

ST. JOHN THE BAPTIST ATHLETIC CLUB

Constitution and By-Laws

Article I: NAME

The name of this organization shall be St. John the Baptist Athletic Club.

Article II: MEMBERSHIP

Membership automatically includes any current sports coordinator or coach at St. John the Baptist School. These shall be voting members. Any parent of a student at St. John the Baptist School or parishioner of St. John the Baptist Church is eligible as an associate member. Associate members are not voting members. All coaches will attend "mandatory" coaches meetings held by the Athletic Director.

Article III: OBJECTIVES/PHILOSOPHY

It shall be the purpose of this organization to promote sports to the students/athletes of St. John the Baptist School; to help foster our Christian values; promote teamwork and good sportsmanship; and to develop respect for the home team as well as the opposing team.

St. John the Baptist Athletic Club strives to make better Christians of its participants. The emphasis is not on the number of games won or lost, but on the participant's attitude in victory or defeat. Learning how to lose is just as important as learning how to win graciously. The Athletic Club is intended to serve all players. It enables the gifted to excel, and the less gifted to participate and improve.

Article IV: RESPONSIBILITIES

A. The Athletic Director shall:

1. recruit and train qualified coaches for all teams; provide coaches with Coaches Certification Workshop information and ensure coaches are certified for that sport season
2. conduct an information meeting for all coaches prior to each season to discuss rules, changes, league information, CYO and coaching philosophy and other necessary information
3. ensure all coaches and coordinators have a minimum of two adults present at all activities
4. provide information for coaches to host parent information meetings
5. represent the parish in league meetings and contribute to league activities
6. know CYO Bylaws and the league constitution and rules; ensure the philosophy of the CYO program is followed
7. organize the parish/school athletic program and support function (coordinate player registration; acquire/maintain equipment, first aid

supplies, uniforms; schedule practice facilities distribute league schedules to all coaches; arrange funding and fund raising to support the program)

8. avoid schedule conflicts with the school and parish; meet with the principal of St. John the Baptist School once a year to discuss the CYO program
9. arrange to evaluate teams and coaches after each season
10. coordinate at least one annual Eucharistic celebration planned by players for the players, a Mass of Thanksgiving for the talents given by God
11. select and train an assistant athletic director or designee (i.e. Athletic Club Executive Board)
12. coordinate photographer for all team photos

B. The President shall:

1. be the executive officer of the Athletic Club and preside over all meetings of the Club and the Executive Board
2. provide an agenda for the Athletic Club Executive Board members
3. appoint the uniform coordinator

C. The Vice President shall:

1. perform all duties and exercise all the authority of the President in the event of the President's absence
2. succeed to the presidency if a vacancy occurs in the office of the President for the remainder of the school year
3. perform other duties as may be assigned to him/her by the President

D. The Secretary shall:

1. keep minutes of the general meeting of the Parent Association
2. read minutes from the prior meeting at the beginning of each meeting
3. provide all members with an agenda before the next scheduled meeting
4. maintain a record of correspondence required by the President of the Athletic Club; report all new correspondence at each meeting
5. submit articles for the Tuesday memo to the school secretary
6. ensure registration/health forms are available for all coordinators

E. The Treasurer shall:

1. receive/record all fees for the Athletic Club and deposit in the appropriate account
2. provide accounting information to bookkeeper of St. John the Baptist School
3. provide an update of the finances at each monthly meeting
4. write and sign checks; authorize disbursements
5. keep an accurate account of all receipts and disbursements
6. confirm registration fees and authorize the issuance of uniforms with the uniform coordinator

F. The coordinators shall:

1. be responsible for the overall activities of that particular sport
2. recruit and train volunteer coaches and assistant coaches
3. attend Coaches' Certification Workshops

4. submit projected expenses/budget
 5. conduct parent information meetings in beginning of the season
 6. collect registration packets/fees from coaches; forward to Treasurer
 7. know CYO Bylaws and League Rules
 8. attend league meetings; coordinate practices
 9. have a team roster and medical forms for each player "on-hand" at all practices/games
- G. The uniform coordinator shall:
1. distribute/collect uniforms at the beginning/end of each season
 2. maintain inventory of all uniforms
 4. order uniforms in conjunction with the appropriate coordinators
 5. enforce procedures for lost or damaged uniforms
- H. The coaches shall:
1. teach and guide their players with a sense of fair play, sportsmanship and acceptance of winning and losing in accordance with Christian ideals
 2. attend Coaches' Certification Workshops
 3. ensure only certified coaches are on the bench
 4. display their coaching credentials at all times
 5. conduct preseason meeting with parents and players to explain the CYO Philosophy; review "CYO Code of Conduct" with players and parents
 6. distribute/collect registration packets/fees from players; forward to coordinator
 7. know CYO Bylaws and League Rules
 8. schedule practices
 9. have a team roster and medical forms for each player "on-hand" at all practices/games
 10. coaches are responsible for making sure all gym doors have been locked after the last game has been played

Article V: OFFICERS

The Athletic Director of St. John the Baptist School shall be the moderator of this club.

Officers shall include:

1. President
2. Vice President
3. Treasurer
4. Secretary

Each officer shall be elected from among the coordinators and coaches at St. John the Baptist School. The election and installation of new officers shall take place during the May Athletic Club Appreciation Banquet. In the event a vacancy occurs in any office before the May event, the vacancy shall be appointed by the Executive Board.

The Executive Board consists of the elected officers and the Athletic Director.

Article VI: MEETINGS

Meetings shall be held once a month. A quorum of 50% plus one, of all voting members (in attendance) is necessary to perform official business of the Athletic Club. The President may call special meetings, as necessary.

Article VII: GENERAL FUND

A general fund has been established for St. John the Baptist Athletic Club. The Athletic Director and President shall have oversight of the general fund. The treasurer shall have signatory permission. All accounting information shall be reported by the treasurer, to the school accountant, on a quarterly basis. The general fund shall provide funding for uniforms, team participation fees, game official fees, rental of facilities, and insurance. All funds collected at any athletic event at St. John the Baptist School shall be deposited into the Athletic Club general fund. All proceeds collected from the snack bar sales during any athletic event at St. John the Baptist School shall be deposited in the Athletic Club general fund. These funds are intended for all of the sports teams at St. John the Baptist School. Requests for funds shall be made by the coordinator on a "Completed Check Request" form. This shall be submitted to the Athletic Director/President/Treasurer for approval. (A separate fund has been established for the maintenance of the gymnasium.)

Article VIII: BUDGET PROCESS

Each coordinator must submit a written estimate of expenses and projected signups prior to the start of the season. The President will review the submission and either approve or request amendments. Once approved by the President the submission will be forwarded to the Athletic Director for review/approval. The coordinator does not have a budget until the President/Athletic Director approves the final written request. If at any time during the season the requirements change, the coordinator must submit an additional written request.

Article IX: PLAYER REGISTRATION

Each player shall complete/submit a registration packet and pay all fees prior to participating in a sport. The registration packet includes: "Sign Up" sheet, "Parental Permission, Health Authorization and Release" form, and "CYO Code of Conduct" form. All forms shall be submitted to the coordinator/coach. The coordinator verifies the forms are complete with appropriate signatures, and that fees are collected. The coordinator forwards the fees to the treasurer.

Article X: FUNDRAISING

The Athletic Director has oversight of all fundraising activities. All funds collected at any athletic event at St. John the Baptist School shall be deposited in the Athletic Club general fund (after the game officials have been compensated). All proceeds collected from the snack bar sales during any athletic event at St. John the Baptist School shall be deposited in the Athletic Club general fund. These funds are intended for all sports and may be used to fund any sport's requirements. Refer to "Article VII: General Fund" for guidance on approval/spending these funds.

Article XI: DONATIONS

Monetary donations may be made to the Athletic Club general fund or designated for a specific purchase (i.e. gym maintenance, track uniforms). Offers for donations may be made to the Athletic Director, any Executive Board officer, coach, coordinator, or the uniform coordinator. Offers for donations may also be made during a general meeting. Once an offer is received the information shall be shared with the Athletic Director. The Athletic Director, President and coordinator will work together to ensure the funds are used as directed. Letters of appreciation shall be forwarded to the donor.

Article XII: VOLUNTEER POLICY

Refer to "A Policy of Expectations and Guidelines for Ministry to Minors".

Article XIII: PARENT PARTICIPATION PROGRAM (PPP) HOURS

The Athletic Director, sports coach, and assistant coach will receive 30 PPP hours at the end of their season. All hours will be forwarded by the Athletic Director to the PPP coordinator. Refer to St. John the Baptist School Handbook for the current year policies and procedures.

Article XIV: MANDATORY PARENT VOLUNTEER HOURS

Each family with a child involved in the sports program at St. John the Baptist School is **required** to work volunteer hours for each sport the child is involved in. This requirement shall include hours worked during the regular season, **in addition** to special events. The regular season activities shall be determined by each coordinator. The special events activities shall include the tournaments hosted by St. John's Athletic Club, at St. John's School (Boy's Basketball, Girl's Volleyball, and Girl's Basketball). Mandatory volunteer hours at the tournaments are critical for the continued success of these events. Parent Participation (PPP) hours shall be granted for all mandatory volunteer hours worked.

Sport	Regular Season	Special Events
Basketball	4 hours/season	2 hours/season
Volleyball	4 hours/season	2 hours/season
X-Country	2 hours/season	n/a
Track & Field	2 hours/season	n/a

Article XV: EVENT STAFF

All volunteers designated to work at an event sponsored by St. John the Baptist Athletic Club shall wear the official "St. John's Athletic Club Event Staff" identification badge. This is particularly intended for (but not limited to) volunteers working at front door admissions for basketball games and tournaments, and volleyball games and tournaments. This also includes all volunteers working in the snack bar during these events.

Article XVI: UNIFORMS

The uniforms for all sports are maintained by the uniform coordinator. The treasurer confirms registration fees and authorizes the issuance of a uniform with the uniform coordinator. The uniform coordinator is responsible for distributing/collecting the uniforms to/from the coordinators at the beginning/end of the season; keeping an inventory of the uniforms; and distributing and ordering uniforms in conjunction with the appropriate coordinator. There will be a \$50 uniform cleaning deposit charged for each sport. This deposit will be returned once the clean uniform has been returned. ****Parents of all students who participate in Cross Country and Track will purchase t-shirts with the St. John's logo. If a child participates in both Cross Country and Track, the t-shirt purchased will be worn for both sports.**** Procedures for lost or damaged uniforms will be enforced. Trophies shall not be awarded to a player that has not returned his/her uniform.

Uniform colors shall be in keeping with the tradition of the school, regardless of who funds. All uniforms shall be kelly green or kelly green/white.

EXCEPTION: *8th grade Girls' volleyball team commemorative uniforms (in keeping with tradition)*

Article XVII: TROPHIES

Trophies shall be ordered by the individual coordinators. Coordinators are to adhere to the price mandated by the President and Athletic Director. Any exceptions must be approved prior to ordering the trophies. Trophies shall not be awarded to a player that has not returned his/her uniform.

Article XVIII: SPORTS PROGRAMS

St. John's Athletic Club currently offers the following sports programs: Baseball, Boys' Basketball, Boys' Volleyball, Cross Country, Girls' Basketball, Girls' Volleyball, and Track & Field. Baseball, Cross Country, and Track & Field are coed.

Article XIX: REVISIONS

This document does not have an established expiration date. It shall be reviewed by the Executive Board every two years from the date of issue. Changes shall be made as necessary and approved by a quorum.

APPROVED: /s/ Lelton Gibson
Athletic Director, St. John the Baptist Athletic Club

DATE: 05/13/2009

APPROVED: /s/ Chris Pugliesi
President, St. John the Baptist Athletic Club

DATE: 05/13/2009

APPROVED: /s/ Teresa Barber
Principal, St. John the Baptist School

DATE: 05/13/2009