

The Vice-President shall perform all the duties and exercise all the powers of the President during his or her absence or incapacity.

SECTION 4 (DUTIES OF THE SECRETARY)

The Secretary shall keep minutes of all meetings of the Sports Program in digital format; see that all notices are duly given in accordance with the provisions of the Sports Program's By-Laws; be custodian of the Sports Program's records, Constitution and By-Laws; conduct all correspondence; maintain an accurate file; and perform such other duties as the Sports Program may from time to time direct.

SECTION 5 (DUTIES OF THE TREASURER)

The Treasurer shall be custodian of all funds; shall keep accurate records of all financial transactions; submit a detailed, written or digital summary report at each regular meeting; submit a detailed, written or digital summary report to the Pastor and Business Manager each month; submit a written or digital annual report, of which a copy shall be given to the Pastor. The Treasurer shall also submit a quarterly financial Report, written or digital, to the St. Cecilia Finance Committee. The Treasurer OR the President in conjunction with the Pastor for disbursement of funds shall sign all checks drawn on the organization. The Treasurer shall transfer all records to the successor, written or digitally.

SECTION 6 (DUTIES OF THE SPORTS COMMISSIONERS)

The Commissioner of the designated sport will serve as an officer of the Sports Program. The responsibility of the Commissioner will include:

- Selecting coaches to head each team (according to the By-Laws of the Sports Program).
- Meet with the coaches prior to each season to explain what is expected of the coaches, pass on any necessary information and ensure all coaches meet all diocesan coaching requirements.
- Determine the number of teams that will compete and the availability of practice space.
- Distribute, retrieve and maintain uniforms and equipment.
- Inform the Sports Program of any pending purchases and for budgeting purposes, the estimated cost.
- Attend the necessary league meetings, or designate someone to attend, and work with the Registrar on player registration.
- Present the maximum tournament allowance available to each team for the upcoming school year. Allowance will be recommended in August and voted on by the officers and members of the sports program.

SECTION 7 (DUTIES OF THE DIRECTORS)

The Director of the designated sport and/or position will serve as an officer of the Sports Program. The responsibility of the Director will include:

- Represent St Cecilia with other league directors in the Diocese. The director will attend monthly meetings and other ad hoc meetings associated with this group.
- Draft all rules and procedures for the sports committee to review and approve.
- Set up and manage the league registration.
- Set up and manage league schedules.
- Provide all updates to league participants.
- Set up and manage tournament schedule and purchase of awards.
- Hire and coordinate referees.
- Coordinate with the Concessions Manager to determine volunteer needs and do one volunteer process.
- Place end of day funds in the safe or deliver to the bank. If needed the President or Treasurer can replace the Director of Leagues.
- Ensure volunteers are trained to operate the scoreboard.

SECTION 8 (DUTIES OF THE CONCESSIONS MANAGER)

The manager of the concessions position will serve as an officer of the Sports Program. The responsibility of the manager will include:

- Oversee all operations of the concession stand.
- Determine menu and pricing.

- Purchase all food and non-perishable items.
- Oversee day to day operations of the concession stand.
- Opening procedures for stand operation.
- Training volunteers to operate cash drawers.
- Ensure concession area has proper displays and merchandise.
- Close stand at event end.
- Help volunteer coordinator with scheduling volunteer sign-ups.
- Work closely with the Sports Committee Treasurer with banking records and cash deposits.
- Maintain clean work area; bring concerns and maintenance items to the necessary personnel.
- Track expenses and income.

SECTION 9 (DUTIES OF THE MERCHANDISE MANAGER)

- Oversee all operations of the merchandise.
- Maintain inventory of all merchandise.
- Communicate with President and Treasurer before and after purchasing of new inventory.
- Determine the pricing of merchandise.
- Selling merchandise.
- Working closely with concessions manager on selling merchandise at concession stand during sporting events.

ARTICLE VI

MEETINGS

The regular meeting of the Sports Program shall be held on the 2nd Tuesday of every month, at 7:00 PM, or an alternative date to be selected at least two days in advance of the regularly scheduled meeting. The President or a majority of the members of the Sports Program may call special meetings at other times.

A simple majority vote is needed to determine matters of policy approve payment of bills and approve all normal activities of the Sports Program.

Order of Business

- I. Call to Order/ Prayer
- II. Read and approve minutes of the last regular meeting
- III. Treasurers Report
- IV. Commissioners Report (Volleyball, Basketball, Soccer, Archery)
- V. Directors Report
- VI. Fundraising Report

- VII. Old Business
- VIII. New Business
- IX. Adjournment

ARTICLE VII

QUORUMS

A majority of the members of the Sports Program shall constitute a quorum.

ARTICLE VIII

AMENDMENTS

The Constitution and By-Laws of the Sports Program may be amended by a 2/3 (two thirds) majority vote of the members of the Sports Program cast at any regular monthly meeting. Proposed amendments must have been presented, in writing, and read at the previous regular monthly meeting. The revision date shall be changed each time an item is amended.

ARTICLE IX

EXPENDITURES

The Sports Program shall maintain a commercial account (checking account). The designated financial institution may be changed at any time with a majority vote of the members of the Sports Program.

All funds received by the Sports Program, its committees, or any person acting as an agent of the Sports Program, shall be transferred to the Treasurer by the next regular meeting, and be deposited in the commercial account. No such funds shall be deposited in any other account either established in the name of the Sports Program or any of its' committees or in the account of a private individual. Requested expenditures, other than for standard operating expenses, must be approved by a 2/3 (two thirds) majority vote.

Funds of the Sports Program exceeding standard operating fees may be expended only for such purposes and activities as approved by a simple majority of the members present at any regular meeting of the Sports Program.

The President has the authorization to approve the payment on an emergency basis of any Sports Program related bills, up to and not exceeding a total of that sport's league fee.

ARTICLE X

COMMITTEES

SECTION 1

(GRIEVANCE 1 APPEALS COMMITTEE)

A committee will be formed to hear all appeals and grievances regarding a St. Cecilia Sports team. The Vice-President will be the chairperson of the Grievance / Appeals Committee hereinafter referred to as the G.A.C. The President shall appoint 2 (two) members to the G.A.C. and the individual or individuals presenting the grievance or appeal shall appoint 2 (two) members to the G.A.C. All decisions of the G.A.C. will be in writing and are final.

SECTION 2

(OTHER COMMITTEES)

Committees may be formed on an as needed basis to perform certain tasks deemed necessary by the members of the Sports Program. The appointed Sports Program Committee member for each activity may be called upon to present an oral or written report at each meeting

SECTION 3

(GRIEVANCE PROCESS)

Any individual who has a complaint or grievance must submit their complaint or grievance in writing to any officer of the Sports Program, specifying reason and all necessary information, i.e., dates, times and all individuals involved.

The officer must submit the grievance & supporting documentation to the President within 7 (seven) days.

The President has 3 (three) days to notify the Sports Committee and form a G.A.C, and when necessary, will a special meeting will be called. The G.A.C. will then have 7 (seven) days to rule on the grievance or appeal, prior to the vote. In instances where it is deemed necessary, the President may extend the decision period of the G.A.C.

BY-LAWS OF THE ST. CECILIA SPORTS PROGRAM

REVISED NOV, 2023

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ARTICLE I PLAYERS

SECTION 1

(WAIVER CARDS)

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

SECTION 2

(UNIFORMS)

All teams sponsored by the Sports Program will be uniformed in a uniform provided by the Sports Program, by purchase by the parent / guardian of the player or by loan from the school, depending on that sport.

SECTION 3

(PLAYER CONDUCT)

Any player who by his or her words, deeds or actions in any manner, detrimentally affects the St. Cecilia Parish or the Sports Program or fails to uphold the Constitution or By-Laws of the Sports Program shall be reprimanded in a manner determined by the Sports Program in conjunction with pastor and school principal. Final disciplinary action determined by pastor and school principal.

Any player who is disciplined, or suspended, by the school they are attending, may also be suspended from participating in any sport offered by the Sports Program at the time of their suspension.

Any player who fails to maintain a passing grade in a subject, which after consultation with teachers, principal, and parents is determined to be a result of the player's study and work ethics, may be suspended from participating in any sport offered by the Sports Program until improvement in that subject is achieved. Players and their parents shall be responsible to know, understand and follow the Constitution and By-Laws of the Sports Program, and the rules and regulations of the league in which they are participating.

ARTICLE II

COACHES

SECTION 1

(CONDUCT)

All coaches or managers must conduct themselves, by words, deeds, and actions in a manner that does not detrimentally affect the St. Cecilia Parish or the Constitution and By-Laws of the Sports Program. All coaches or managers are under the direct jurisdiction of their Commissioner.

SECTION 2

(COACHING CRITERIA)

The head coach being appointed by the Commissioner of the sport must exhibit the qualities to uphold the Constitution and By-Laws for the Sports Program.

The following guidelines will be used in determining a head coach's eligibility:

- All coaches must be VIRTUS trained and compliant.
- An established head coach will progress with their child, previous years assistant coach may continue with head coach they have worked with in most recent season.
- The assistant coach from the following season will receive due consideration in the event the head coach does not return.
- Priority will be given to parents of the team members.
- Knowledge of sport.
- Previous experience in said sport.
- Willingness to teach sportsmanship and team play.
- Ability to conduct themselves in a sportsmanship type manner.
- Past history of working with children in other capacities.
- Available time for practices and games.
- Willingness to improve knowledge of sport by attending clinics, reading books, or viewing videotapes.
- No head coach is allowed more than one team, without committee approval.
- Head coaches and assistant coaches are to be at least 18 years of age. Younger persons are welcome to help at practices, but should not be coaching in a game situation.
- The coach is responsible to give the opportunity for each player to play at least half a game, no matter the skill level or experience. Coaches will not be held responsible for players who refuse to enter the game. Players will be given less

Assistant coaches will be selected by the head coach, pending approval of the Commissioner of said sport. All teams must have an assistant coach/ or designated parent at all practices AND it is preferred that they have an assistant at all games.

SECTION 3 (Missed Practice & Game Policy)

All players are expected to be at every practice and game. Attendance will be monitored by head coach and will affect playing time.

Excused excuses from practices/games will be limited to a case-by-case bases.

A player with three unexcused absences from practices and/or games can have their playing time reduced to coach's discretion.

If you are going to miss practice/game for any reason, you must notify the head coach prior to practice/game.

Players should plan on staying for the entire practice. If you must leave early, notify your head coach before you leave, this will count towards missed practices and will affect playing time.

At games players are expected to show the highest standard of sportsmanship. Neither opponents nor officials will be taunted or harassed in any way. No one except the coach should say anything to the referees during a game. Incidents of unsportsmanlike behavior could result in suspension from the team or decreased playing time.

SECTION 4 (COACHING PANEL)

In the event of 2 (two) individuals requests the coaching position for the same team or a deviation from Article 2 (two), Section 2 (two) is requested, a three-member panel consisting of the Commissioner of the respective sport, the Vice President and 1 (one) member appointed by the President will be formed to decide on the choice of coaches. All decisions are final.

SECTION 5 (GRIEVANCE PROCESS FOR COACHES)

Any individual who has a complaint or grievance must submit their complaint or grievance in writing to any officer of the Sports Program, specifying reason and all necessary information, i.e., dates, times and all individuals involved.

The officer must submit the grievance & supporting documentation to the President within 7 (seven) days.

The President has 3 (three) days to notify the Sports Committee and form a G.A.C, and when necessary, will a special meeting will be called. The G.A.C. will then have 7 (seven) days to rule on the grievance or appeal, prior to the vote. In instances where it is deemed necessary, the President may extend the decision period of the G.A.C.

SECTION 6 (REMOVAL OF COACHES)

If any coach or assistant coach fails to uphold the Constitution or By-Laws of the Sports Program, the Sports Program may vote to remove said coach or assistant coach from his or her position or refuse to allow him or her to return as head coach or assistant coach of any team.

Prior to a vote, the coach in question may present information and / or dispute his or her possible removal.

The removal of a coach or assistant coach requires a majority vote of a quorum of the Sports Program. The quorum must include the President, the Commissioner of respective sport, and one other officer. In the case of a majority vote for the removal of a coach or assistant coach, the President shall be able to cast a vote. If coach in question is President OR Commissioner of the sport the Vice President will take their place. Any officer OR member of the sports committee must exclude themselves from the vote.

The reinstatement of eligibility of a previously removed coach will be accomplished by the same method as used for his or her removal.

SECTION 7 (TEAM FORMATION)

The process of forming teams, including coaching positions, will be as laid out in Section 2 — Coaching Criteria and by the following:

- Team formation will follow league rules of the respective sport.
- Where possible, the Sports Committee will attempt to keep teams together from year to year. Other specific teaming requests from coaches, players or parents will be accommodated where possible at the discretion of the respective sports commissioner.
- Late acceptance of players will be based on league rules and team needs. Coaches will be consulted regarding late acceptance of players.
- Players play "up" With an older age group with the head coach's and respective sports commissioner's approval, and where permitted by league rules.
- If the team's previous year assistant coach does not continue with the head coach they have worked with in the most recent season and a new assistant coach is needed, the selection of the assistant coach will occur after the team has been formed and players have been assigned.

- Placement of players is at the discretion of the Sports Committee and all decisions once rosters set are final. If a parent decides to remove the player after the team roster is set, regardless of the reason the registration fee will not be refunded.

SECTION 8 (RIGHT OF APPEAL)

Any individual, who feels they have been unjustly denied a coaching position, or unjustly removed from coaching, has the right to appeal the decision within 7 (seven) days of being notified of the decision. The appeal must be made to the President of the Sports Program in writing, stating the reason for said appeal and signed by the affected individual.

The President has 3 (three) days from receipt of appeal to form a G.A.C. as described in Article X, Section 1, of the Constitution of the Sports Program. A final vote will be cast in a closed session and the decision will be final and binding.

SECTION 9 (VOLUNTEER HOURS)

St. Cecilia Sports Program 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.

Sports Partnership hours are separate from the School parent Partnership hours. However, if you are a coach and/or active sports committee member, your hours do count towards the school and sports partnership hours.

Each family is required to keep a record of their STC Sports Partnership hours. The logs will be given to each family in the beginning of the school year and available on the school website under the sports section. Submit your volunteers hours form to the Volunteer Hours Coordinator.

SECTION 10

(Sports Registration)

Coordinators post sports registration on Sports Connect where parents can register their child to play. Parents will be notified via email and through the school newsletter. The sports connect website can be accessed through email registration notification and through the school sports website.

The Sports Program offers free registration. As an extra incentive and in appreciation for parents or others volunteering to be head coaches, the STC sports program offers free registration for the first child in the family, limited to only one head coach per team and a maximum of 1 free registration per family, per sport. The majority of our coaches are volunteer parents. If you are interested in coaching, we can almost always find a spot for you. No experience is necessary. Just indicate your interest on the registration form or email the sports committee.

Active sports committee members receive one free sports registration per school year.