

ATHLETIC MINISTRY By-laws

**ST. EDWARD CHURCH
9608 Sue Helen Drive
Louisville, Kentucky 40299**

St. Edward Athletic Ministry By-laws

Articles I through IV: Revised document 12/17/07

This document is for the Athletic Ministry to use as a guideline for the administration of our sports ministry program at St. Edward. Any amendments or updates to this document must be approved by the Athletic Ministry Council and the Parish Pastoral Council prior to implementation.

- ❖ *The St. Edward Athletic Ministry is to promote the spiritual and physical welfare of all St. Edward parish youth. We are a Catholic community and as such, all activities shall reflect the teachings of Jesus Christ and His church.*
- ❖ *The St. Edward Athletic Ministry is to promote Christian competition. Christian competition is embodied in the word respect. Those who participate in the athletic ministry in any way are expected to show respect for themselves and those they encounter at all times and in all situations.*

Article I: Duties of Athletic Ministry Council

The duties of the AM Council shall be defined as follows:

Section 1.01 AM Council Chairperson

The chairperson's main role will be to lead and facilitate the council with keeping the mission statement in the forefront of all we do.

Specific responsibilities of the chair include but, not limited to:

- a) Setting the monthly agenda
- b) Signing all official documents for the ministry
- c) Leading and facilitating the monthly meeting
- d) Deciding on when to use consensus and when to use the majority vote
- e) Accountable to the Pastor and the Pastoral Parish Council
- f) Keeping the council focused
- g) Making sure all committees are up and running that form the council
- h) Empowering parishioners to do the best they can
- i) Collaborating with the AM Council
- j) Affirming, supporting and challenging the AM Council
- k) Supporting the concept of getting more people involved
- l) Empowering the AD to implement an athletic ministry that will become a model program
- m) If any of the AM Council members must step down from their positions the AM chairperson can suggest a replacement with the approval of the AM Council

Section 1.02 Vice-Chairperson

The Vice-Chairperson will assist the Chairperson as needed.

Specific responsibilities of the vice-chair include but, are not limited to:

- a) Assisting in special projects for the AM Council
- b) In the event the Chairperson cannot attend a meeting the Vice-Chair will stand in and facilitate that meeting
- c) In the event the Chair must step down from the position, the Vice-Chair will fill the vacancy of the Chairperson for their remaining term

Section 1.03 Secretary

Specific responsibilities of the Secretary include but, not limited to:

- a) Attends all council meetings and special meetings to record all conversation
- b) Records the conversation of meetings (minutes) that will be filed with the AM Council
- c) Publishes the minutes in written format and sends out to the AM Council
- d) Communicates the monthly agenda to the AM Council

Section 1.04 Athletic Director

The Athletic Director's main role is to share and teach the mission of the Athletic Ministry and implement a model athletic ministry program.

Specific responsibilities of the Athletic Director include but, not limited to:

- a) Ensures that each seasonal sports committee, the coach and team selection committees and the equipment/uniform committee positions are filled
- b) Accountable to the Chairperson and the AM Council
- c) Empowering others to fulfill the mission of the athletic ministry
- d) Representing St. Edward as liaison to the CSAA
- e) Solving problems prior to the conflict reaching the grievance committee
- f) Recruiting and collaborating with the seasonal sports committees, the coach/team selection committees and the equipment/uniform committee
- g) Communicating with the Chairperson of the AM Council when necessary
- h) Attending practices and or games to witness and evaluate implementation
- i) Providing a monthly written report updating the progress of implementing athletics in our parish to the AM Council
- j) Providing copies of the following to the Business Manager in the Parish Office:
 - i. Coaches code of conduct cards
 - ii. Safe environment cards
 - iii. Copy of background checks
 - iv. List of coaches for each sport
 - v. Team rosters shall be provided to the AM Council on a monthly basis.

Section 1.05 Pastoral Parish Council Representative

The Pastoral Parish Council Representative's main role is to communicate the needs of the AM Council, help to ensure the AM Council is following the mission of the Athletic Ministry and Constitution and act as the liaison between the Pastoral Parish Council and the AM Council. The Pastoral Parish Council Representative shall normally be the Parish Life Chairperson; however the Pastoral Parish Council can select another representative if they so choose. This position will

be an ex-officio position meaning this person will not be allowed to vote.

Article II: Duties of the Athletic Ministry Council Standing Committees

The Chairperson of each Standing Committee shall appoint the members of that committee, direct the work entrusted to that committee and report on its activities at the regularly monthly scheduled AM Council meeting. In the event a Chairperson may need to remove a committee member, they shall first discuss the situation with the AM Council. If the AM Council agrees to the removal of that person, the chairperson of the committee and the chairperson of the AM council shall write a letter explaining the reason for the removal.

Section 2.01 Finance Committee:

The Finance Committee shall work collaboratively with a minimum of 4 people together once per month to plan and implement the following functions of the athletic ministry:

A. Finance Chairperson:

Specific responsibilities of the Finance Chairperson shall include but, not limited to:

- i. Attending each monthly AM Council meeting
- ii. Providing a written financial report at each monthly AM Council meeting
- iii. Collaborating with all representatives of the finance committee
- iv. Recruiting representatives to lead specific areas within the finance committee
- v. Responsible for the collection of sports fees and the budget development for the sports that fall under each season

B. Awards Representative:

- i. Responsible for the purchasing and distribution to the coaches of awards including letters, pins, banners and any additional awards resulting from a city championship
- ii. Overseeing (not coordinating) the administration of banquets

C. Budget Representative:

- i. Chairing a budget subcommittee that develops the budget
- ii. Meeting once in January and February and approximately two additional times to finalize the budget
- iii. Responsible for compiling the budget information, getting approval from the Athletic Ministry Council and then presenting it to the finance committee of the parish

D. Bookkeeping Representative:

- i. Overseeing the use of cash flow.
- ii. Responsibilities include monitoring and balancing the checkbook; including all the necessary paperwork (i.e. deposit slips, forms to parish office, check requests, etc.). Preparing monthly summaries to be shared at meetings by the Finance Chairperson.

E. Gate Representative:

- i. Responsible for the gate box preparation, as well as making sure it is where it needs to be and for depositing the funds from the gate box

Section 3.01 Communications Committee:

The Communication committee shall consist of a minimum of 4 persons and shall meet a minimum of 4 times per year. It is the responsibility of the Communications Committee to keep communications lines open between the Athletic Ministry and the parish.

A. Communications Chairperson:

Specific responsibilities of the Communication Chairperson shall include but, not limited to:

- i. Attending monthly AM Council meetings
- ii. Providing a written report at each monthly AM Council meeting
- iii. Providing game schedules for website
- iv. Providing the list of contact person(s) from the Athletic Ministry to the Parish Office yearly and any time there are changes made
- v. Providing a list of coaches and assistant coaches to the Parish Office as needed
- vi. Providing copies of team rosters/game schedules to the parish office as needed
- vii. Recruiting representatives to lead specific areas within the communication committee
- viii. Advertises and solicits candidates for their respective coaching positions
- ix. Recruit potential coaching candidates to fill the needs of each specific sport

B. Announcements Representative:

- i. Coordinating all announcements that will be published in the Wednesday notes, Church bulletins and any correspondence to the parish at-large.

C. Record Keeping Representative:

- i. Inputting and keeping track of records within the Athletic Ministry's computer. Actual taking of minutes is not specified as a responsibility for this position.

D. Parish Web Site Representative:

- i. Developing all aspects of communicating the Athletic Ministry via the parish web site.

Section 4.01 Compliance Committee:

The Compliance Committee shall consist of a minimum of 4 persons and shall meet a minimum of 4 times per year. It will oversee all aspects of the C.S.A.A. and St. Edward rules and regulations. They will be responsible for communicating any and all changes in the rules to the appropriate parties.

A. Compliance Committee Chairperson:

Specific responsibilities of the Compliance Chairperson shall include but, not limited to:

- i. Attending monthly AM Council meetings
- ii. Providing a written report at each monthly AM Council meeting
- iii. Recruiting representatives to assist in the specific area of compliance

Section 5.01 Grievance Committee:

The Grievance Committee shall consist of a minimum of 4 persons and shall meet a minimum of 4 times per year. It shall handle those situations that cannot be resolved with the coach or with the assistance of the Athletic Director or any situation of a serious infraction. (For example verbal abuse by a coach, the use of alcohol or drugs around a minor). In every situation a "Grievance Form" must be completed. Below is the process that should be followed in most situations:

A. Grievance Committee Chairperson:

Specific responsibilities of the Grievance Chairperson shall include but, not limited to:

- i. Attending monthly AM Council meetings
- ii. Providing a written report at each monthly AM Council meeting
- iii. Facilitating and leading grievance cases

B. Grievance Process:

- i. The parent or complainant tries to resolve the conflict with the coach,
- ii. If that is not successful or if the parent doesn't feel comfortable going to the coach, the parent must contact the Athletic Director for assistance with the issue.
- iii. If the Athletic Director cannot resolve the issue and deems it necessary, he/she will forward the written complaint to the Grievance Committee.
- iv. The Grievance Committee will investigate the complaint and resolve it with all parties involved.
- v. Once the complaint is resolved the grievance form must be filed in all of the particular coaches files that are involved or wherever the Grievance Committee decides.

Section 6.01 Grounds and Facilities Committee

The Grounds and Facilities Committee shall consist of a minimum of 4 persons and shall meet when deemed necessary.

A. Grounds and Facilities Chairperson:

Specific responsibilities of the Grounds and Facilities Chairperson shall include but, not limited to:

- i. Attending monthly AM Council meetings
- ii. Providing a monthly written report at each monthly AM Council meeting
- iii. Coordinating concessions with concessions committee
- iv. Coordinating scheduling needs for practices and games

Section 7.01 Implementation Committee

The implementation committee will be led by the Athletic Director who has the primary responsibility for ensuring compliance with all C.S.A.A. administrative duties and regulations including St. Edward rules and regulations including the recruitment and selection of teams and coaches. The AD shall work in conjunction with the 4 Seasonal Sports Committees, the Coaches and Team Selection Committee and the Equipment Coordinator to implement the Athletic Ministry of the parish.

A. Seasonal Sports Committees

There are four Seasonal Sports Committees that will collaborate with the Athletic Director. The purpose of the seasonal sports committees is to assist the Athletic Director with the implementation of the St. Edward Athletic Ministry (sports). Each Seasonal Sports Committee shall a representative attend the monthly AM meetings for the season prior to and their current season.

- i. The Athletic Director shall appoint a minimum of 4 persons to each Seasonal Sports Committee. Each committee will report directly to the Athletic Director.
- ii. Seasonal Sports Committees have the primary responsibility of coordinating activities involved for the specific season for all sports within that season working closely with the coaching and team selection process subcommittee for coaches and team selection.

Specific responsibilities of the Seasonal Sports Committees will include but, not limited to:

Fall Seasonal Sports Committee

Represent the sports of Cheerleading, Football, Girl's Volleyball, and Cross Country

1. Sign ups
2. Fee payment collection
3. Uniform fittings, distribution and collection
4. Scheduling sign-ups and try-outs
5. Fee collections
6. Creating practice schedules based on availability from Facilities and Grounds Committee.
7. Act as field representatives for St. Edward hosted events
8. Schedule photographer for team photos
9. Help Uniform Committee with uniform collection and distribution
10. Coordinating sports teams

Winter Seasonal Sports Committee

Represent the sports of Basketball, Boy's Volleyball, Cheerleading
Please see duties above

Spring Seasonal Sports Committee

Represents the sports of Soccer, Track, Girl's Softball
Please see duties above

Summer Seasonal Sports Committee

Represents the sports of Field Hockey, Boy's Baseball, Golf
Please see duties above

B. Coach Selection Committee

An eight to ten person committee selected by the Athletic Ministry Council to serve a one-year term. Six of the persons will sit on committee at any given time. The other 2 or more persons shall be alternates in the event that one of the standing members cannot attend an interview session. In an effort to recruit the most qualified person for a coaching position, the Coach Selection Committee will follow the guidelines listed below:

- i. Distributing coaches applications. It is the responsibility of the Coaches Selection Committee to make copies of the application to use during the interview process.
- ii. Promoting the importance of coaching and the idea of coaching as a Christian Ministry.
- iii. Conducting coaching interviews select and place qualified coaches.
- iv. Establishing and promoting continuing coaching education and training programs.
- v. An unopposed candidate in good standing applying for the same position held the previous year can be approved by the Committee without an interview. But a Coaches Application still must be completed.
- vi. Each coaching candidate will be asked the same questions during the interview process.
- vii. Should a current Coaches Selection Committee member or a family member of a current Coaches Selection member apply for a coaching position, the current member will excuse himself/herself from the interview process for that particular grade level gender.
- viii. Coaches shall fill out an application on a yearly basis.

Coaching Interview and Selection:

- i. The six-person Coach Selection Committee along with the Athletic Director and the outside coaches brought in to interview, if any, will help determine final selection and placement of accepted candidates. The Athletic Director will choose the member of the Seasonal Sports Committee who will be involved in this process.
- ii. After all candidates have been interviewed this committee will meet and by consensus will select and rank all potential candidates. The Athletic Director will contact those not selected within 3-5 days of the interviews.
- iii. The placement of accepted candidates will be held confidential and will not be revealed until the night of try-outs and player evaluation/placement. The coach must inform the Athletic Director at that time, whether they want to coach at the highest level possible or whether they want to coach the team that their child has been assigned to.

- iv. A member of the Coaches Selection Committee will be present at the completion of these player rankings to reveal which coach has the highest ranking. This coach then has the option of accepting the position of “A” team coach. If the highest rated coach declines, the coach rated second then has the option of accepting the position as “A” team coach. This process would continue until an “A” team coach has been placed. After each “pass” the highest rated coach receives the option of selecting the highest rated team as his coaching position.
- v. Coaches children will be “placed” first then the process of offering positions to the highest rated coaches will begin.
- vi. The Coaches Selection Committee shall attend a pre-season meeting before interviews to go over the process and explain fully, the duties of the persons on the committee.
- vii. The Coaches Survey data will be shared with the committee prior to the actual interviews, in order to allow committee members to fully review the Coaches Surveys and formulate any additional questions that they may have for the potential coach being interviewed. The Surveys will be viewed in the Parish Office, at no time shall the Surveys be removed from the Parish Office.
- viii. The Coaches Selection Committee will conduct an end of season meeting whereby they will ask for feedback from the coaches. Questions that could be asked such as:
 - What, if anything, could you have done different this year?
 - Which kids, if any, surprised you positively or negatively?
 - Did you feel that you had adequate practice facilities?
 - What can we do better as a council, to improve (Sports!) at St. Edward?

C. Team Selection Committee:

- i. A committee selected by the Athletic Director to serve a one-year term.
- ii. The committee for each sport will consist of the Athletic Director, one member from the Seasonal Sports Committee, all the coaches at that grade level and 2-3 outside persons, preferably High School coaches or former Collegiate players, not related to the participants.
- iii. The selection committee will first place all players whose parents wish to be a coach. No parent may be present when their child is brought up for discussion, assuring an open and honest evaluation.
- iv. After these players are placed, the coaches committee will then place the coaches. After coach placement, the coach will select his/her team with the guidance and veto power of the selection committee, which is charged with ensuring proper placement of ALL PLAYERS.
- v. The decision of the selection committee is final and binding, and each member of the committee will sign the final rosters.
- vi. Tryouts: The tryouts will be closed to all persons except, the players, coaches and evaluators. The tryouts will be structured to bring in outside experts, whenever possible, (High School and coaches from other schools in the same sport) in order to provide the most thorough evaluation of the players as possible. The results of the tryouts will be posted as soon as possible so that all players will know which team they have been assigned to.

D. Equipment and Uniform Coordinator Committee

The AM Council shall decide what this committee shall consist of.

<p>Article III: Duties of the Athletic Ministry Council Special Committees</p>

Section 1.01 Involvement and Hospitality Committee:

This committee will be established by the Athletic Ministry Chairperson with the task of increasing involvement in the Athletic Ministry. It is not a standing committee and shall be activated by the AM Chairperson when needed.

Section 1.02 Nomination Committee:

This committee will be formed by the Chairperson yearly to begin the discernment process for new AM Council members. This committee should be formed in October of each year to allow appropriate time to get the best candidates for the upcoming open positions.

Section 1.03 Constitution and By-Law Update Committee:

This committee will be formed by the Chairperson once a year with the purpose of updating the Constitution and By-laws.

Article IV: By-law Amendments

Section 1.01 Any amendment to the Athletic Ministry By-laws must first be agreed upon by the Athletic Ministry Council. The agreed upon amendment shall be submitted to the Pastor and the Pastoral Parish Council for approval prior to implementation. The Pastoral Parish Council liaison will present the amendment at the next regularly scheduled Pastoral Parish Council meeting.

Athletic Ministry By-laws approved working document by Pastoral Parish Council on July 24, 2006.

Athletic Ministry By-laws revisions approved by Pastoral Parish Council on April 23, 2007.

Pastor

Pastoral Parish Council Chairperson

Pastoral Parish Council Vice-Chairperson

Pastoral Parish Council Parish Life