

## **St. Columbkille Athletic Council Constitution and By-laws**

### **PREAMBLE**

We, the St. Columbkille Athletic Council, believe that the Athletic Programs sponsored by this Council significantly influence the development of Christian values in all participants. These programs are a vital part of parish life for our youth, and are structured to support and promote the overall objectives of the parish. In addition to providing the development of athletic skill, our programs foster social interaction, self-esteem and Christian attitudes. The youth of our parish, not the athletic activity, is our key focus. By learning to set personal and team goals, and working to achieve these goals, our youth will learn that success is not measured by the final score, but by the efforts of individuals working together.

### **ARTICLE I**

#### Section I — Name

- a. The name of the organization shall be the St. Columbkille Athletic Council.

#### Section II — Definition

- a. The St. Columbkille Athletic Council is composed of active parishioners who are interested in providing athletic opportunities for the youth of St. Columbkille Parish. It consists of all parents whose children are participants on an athletic team sponsored by the St. Columbkille Athletic Council and the Executive Board. The fiscal year for the St. Columbkille Athletic Council will commence on July 1st of each calendar year.

#### Section III — Purpose

- a. This Commission shall organize, promote, and finance athletic programs for the youth of St. Columbkille Parish.
- b. Each program will be designed to develop athletic skill and promote the practice of Christian values through a commitment to good sportsmanship and team spirit.

#### Section IV — Government

- a. The affairs of the Council shall be administered and executed by the Executive Board, which will be determined by guidelines prescribed in this Constitution.

#### Section V — Ladder of Communication

- a. The prescribed ladder of communication shall run from the Athletic Council to the Executive Board, to the President and finally to the Pastor who by Canon Law is responsible for all activities at the Parish.

### **ARTICLE II**

#### Section I — Insignia

- a. The St. Columbkille Athletic Council shall have such official insignia for all teams of a 'St.C' or a 'Crusader'.

#### Section II — Team names

- a. The official team name for all teams will be "St. Columbkille Crusaders."

### **ARTICLE III**

#### Section I — Membership

- a. Membership to participate is suggested but not required of all parents whose children are participants on an athletic team sponsored by the St. Columbkille Athletic Council.

### **ARTICLE IV**

#### Section I — Nominations and terms of officers.

- a. Any person wanting to be considered for an officer's position or nominated to be on the Executive Board shall send a letter to the President, outlining the position they wish to apply for and the reasons they would like to serve the parish in this position.
- b. The council will review the candidates that have expressed interest in Executive Board Officer Positions and present the slate of candidates for president, vice president, treasurer and secretary to the Pastor. If the Pastor approves of the candidates they shall be appointed by the Pastor to a two-year term commencing at the May meeting.
- c. Any person wanting to be considered for an officer's position should first serve as Director of an Athletic Committee or Sport.

- d. All officers shall serve a two year term, starting at the June meeting. An officer may serve a maximum of two consecutive terms (four years) in any one position. (Nominations – April, Approval – May)

#### Section II — Directors

- a. Any person wanting to be considered for a Director’s position shall send a letter to the Chairman of the Nominating Committee outlining the position they wish to apply for and the reasons they would like to serve the parish in this position.
- b. All directors shall be appointed by the Officers after review by the Council. All directors shall serve a one year term starting at the May meeting. A director may serve more that one term at the discretion of the Officers and the Pastor.
- c. After the Directors have been approved by the Officers and Pastor they shall appoint an Assistant Director to assist them. The Assistant Director will serve in place of the Director and will assume all responsibilities and duties in the absence of or upon the resignation of the Director.

### **ARTICLE V**

#### Section I — Executive Board

- a. The Executive Board shall consist of the following Officers: President, Vice President, Secretary and Treasurer, who shall be appointed by the Pastor, and the following Directors:
  - o Director of Soccer
  - o Director of Intramural Soccer
  - o Director of Basketball
  - o Director of Volleyball
  - o Director of Baseball
  - o Director of Softball
  - o Director of Track
  - o Director of Concessions
  - o Director of Registration
  - o Director of Uniforms and Equipment
- b. The Executive Board of the Athletic Commission shall have responsibility for the administration of all activities of the Council.
- c. At all meetings of the Athletic Council the presence of six or more of its Board members shall constitute a quorum, with a majority vote required for passage of any measure.
- d. The time and place of Athletic Commission meetings shall be determined by the President or Secretary. The order of business shall be as outlined in Article VI, Order of Business.
- e. Each member is entitled to one vote. The President shall vote only in case of a tie.
- f. Executive Board members Officers, Sport Directors and Chair’s may vote on issues at hand.
- g. Assistant Directors may vote only in the absence of their Director.
- h. No officer or member of the Executive Board shall take any unilateral action that would commit, obligate or incur any debts to the Commission without a majority vote of the Executive Board.
- i. The Executive Board shall determine the policies, establish the budget, approve all bills and have sole management of the Council.
- j. The Executive Board may create committees as necessary.
- k. All Executive Board members must attend a minimum of 6 meetings during the fiscal year. Their position will be reviewed by the remainder of the Executive Board members when in violation of this.

#### Section II — Duties of Officers

##### President

- a. Shall preside at all meetings of the Commission and those of the Executive Board.
- b. Shall fill, by appointment, for the unexpired term, any vacancies created on the Executive Board, subject to approval of the Pastor.
- c. Shall appoint chairpersons for all committees.
- d. Shall personally represent the Commission or appoint a delegate where representation is deemed advisable.
- e. Shall be an ex-officio member of all committees.

- f. Shall call Athletic Commission meetings when deemed necessary.
- g. Shall perform all duties pertaining to the office of President.

**Vice President**

- a. Shall have such powers and perform such duties as may be delegated to him/her by the President.
- b. In the absence of the President, he/she shall perform the duties and exercise the powers of the President.
- c. Shall be chairperson of the Fundraising Committee.
- d. Shall be charged with maintaining the Athletics Council Mission Statement and By-Laws

**Secretary**

- a. Shall keep minutes of all meetings.
- b. Shall Chair the Communication team. (Emails, Websites and Meeting agenda/scheduling)
- c. Shall be the liaison with the rectory for all scheduling.
- d. The secretary shall schedule masses for the year and notify directors.
- e. Shall keep such other records as directed by the President.
- f. Shall perform all the duties of the Office of Secretary.

**Treasurer**

- a. Shall keep the financial records of the Commission and shall present a written financial report at every meeting of the Commission detailing income and expenses for the month.
- b. Shall prepare an annual budget for the next fiscal year and will present it to the Executive Board for approval at the July meeting.
- c. Shall be authorized to pay expenditures up to one hundred dollars without Executive Board approval.
- d. Shall pay bills in excess of one hundred dollars on the approval of the Executive Board.
- e. Shall perform all the duties associated with the Office of Treasurer.
- f. Shall report all finances to pastor and finance council as requested.

**ARTICLE VI**

**Section I — Order of Business**

- a. The order of business at all meetings shall be as follows:
  - o Opening Prayer
  - o Call to order by President
  - o Review of the minutes of the preceding meeting
  - o Presidents Report
  - o VP and Fundraising Report
  - o Secretary and Communication Report
  - o Treasurer's Report
  - o Reports of Directors and standing committees
  - o Old Business
  - o New Business
  - o Closing Prayer
  - o Adjournment

**Section II — Robert's Rules of Order (Revised)**

- a. Shall be the guiding principles at the discretion of the officers. Should a question of procedure arise on Robert's Rules of Order, the President's decision as to procedures shall be final.

**ARTICLE VII**

**Section I — Committees**

- a. The standing committees of the Council shall be:
  - i. Concessions and Admissions
  - ii. Fields and Grounds
  - iii. Uniform and Equipment
  - iv. Communication and Registration

- v. Fundraising
- b. Additional Committees may be created by the Executive Board.

### **ARTICLE VIII**

#### Section I — Amendments to the Constitution

- a. Amendments to the Constitution may be proposed at any regular meeting.
- b. Proposed amendments must be read at two (2) consecutive regular meetings.
- c. A  $\frac{3}{4}$  vote of the Executive Board, consisting of the Officers and Directors and approval of the Pastor is necessary for an amendment to be adopted.
- d. If approved, the Vice-President shall make edits and distribute

#### Section II — Amendments to the By-laws

- a. Amendments to the By-laws may be proposed at any regular meeting.
- b. Proposed amendments must be read at two (2) consecutive regular meetings.
- c. A  $\frac{3}{4}$  vote of the Executive Board, consisting of the Officers and Directors and approval of the Pastor is necessary for an amendment to be adopted.
- d. If approved, the Vice-President shall make edits and distribute

### **ARTICLE IX**

#### Section I — Student Participation

- a. All students attending 5 Day School or enrolled in St. Columbkille parish may participate in all athletic programs.
- b. Any outstanding registration fee(s) from previous years must be settled prior to being registered and/or playing in new season
- c. Newly registered families must submit proof of Catholic School or parish attendance during the previous school year.
- d. Students must complete the Code of Conduct form prior to first game.
- e. The Director of Sport should review any and all outside circumstances

### **ARTICLE X**

#### Section I — Dissolution

- a. In case of dissolution of the Athletic Council all assets are the property of St. Columbkille Parish

## BYLAWS

### ARTICLE I

#### General statements

- a. All Directors are to represent the parish in matters pertaining to their Athletic Program, and be directly responsible to the Officers on all matters.
- b. Safe Environment - All coaches, head or assistant, and volunteers shall be required to provide "safe environment" card. Copies shall be on record at St. Columbkille Athletic Council Office and carried at all games.
- c. All Council members, Directors and coaches (head or assistant) must complete the Code of Conduct (see appendix, p. 15)

#### Section I — Characteristic Duties of the Directors and Assistant Directors of Soccer, Basketball, Volleyball, Baseball, Softball and Track.

- a. To be responsible for the courteous treatment of all visitors and officials attending contests conducted by the Athletic Commission.
- b. To be responsible for certifying the eligibility of all contestants in accordance with the Constitution.
- c. To have such other powers concerning athletics within the parish as are in keeping with the growth and needs of the parish and which are consistent with the provisions of the Constitution and By-Laws.
- d. To supervise the administration of all athletic contests.
- e. To supervise the care, protection, storage and reconditioning of all athletic equipment and supplies.
- f. To review all expenditures for athletic supplies and equipment with coaches before being submitted to the Officers.
- g. To make recommendations for head coaches and assistant coaches to the Officers and confirm the availability of coaches prior to the beginning of practices.
- h. Regarding the splitting of teams, follow the guidelines under each sport's section.
- i. To coordinate with the maintenance staff to see that the athletic facilities are in proper condition for all athletic contests.
- j. To render decisions in the best interest of the athletic program. This would include matters concerning coaches, parents, athletes, handling of equipment, playing facilities and program changes. The Athletic Council will be consulted for advice and recommendations, but the final decision will rest with the Executive Board.
- k. To refuse permission for any practices on parish grounds or in parish buildings without supervision.
- l. Confirm that there is interest on behalf of participants **well before** actual sign-ups.
- m. To attend league meetings.
- n. Director of Sport shall coordinate hosting coaches meetings
- o. To recommend coaches for dismissal by a majority vote of the Executive Board for good and sufficient reason.
- p. Submit facility needs to the Secretary in accordance with the rectory deadline.
- q. Shall hold a general meeting for all coaches in advance of the season at which time he/she shall distribute and review copies of Article III, Section I, A-L, of these By-Laws, Characteristic Duties of Coaches, and Article V, of these By-Laws, Discipline Procedures, in its entirety, to all coaches. Each coach and assistant coach must sign an acknowledgment that they have received a copy of Article III, Section I, A-L and Article V, Section II, Sections A-D and will agree to adhere to same, and which acknowledgment will be turned over to the Secretary at the next regular meeting of the Athletic Commission following the General Coaches' Meeting. This acknowledgment will be included in the official minutes of the Athletic Commission.
- r. Finances / Economics
  - i. Works with Executive Council and Finance to set registration cost.
  - ii. Shall have access to sport expenses and revenues.
- s. Registration
  - i. Sets and enforces deadlines and organizes confirmation, including registration times/deadlines for league play and intramurals

- ii. Late registrations to be decided on an individual basis, Director & coaches must agree on this.
  - iii. Communicates once complete with the sport chairman
- t. Refunds
  - i. Injuries to athlete preventing him / her from participating in the selected sport
  - ii. Lack of interest on an entire team basis for a particular league – CYO / PAL
  - iii. No refunds will be made after the start of the season.
  - iv. Refund will subtract uniform and field fees
- u. Uniforms / Equipment
  - i. To keep records of all inventories of athletic equipment.
  - ii. Coordinates with Uniform and Equipment Committee what is needed
  - iii. Submits items needed for current and previous year
  - iv. Organizes distribution of uniforms and equipment according to Uniform Committee's policy
  - v. Maintains a return policy and enforces it according to Uniform Committee's policy
  - vi. Inspect all equipment, oversee the issuing and collection of equipment, maintain equipment inventory records and enforce rules regarding care of equipment.
- v. Policy / Communication
  - i. Work with Executive Council to update sport guidelines and policy
  - ii. Communicate policy via coaches meeting, including with parents about policy (if needed)
  - iii. Enlist all bulletin information
  - iv. Incorporate any information into website
  - v. Point of contact for cancellations / weather / change of schedule
- w. Disputes
  - i. All disputes regarding an athlete or an athlete parent shall be brought to the Director of Sport and the Coach of said team.
  - ii. If Director of Sport cannot resolve alone, he / she shall route the decision to Executive Council.
  - iii. In the event of an issue regarding a parent or coach or Director of Sport, the said party shall be asked to submit a written statement containing specifics regarding the issue at hand.
  - iv. This statement then will be reviewed by the Executive Council and the Director of Sport and Pastor if necessary. It is then that a resolution shall be determined.
  - v. No members involved with a vested interest shall be involved with the resolution
- x. Scheduling
  - i. Responsible for scheduling team practices and games
  - ii. Responsible for coordinating gym or field use with schools we have allegiance with
  - iii. Coordinates game scheduling with league chairperson
  - iv. Request and schedules any tournament play with Exec. Council and Finance Committee
  - v. Schedules people to run score board, time clocks, concessions and/or admissions
- y. Season Ending Procedures:
  - i. Review season to better next season
  - ii. Review finances
  - iii. Review uniform and equipment
  - iv. Provide any feedback for previously mentioned to Executive Council for potential enhancements to the program

## Section II - Director of Registration

- a. The Director of Registration shall be responsible for coordinating the registration for sports activities conducted by the Athletic Commission and for keeping accurate records. At the present time these sports are: Volleyball, Soccer, Baseball, Softball, Track and Basketball.
- b. The Director of Registration shall have the responsibility of scheduling team pictures for all sports
- c. The Director of Registration shall, based on their registration numbers, keep the Directors of Basketball, Soccer, Baseball, Softball, Track and Volleyball informed as to the number of children participating in each sport.

- d. The Director of Registration shall be responsible for arranging for all coaches and assistant coaches to take the necessary steps for CYO/PAL/PRO certification and shall keep coaches and assistant coaches informed as to upcoming certification classes and certification requirements.
- e. The Director of Registration shall maintain custody of registration forms in the off season and maintain a database of all student athletes.
- f. The Director of Registration shall also inform Sport Commissioners of meetings pre and post season pertaining to field assignments, registration deadlines, and rule changes.

**Section III - Director of Concessions and Admissions**

- a. The Director of Concessions and Admissions shall be accountable for the concessions sold at Baseball, Basketball, Soccer and Volleyball games.
- b. The Director of Concessions and Admissions shall work with the Directors to coordinate and schedule volunteers. The Assistant Director of Concessions shall be responsible for working with the Directors to coordinate and schedule volunteers.
- c. The Director of Concessions and Admissions shall present a written monthly report to the Officers showing income and expenses during each month in which concession stands are operating.
- d. The Director of Concessions and Admissions shall turn over to the Treasurer on a monthly basis all monies collected during the month at the monthly meeting and receipts for any items purchased with concession stand funds to replenish the concession stands.
- e. The Director of Concessions and Admissions shall prepare an annual summary for each sport, detailing items purchased and sold that future Directors may rely on for their starting inventories.

**ARTICLE II**

**Section I - Characteristic Duties of Head Coaches and Assistants**

General Statement – All Coaches are directly responsible to the Directors of their Sport. Approval from the Executive Board must be received before any student athlete will be allowed to play beyond his/her grade level.

*Safe Environment - All coaches, head or assistant, shall be required to provide “safe environment” card. Copies shall be on record at St. Columbkille Athletic Council Office and carried at all games.*

- a. They shall exemplify traits and characteristics the parish is attempting to develop in the student athlete. Their behavior shall serve as an example of sportsmanship and wholesome life style that is to be promoted through participation in athletics. They must adhere to all league rules and regulations.
- b. All Coaches must take the safe environment courses required by league and be certified by the archdiocese, be fingerprinted, and be willing to submit to a background check.
- c. Shall take an active role in the prevention of drug, alcohol and tobacco abuse.
- d. Practice sessions should be well planned, and should not exceed 1.5 hours. Practice sessions shall be scheduled so as to create the minimum amount of conflict with normal family activities of the participants. No closed practices will be allowed. All practices are to be open to parents.
- e. Coaches should be the first to arrive and the last to leave all practice sessions.
- f. Be responsible for the organization and administration of the team under their supervision.
- g. Submit to the Athletic Director for consideration any unanticipated expenditures that are needed during the season.
- h. Persons who have not been officially approved by the Executive Board cannot coach, instruct or supervise athletes.
- i. Shall enforce all rules as they pertain to their sport.
- j. Shall secure transportation for a seriously injured player to the hospital and then home. Head coaches should have an emergency disaster plan for both practice and games. Telephone numbers and home addresses should be available at practices and games.

**ARTICLE III — GENERAL POLICY**

**Section I - Basketball**

Team size:

- a. Athletes will play with their age group unless the team does not meet the minimum amount or exceeds the maximum

- b. Minimum size is defined as: Seven (7)
- c. Maximum size is defined as: Double the number of kids allowed on the field/court, unless otherwise dictated by governing body (e.g. PRO, etc.)
- d. If either of these are met, the athlete has the following options:
  - 1. Determine if another team can be formed by reaching out to other students or other schools
  - 2. Coach utilizes a “bye week” rotation for each player
  - 3. Move up

Team selection/splitting:

Intramural

- a. Director/Commissioner will split teams

3rd – 5th, Non-competitive

- a. There shall be NO team request or team suggestion made or honored
- b. Coaches shall meet with the director/commissioner of sport to split teams taking into consideration:
  - i. Team size
  - ii. Equality of teams (based on skill level of all players)
  - iii. Exposure of kids to new and different coaching styles
  - iv. Exposure of kids to different students and new athletes
  - v. If a consensus cannot be reached, the coaches will rank players and the Director/Commissioner shall split teams

6th – 8th, Competitive

- a. There shall be NO team request or team suggestion made or honored
- b. The Director shall line up a neutral adult for evaluations. Coaches shall be invited to evaluations
- c. After tryouts, Director and Coaches will meet separately using evaluation information to split teams into A, B, etc.
- d. If a player is unable to make the evaluation, coaches input will be used for placement on team
- e. The Director makes the final determination on any and all team splits, conflicts, etc.
- f. Team size guidelines (refer to above) must be followed

Coach selection:

- a. Each time team has ONE head coach and ONE assistant coach (The head coach, assistant coach and score-keeper will be allowed on the bench during games).
- b. Each coach must be current on their Safe Environment Training
- c. Two adults must be present any given practice
- d. If more than one parent wants to be a head coach or assistant coach and an agreement on responsibilities cannot be reached, the Director and Athletic Committee will conduct interviews
- e. If any Director or Athletic Committee member has a player on a given team, they are recused
- f. An evaluation will be sent to parents at the end of each sport’s season for feedback on the coach

Playing time:

3rd – 5th, Non-competitive

- a. The coach(es) will make every attempt to provide each player equal playing time
- b. Playing time may be affected by:
  - a. Attendance at practice
  - b. Attitude
  - c. Level of competition

6th – 8th, Competitive

- a. The coach(es) will make every attempt to provide each player at least 1/3 playing time
- b. Playing time may be affected by:
  - i. Attendance at practice
  - ii. Attitude
  - iii. Level of competition



League selection:

- a. Coaches will be consulted by the Director on the division within the league (e.g. AAA, AA, A, B)

Tournaments:

3rd – 5th, Non-competitive

- a. Two (2) outside tournaments shall be included within an athlete's fees paid at registration

6th – 8th, Competitive

- a. Up to three (3) outside tournaments shall be allowed

## **Section II - Soccer**

Intramural Soccer:

- a. Special requests may not be honored unless a sibling is involved
- b. Intramural games will consist of 3x3 with a maximum of seven (7) players per team
- c. Pre-school and Kindergarten players may be combined if registrations are not great enough to form a team
- d. All teams will be co-ed
- e. Other parishes/schools may be incorporated into intramural soccer games (e.g. St. Gerald's)
- f. If other parishes/schools are incorporated into season, games will be played at both parishes fields
- g. Practices may occur on same night of game
- h. Every child should be given equal playing time

First grade and above:

- a. Based on August 1<sup>st</sup> your child's age on that date will be the determining factor of what age group that child plays
- b. No special requests may be honored
- c. Number of players on a team is regulated by the state of NE soccer association
- d. You may carry no more than double the number of players allowed on the field for each age group from U-6 to U-14
- e. You may carry players on a second roster (e.g. PRO and ENSA), assuming a player card is carried and registered with the NSA
- f. Secondary players will not have equal playing time and are not guaranteed a slot on the team unless game time numbers warrant
- g. If minimum number of players is not met, players will be asked to join a non-St. Columbkille team through Sarpy league or money may be refunded
- h. If there are enough players for two or more teams, coaches may be asked to equally divide players based on knowledge of skills for each (outside consulting may be used to determine skill set)
- i. If enough players are not available to form two teams, selection process is as follows:
  - i. Registration deadline is met
  - ii. Player has played in previous season(s)
  - iii. Remaining players that do not play will have money refunded
- j. Each child is guaranteed equal playing time
- k. All tournaments are approved by the Director of Sport
- l. Tournaments will be the responsibility of the team and coaches unless it is factored into the fee prior to the start of the season

ENSA (Eastern Nebraska Soccer Association) – Competitive

- a. ENSA is not a select program however more competitive than other leagues St. Columbkille is associated with
- b. If coach(es), parents and student athletes agree that additional competition is needed, they may request to move to ENSA with the Director of Sport
- c. ENSA commitment is for one (1) full year, Fall and Spring seasons
- d. Teams may compete in other Sarpy leagues
- e. The team will play under the St. Columbkille Club name and be responsible for dealing with ENSA governing body
- f. Rules and policies of St. Columbkille remain and must be followed

Playing time:

3rd – 5th, Non-competitive

- c. The coach(es) will make every attempt to provide each player equal playing time
- d. Playing time may be affected by:
  - a. Attendance at practice
  - b. Attitude
  - c. Level of competition

6th – 8th, Competitive

- a. The coach(es) will make every attempt to provide each player at least 1/3 playing time
- c. Playing time may be affected by:
  - i. Attendance at practice
  - ii. Attitude
  - iii. Level of competition

**Section III - Volleyball**

Team size:

- a. Athletes will play with their age group unless the team does not meet the minimum amount or exceeds the maximum
- b. Minimum size is defined as: Seven (7) players
- c. Maximum size is defined as: Double the number of kids allowed on the field/court, unless otherwise dictated by governing body (e.g. PRO, etc.)
- d. If either of these are met, the athlete has the following options:
  - 1. Determine if another team can be formed by reaching out to other students or other schools
  - 2. Coach utilizes a “bye week” rotation for each player
  - 3. Move up

Team selection/splitting:

Intramural

- a. Director/Commissioner will split teams

3rd – 5th, Non-competitive

- a. There shall be NO team request or team suggestion made or honored
- b. Coaches shall meet with the director/commissioner of sport to split teams taking into consideration:
  - i. Team size
  - ii. Equality of teams (based on skill level of all players)
  - iii. Exposure of kids to new and different coaching styles
  - iv. Exposure of kids to different students and new athletes
  - v. If a consensus cannot be reached, the coaches will rank players and the Director/Commissioner shall split teams

6th – 8th, Competitive

- a. There shall be NO team request or team suggestion made or honored
- b. The Director shall line up a neutral adult for evaluations. Coaches shall be invited to evaluations
- c. After tryouts, Director and Coaches will meet separately using evaluation information to split teams into A, B, etc.
- d. If a player is unable to make the evaluation, coaches input will be used for placement on team
- e. The Director makes the final determination on any and all team splits, conflicts, etc.
- f. Team size guidelines (refer to above) must be followed

Coach selection:

- a. Each time team has ONE head coach and ONE assistant coach (The head coach, assistant coach and score-keeper will be allowed on the bench during games).
- e. Each coach must be current on their Safe Environment Training
- f. Two adults must be present at any given practice
- g. If more than one parent wants to be a head coach or assistant coach and an agreement on responsibilities cannot be reached, the Director and Athletic Committee will conduct interviews
- h. If any Director or Athletic Committee member has a player on a given team, they are recused
- i. An evaluation will be sent to parents at the end of each sport’s season for feedback on the coach

Playing time:

3rd – 5th, Non-competitive

- a. The coach(es) will make every attempt to provide each player equal playing time
- a. Playing time may be affected by:
  - i. Attendance at practice
  - ii. Attitude
  - iii. Level of competition

6th – 8th, Competitive

- b. The coach(es) will make every attempt to provide each player at least 1/3 playing time
- c. Playing time may be affected by:
  - iv. Attendance at practice
  - v. Attitude
  - vi. Level of competition

League selection:

- a. Coaches will be consulted by the Director on the division within the league (e.g. AAA, AA, A, B)

Tournaments:

3rd – 5th, Non-competitive

- a. Two (2) outside tournaments shall be included within an athlete's fees paid at registration

6th – 8th, Competitive

- a. Up to three (3) outside tournaments shall be allowed

#### **Section IV – Track**

Team size, Team selection:

- a. Not applicable, any number of athletes may participate

Coach selection:

- a. There will be ONE head coach
- b. There may be multiple assistant coaches
- c. Each coach, head or assistant, must be current on their Safe Environment Training
- d. Two adults must be present at any given practice
- e. If more than one parent wants to be a head coach or assistant coach and an agreement on responsibilities cannot be reached, the Director and Athletic Committee will conduct interviews
- f. If any Director or Athletic Committee member has a player on a given team, they are recused
- g. An evaluation will be sent to parents at the end of each sport's season for feedback on the coach

Participation time:

- a. There are four (4) regular track meets and one (1) supermeet

#### **Section V – Baseball and Softball**

T-ball and Coach Pitch:

- a. There will be no evaluations for teams at this level.
- b. Teams will be split by the coaches and the baseball athletic director.
- c. They will consider team size, age, grade level, and coaching needs.
- d. There shall be NO team request or team suggestion made or honored.

3<sup>rd</sup> & 4<sup>th</sup> grade, Non-competitive:

Team split:

- a. Players are not grouped into grade specific levels.
  - i. For instance, 3/4<sup>th</sup> graders play together in the same playing level.
- b. Teams will be split evenly by coaches.
- c. Coaches will consider team size, age, grade level, skill level and coaching needs.
- d. The baseball athletic director will ensure teams are separated equitably

- e. 1st or 2<sup>nd</sup> graders wishing to play “kid pitch” baseball will be considered to fill-in spots if needed. If their skill set allows, he can be considered to play kid pitch. The director will have to ensure the child is ready to play at that level.

**Team Size:**

- a. There will not be player evaluations
- b. Teams will be established by grade, when possible
- c. Ideal number of players
  - i. Minimum: 13 players
  - ii. Maximum: 15 players
- d. If player numbers dictate multiple or split teams, players need to be split evenly by the coaches. The athletic director will ensure the teams are split evenly by talent level.
  - i. For instance, a 3<sup>rd</sup> grade team may need some pitchers and teams may need to be split up by talent level so the teams are equitable.
- e. If two teams need to be formed and there are insufficient numbers for that grade, then one team of players for that grade will be developed. A second combined team of players will be developed. Coaches can then seek out players from nearby Catholic parishes to fill a team.
- f. Special requests from parents/players for coaches, teammates will not be considered.
- g. A request from players from other Catholic parishes is permitted, provided their parish does not provide a team in that grade.

**Coach Selection:**

- a. One head coach and up to two assistants will be selected by the director for each team. No more than three coaches are allowed in the dugout during the game, includes parents.
- b. Each coach must be current on their Safe Environment Training
- c. It is recommended that two adults be present at any given practice
- d. If more than one parent wants to be a head coach or assistant coach and an agreement on responsibilities cannot be reached, the Director and Athletic Committee will conduct interviews
- e. If any Director or Athletic Committee member has a player on a given team, they are recused
- f. An evaluation will be sent to parents at the end of each sport’s season for feedback on the coach

**Playing Time:**

- a. Coaches will do their best to allow kids to play different positions. Each will receive equal playing time at this level.
- b. Playing time may be affected by:
  - i. Attendance at practice
  - ii. Attitude

**5<sup>th</sup> through 8<sup>th</sup> grade, Competitive Level:**

**Team Size:**

- a. Teams will be established by grade, when possible
- b. An ideal number of players at this age group
  - i. Minimum: 13 players
  - ii. Maximum: 15 players
- c. If player numbers dictate, there will be player evaluations for all players in these grades.
- d. If numbers dictate multiple or split teams, or if players will be asked to “play up” to fill vacancies in older grades.
- e. If player numbers dictate multiple or split teams, player evaluations will need to be conducted.
  - i. If the general consensus is not conduct tryouts, the athletic director and coaches will ensure the teams are split evenly by talent level.
  - ii. If a dispute remains about equitable, there will be tryouts.
  - iii. If tryouts are bypassed, coaches can then seek out players from nearby Catholic parishes to fill a team if there are not enough for two or more teams.
- f. Special requests from parents/players for coaches, teammates will not be considered – barring an exigent circumstance.

- g. A request from players from other Catholic parishes to play at St. Columbkille is permitted, provided their parish does not provide a team in that grade.

Coach Selection:

- a. One head coach and up to two assistants will be selected by the director for each team. No more than three coaches are allowed in the dugout during the game, includes parents.
- b. Each coach must be current on their Safe Environment Training
- c. It is recommended that two adults be present at any given practice
- d. If more than one parent wants to be a head coach or assistant coach and an agreement on responsibilities cannot be reached, the Director and Athletic Committee will conduct interviews
- e. If any Director or Athletic Committee member has a player on a given team, they are recused
- f. An evaluation will be sent to parents at the end of each sport's season for feedback on the coach

Evaluations:

- a. Player evaluations will determine the ranking order of players. The first 12 players will be placed on the Blue team (which where leagues allow, will be in the Competitive or A division).
- b. If there are sufficient players for a second team, then the next available players will be placed on the White team.
- c. If there are insufficient numbers for that grade, then players 13 thru 24 from both grade levels will be combined to make the White team (where leagues allow, the White team will be in the Recreational or B division).
- d. Players who are currently enrolled in school or RE and who do not go through evaluations shall automatically be placed on the White team – if applicable.
- e. Players, who move into the school or parish after evaluations, shall be given an evaluation as soon as possible.
- f. Players from other Catholic parishes are permitted, provided their parish does not provide a team in that grade and they attend evaluations.
- g. Players may voluntarily opt to play on the White team.
- h. The Director will meet separately with coaches to determine teams based upon evaluations. This process will be conducted with the best interest of the players and will consider team size, number of players, level of league competition and available coaches.
- i. Players from lower grades shall be allowed to play up to fill-in on older grades as needed for injury, vacation, holiday, etc. They shall consider their own grade teams as their primary team

Playing Time:

- a. Coaches should do their best to allow kids the opportunity to play at this level.
- b. The coach(es) will make every attempt to provide each player at least 1/3 playing time
- c. Playing time may be affected by:
  - i. Attendance at practice
  - ii. Attitude
  - iii. Level of competition

League selection:

- a. Coaches will be consulted by the Director on the division within the league (e.g. AAA, AA, A, B) in which they should participate.

Tournaments:

3<sup>rd</sup> – 8<sup>th</sup> Grade:

- a. Two (2) outside tournaments shall be included within an athlete's fees paid at registration. The exception is the St. Columbkille tournament.
- b. Those fees will be incurred by the joining team.
- c. For outside tournaments, each team shall stay intact where possible.
- d. In the event of injury, vacation, or other commitment, teams may combine to enter into a tournament.

## **ARTICLE IV- DISCIPLINE POLICY**

### Section I Athlete Discipline

- a. Any child suspended from their school will not be permitted to participate in any practice or games until their suspension has been lifted. Any athlete who violates this procedure forfeits their right to remain on their team for that season. No fees will be refunded.

### Section II Coach Discipline

- a. On receipt of a written complaint from a parent or athlete, the Secretary on behalf of the Athletic Commission shall respond via email or by phone to the parent and/or athlete, acknowledging receipt of the complaint.
  - i. They shall also notify the Director responsible for the Coach and Coach personally, who shall meet to discuss the matter and both Coach and Director shall sign a statement that they have met.
  - ii. This meeting must be held within ten days of receipt of the complaint.
  - iii. The Director shall report to the Executive Board at the next regular meeting that the meeting has taken place and shall present his signed statement to the Secretary for inclusion in the official minutes.
  - iv. Any coach who fails to appear for this meeting shall be suspended until the meeting has been held.
  - v. Any Director who fails to follow these procedures will be dismissed. The parent and/or athlete making the complaint may attend if they desire, or may voice their concerns through the Director.
- b. On receipt of a second and any subsequent written complaint regarding the same coach, the Secretary on behalf of the Athletic Commission shall respond in writing to the parent and/or athlete, acknowledging receipt of the complaint.
- c. The Secretary will also notify the Director responsible for the Coach and will notify the Coach personally by certified mail that their presence is required at a meeting with the Director of their sport and the Executive Board in Executive Session (Executive Board members only) to discuss the problem.
  - i. This meeting must be held within ten days after receipt of the complaint. After the meeting, the Coach, Director, and all Executive Board members will draft a document reflecting the issues discussed at the meeting and the agreed resolution of the problem.
  - ii. This document will be given to the Secretary for inclusion in the official minutes. Any coach who fails to appear for this meeting shall be suspended from all coaching responsibilities until this meeting has been held. Any Director who fails to follow these procedures will be dismissed.
  - iii. The parent and/or athlete making the complaint may attend if they desire, or may voice their concerns through the Director.
- d. Any coach for whom complaints are received during the season they are coaching will be reviewed separately by the Executive Board in Executive Session before being approved to coach in the following year.
- e. The Executive Board may, for good and sufficient reason, suspend any coach at any time that the coach's behavior is contrary to the St. Columbkille Constitution and By-laws and/or imposes a threat to the well-being of any student athlete.

*Appendix follows on the next page...*

# St. Columbkille Parent's Code of Ethics

**I hereby pledge to provide positive support, care & encouragement for my child participating in youth sports by following this Code of Ethics. I understand that the Athletic Program at St. Columbkille Parish is part of the parish's effort to form disciples of Jesus.**

- I will encourage good sportsmanship by demonstrating positive support for all players, coaches, & officials at every game, practice or other youth sports events.
- I will place the emotional & physical well being of my child ahead of any personal desire to win.
- I will insist that my child play in a safe environment.
- I will provide support for coaches & officials working with my child to provide a positive, enjoyable experience for all.
- I will demand a drug, alcohol & tobacco-free sports environment for my child & agree to assist by refraining from its use at all youth sports events.
- I will remember that the game is for children & not for adults.
- I will do my best to make youth sports fun for my child.
- I will ask my child to treat other players, coaches, fans, & officials with respect regardless of race, sex, creed or ability.
- I will promise to help my child enjoy the youth sports experience within my personal constraint by assisting with coaches, being a respectful fan, providing transportation or whatever I am capable of doing.
- I will assist as needed by volunteering to work at athletic functions (i.e. concessions, admissions table, time clock, score book, & any other athletic event needs).
- I will ensure my child's commitment to the team by coordinating his/her attendance & timeliness at all practices & games.
- I will refrain from using abusive language, & from contradicting or belittling coaches, officials, players, or other teams.
- I will not use social media to express negative comments or opinions about coaches, players or others participating in the Athletic Program.

**Your signature below indicates that you have read the above Parent's Code of Ethics & agree to abide by its contents**

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent Signature**

## **St. Columbkille Parish**

### **Coaching Commitment & Waiver**

I understand & agree that my responsibilities as a coach at St. Columbkille are of great importance & that my actions & attitudes have the potential to significantly influence the athletes whom I coach. The mission of St. Columbkille Parish is to form disciples of Jesus Christ and the athletic program is a part of that mission. Therefore, I promise to conduct myself in accordance with the guidelines listed below. Breach of the below code may result in loss of coaching privileges. As a coach, I WILL:

- Begin & end, each practice & game with a prayer.
- Reinforce the importance of good grades, academics, positive behavior, & a dedication to trying one's best in school.
- Place the emotional & physical well-being of my players ahead of personal desire to win.
- Treat each player as an individual, remembering the large range of emotional & physical development for the same age group.
- Not abuse, swear, scream, or intimidate players or opponents.
- Emphasize effort, hustle, attendance at practice & games, sportsmanship, & teamwork at all times. I will value effort & Christian attitude over winning.
- Treat each player, opposing coaches, teams, officials, parents, & administrators fairly, with respect & dignity.
- Stress the importance of the players' commitment to St Columbkille athletic teams, while also recognizing that players may have varied interests in multiple sports & other non-athletic events. At the same time respecting the interests & responsibilities of athletes to school, church, worship & family which may impact their ability to be at practices & games.
- Act in good faith by making a sincere effort to meet any minimum playing time requirements stated in league guidelines
- Learn the strengths & weaknesses of my players so that I might put them into situations where they have the best opportunity to succeed. I will coach from a positive base & make an effort to help each & every player improve his/her skills, as well as making for a "fun" experience in sports.
- Strive to help all players to improve their skills, abilities, & athleticism & focus on the value of "team".
- Uphold the authority of officials who are assigned to the contests, & assist them to conduct fair & impartial competitive contests.
- Become thoroughly familiar with the rules & regulations of this sport & league.
- Do my very best to prepare myself to coach this sport. I will thoroughly prepare for practices & games & stress the skills, fundamentals, teaching & evaluation techniques, & strategies of this sport.
- Follow the safe environment guidelines of the Archdiocese of Omaha.
- Not transport my player's to/from games or practices without express prior approval from their parents or guardians.
- Not use social media to express opinions about players, parents or other coaches.
- Conduct practices with at least two (2) adult parents/coaches at all times.
- Review & practice first-aid principles needed to treat injuries of players.
- Provide for a sports environment free from drugs, tobacco, & alcohol, & refrain from their use at youth sport games & practices.
- Plan, prepare, and communicate clearly & professionally to players & parents. Utilize a pre-season meeting to discuss the responsibilities of individuals on the team, practices, and other team aspects.
- Volunteer for, support & promote the St. Columbkille sports program and fundraising efforts, & provide a positive vision for our program & Catholic sports leagues.
- Cooperate fully with the Athletic Council, Sports Commissioner and coach in the enforcement of rules & regulations. I will immediately report any irregularities or violations of rules or regulations.

I have not been formally charged or convicted of any crimes that would affect my ability to work with or around children or juveniles. I have not been charged or convicted of crimes which have involved violence towards others, sexual or physical abuse of others, harassment, drug abuse, nor any crimes of an untoward nature toward juveniles. I conduct



my actions & myself in a positive manner that is consistent in dealing with youth. I understand & agree that a background check will be conducted to verify my ability to coach with youth.

\_\_\_\_\_  
Signature/Date

I hereby agree to hold harmless & release from any & all liability, claims, or damages St. Columbkille Church, Athletics, School & Parish, coaches, players, directors, & staff. With my signature, which I voluntarily affix to this agreement, I acknowledge that I have read, understood, & will do my best to fulfill each promise made herein.

\_\_\_\_\_  
Coach's Name (Please Print)

\_\_\_\_\_  
Coach's Signature

\_\_\_\_\_  
Date

***Please return promptly to the Athletic Office***

# St. Columbkille Athletics

## Player Commitment

I understand that playing sports for St. Columbkille is a privilege & an honor. I also understand that the parish is forming me as a disciple of Jesus Christ and my actions should reflect the actions of a disciple. Therefore, I promise to conduct myself in accordance with the following:

- I will do my best to learn the fundamental skills & strategies of my sport.
- I will become familiar with the rules of my sport & make a sincere effort to learn the finer points of the sport & strategies.
- I will, to the best of my ability, maintain appropriate academic & behavioral expectations.
- I will play for St. Columbkille as my primary team, unless I have received the express permission of my coach prior to the beginning of the season.
- I will attend all practices & games, unless I have given my coach reasonable notice of my planned absence.
- I will treat each player, opposing coach, official, parent & administrator with respect & dignity.
- I will conduct myself in all contests in a manner that will bring honor to my team & my parish.
- I will uphold the authority of officials who are assigned to the contest in which I play, & will assist them in every way to conduct fair & impartial competitive contests.
- I will refrain from making derogatory comments about my teammates or opposing players verbally or in social media sites.
- I will recognize the value & contribution of each team member & recognize the importance of being a contributor to the team
- I will keep the importance of winning or losing in perspective.
- I will act to encourage my teammates through positive comments & actions.
- I will respect the property & gym of St. Columbkille & each opposing team, & will do nothing to harm or destroy that property.
- I will do my very best to pay attention at games & practices, give my very best effort in games & practices, & try to prepare myself to the best of my ability.
- I will regularly pray for my teammates and those from other teams.

With my signature, which I voluntarily affix to this agreement, I acknowledge that I have read, understood, & will do my best to fulfill the promises made herein.

\_\_\_\_\_  
Sport

\_\_\_\_\_  
Signature of Player

Please return promptly to your coach or to the Athletic Office