

**ARCHDIOCESE OF PHILADELPHIA**

**REGION 17**

**ATHLETIC MINISTRY**

**BY-LAWS**

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Section A  
Operating Procedures  
For  
Athletics

## Section A - Operating Procedures for Athletics

### I. **Title**

This organization will be known as the Region 17 C.Y.O. (Catholic Youth Organization) Regional Advisory Board.

### II. **Purpose**

The purpose of this organization shall be to provide athletic programs and activities for the children of the 14 parishes within Region 17 of the Catholic Youth Organization (CYO) of the Archdiocese of Philadelphia. This includes providing a forum for communications between the representatives of the member parishes, making decisions on guidelines and policies for the Region 17 athletic programs, approving financial expenditures, reviewing coaches' conduct and investigating complaints arising out of games and events.

### III. **Membership**

The Membership shall be all CYO Athletic Directors (or designated representatives) of the Region 17 Parishes: St. Agnes, Saint Maximillian Colby, Saints Philip and James, Saints Peter and Paul, Saint Cornelius, Saint Elizabeth, Pope John Paul II, Saint Patrick (Malvern), Saints Simon and Jude, Assumption of the Blessed Virgin Mary, Saint Joseph, Saint Patrick (Kennett Square), Sacred Heart, Saint Peter (Honeybrook), Villa Maria Academy (Non-Parish Member) Specific sport commissioners are to be considered associate board members.

### IV. **Athletic Board**

#### A. **Control**

The control of this organization shall be vested in the Region 17 CYO Athletic Directors Board, which shall consist of the following members:

1. Region 17 Athletic Director
2. Region 17 Assistant Athletic Director (One of the Parish Athletic Directors or designated representative)
3. Parish Athletic Directors (14) - or designated representatives

#### B. **Associate members**

The following individuals are associate (none voting) members of the board:

- A. Boy's Soccer Commissioner
- B. Girl's Soccer Commissioner
- C. Girl's Volleyball Commissioner
- D. Boy's Basketball, Varsity and JV "A" Commissioner
- E. Boy's Basketball, Varsity "B" Commissioner
- F. Boy's Basketball, JV "B" Commissioner
- G. Boy's Basketball, High School Commissioner
- H. Girl's Basketball, Varsity and JV "A" Commissioner
- I. Girl's Basketball, Varsity and JV "B" Commissioner
- J. Baseball Commissioner
- K. Softball Commissioner
- L. Track Commissioner
- M. Treasurer
- N. Secretary

- O. Mission and Ministry Coordinator
- P. Communication Coordinator

**C. Active/Inactive Parish Status**

1. For voting purposes, an Active Parish is defined as a parish that has had a representative attend at least six Board meetings during the 12 months prior to the current Board meeting.
2. If an Active Parish is not represented at two meetings in a row, then that parish loses its voting privilege. The right to vote is regained at the beginning of the third meeting attended.
3. For voting purposes, an Inactive Parish is defined as a parish that has not had a representative attend at least six Board meetings during the 12 months prior to the current Board meeting. When an inactive parish has a representative attend two board meetings in a row, that parish is automatically restored to active status at the beginning of the third meeting attended.

**D. Decisions of the Board shall be reached as follows:**

1. Each Active Parish shall have one vote. If an individual holds dual positions within the region (for example, Region Athletic Director and a Parish Athletic Director), that individual shall have only one vote.
2. A quorum, consisting of 50% of the Active Board members plus one (1) is required for any votes to be taken. (For example, if there are eleven (11) active board members, then a quorum is seven (7). If there are ten (10) active board members, then a quorum is six (6).) Inactive board members and associate board members are not counted when determining a quorum.
3. All decisions shall consist of a simple majority of votes being cast (Abstentions are not considered votes cast.)
4. The Region Athletic Director shall only vote in the event that there is a tie vote.
5. In the event that there is a tie vote and the Region Athletic Director is also a parish athletic director, then the tiebreaker goes to the Assistant Athletic Director. If the Assistant Athletic Director is also a parish athletic director, then the tiebreaker goes to the Treasurer. If the Treasurer is also a parish athletic director, then the tiebreaker goes to the Secretary. If all four hold dual roles, then the issue must be re-discussed or held over to the next meeting and re-voted.
6. If the need occurs for a voting issue to be decided prior to the next scheduled meeting, an email vote may be conducted among the active parishes or if an issue discussed at a meeting needs further review at the parish level before voting, an email vote may be conducted among the active parishes. This email vote will be conducted by the Regional Athletic Director. The issue will be sent out for a 48 hour review and questions. After the 48 hour clarification period, there will be a 48 hour voting window. ADs may choose to vote during the review period if it is more convenient.

**E. Succession of Authority**

If the Athletic Director is unavailable, succession of authority shall fall to the Assistant Athletic Director. If the Assistant Athletic Director is unavailable, succession of authority shall fall to the Treasurer. If the Treasurer is unavailable, succession of authority shall fall

to the Secretary. If none of the above are present, then no meeting will be held.

**F. Election of Region Athletic Director, Assistant Athletic Director, Treasurer, Secretary, Coordinator of Mission and Ministry, Coordinator of Communication or The Executive Board.**

The Region Athletic Director, Assistant Athletic Director, Treasurer, Secretary, Coordinator of Mission and Ministry and Coordinator of Communication will be elected to two-year terms and will be elected at the May meeting. They may be re-elected to an unlimited number of terms. Candidates for Region 17 Executive Board must be fully certified coaches in the Archdiocese of Philadelphia and a registered parishioner in the region. Candidates must present a letter of recommendation from their Parish Pastor. Candidates must be nominated by a Region 17 Athletic Director or member of The Executive Board. Nominations should be received 30 days prior to the May meeting date.

**V. Duties of the Board Members**

The duties of the members of the Region 17 Athletic Board are:

- A. Region 17 Athletic Director - He/She shall represent Region 17 CYO at all Diocesan and Region athletic meetings and coordinate the scheduling of Region 17 CYO athletic activities. When present at a CYO sanctioned event, He/She will have the authority to settle any dispute that may arise. However, no official's call can be overruled.
- B. Region 17 Assistant Athletic Director - He/She shall fill in for the Region 17 Athletic Director when the Athletic Director is not available.
- C. Parish Athletic Director (or Designated Representative) - He/She shall have one (1) vote. Represent the parish CYO at all league and Region athletic meetings.
- D. Specific Sport Commissioner - He/She shall represent Region 17 CYO at all Diocesan and Region sport specific athletic meetings and coordinate the scheduling of CYO specific sport athletic activities. The Region 17 Athletic Director shall select each specific sport commissioner as a temporary commissioner. At the next available Board meeting, the board shall vote on filling the permanent position. When present at a CYO sanctioned event, in the absence of the Regional Athletic Director, He/She will have the authority to settle any dispute that may arise. However, no official's call can be overruled.

**VI. Rules of Order**

The Athletic Board may adopt any rule, not inconsistent with the provisions of the Operating Procedures, to provide for the orderly conduct of all meetings of this organization. A record shall be kept of all rules adopted by the Board. In the absence of such rules, Roberts Rules of Order Revised shall govern the deliberations of this Board and Organization.

**VII. Schedule of Meetings**

The Board shall have eight meetings per year. One during each of the months of January, February, April, May, July, September, October and November.

**VIII. Process for Making Changes to the Operating Procedures for Athletics**

Any Active member of the Board can submit a proposed amendment to these Operating

Procedures for Athletics. The amendment must be submitted in writing at one of the regularly scheduled meetings of the Board. The proposed amendment can be discussed at that meeting but cannot be voted upon until the next regularly scheduled meeting. The “Decisions of the Board shall be reached as follows:” section above will be followed in voting on the amendment.

IX. **Operating Procedures for Athletics Period of Review**

The Board shall review these Operating Procedures for Athletics every four years. During the review, all amendments will be incorporated into the main text. The active members of the Board shall indicate their approval of these Operating Procedures for Athletics by signing them at the May meeting.

Section B

Coaches

Section

## Section B - Coaches

### I. **Accredited Coaches**

All Region 17 coaches must be accredited in accordance with the Archdiocese of Philadelphia CYO guidelines. In addition, all coaches must attend a Coaches' CYO Orientation before starting their second year of coaching any sport. Each Parish CYO will furnish the Regional Athletic Director with the names of all certified coaches to be rostered before the start of each season. The names of all non-certified (first year) coaches that will appear on rosters will also be provided before the start of the season. The Regional Athletic Director will provide each certified coach with a laminated ID card and lanyard. This ID card and lanyard is to be worn around the neck and outside the clothes by every certified coach at every CYO sanctioned event that they are coaching.

### II. **CYO Coaches Pledge**

Upon my honor as a CYO coach, I pledge myself to the following:

To guide each player to be a better Christian and better citizen.

To be ethical and sportsmanlike in my coaching conduct toward all players, officials, fans and other coaches.

To motivate each player to compete according to the rules at all times.

To teach each player, especially through my own example, to be humble and generous in victory and proud and courteous in defeat.

### III **Coaches Goals**

The over-riding motivation for the program is the involvement of as many youngsters in Christian activities as possible. For coaches' qualifications, it is recommended that any coach of a parish CYO be a mature, Christian person. Keeping in mind the enormous influence, which a coach exercises upon the participants in the CYO program, it is a chief responsibility of the parish CYO organization to properly screen prospective coaches. CYO sports teams, when left in the hands of irresponsible adults, are more harmful to participants than if there were no program at all.

#### A Good Coach

\* Knows the rules and sees that the players do too.

\* Controls his/her emotions.

\* Has a sense of humor.

\* Knows when and who to substitute.

\* Speaks in a manner and tone becoming a lady or gentleman.

\* Does not criticize or praise too much.

\* Realizes players never purposely make a mistake and never ridicules.

\* Concentrates on coaching and lets the officials call the game.

\* Is fair and does not show favoritism.

\* Sets realistic practice and game schedules.

\* Never permits an ill or injured player to practice or play.

\* Insists a team practice the way it will play.

\* Uses all players in practices and in games.

\* Never deliberately humiliates an opponent by pushing up the score.

\* Insists that players accept victory with modesty and defeat without alibi.

\* Does not rehash a game right after the final whistle when emotions are high, but saves detailed comments for the next practice.

\* Realizes a team's reputation is built not only on its playing ability, but also on its sportsmanship,

courtesy and manner.

IV. **Guidelines for Coaches at All Levels of Play**

- A. Treat all players, super star and average alike, as if they were children, because they are.
- B. Always praise good performance and explain mistakes. Do not condemn them.
- C. All coaches should purchase a copy of the CYO Handbook and abide by the guidelines therein.
- D. Remember that the players usually look up to their coaches. Please set a good example for them.
- E. One coach must be designated as the head coach before the start of any game.

V. **Coaches Responsibilities**

- A. Be responsible for the children.
- B. Take attendance.
- C. Take responsibility of the facilities (fields, gym, hall) both home and away.
- D. Be responsible for equipment signed out to you.
- E. Make sure all children are accounted for before they go home. **DO NOT LEAVE THE PREMISES BEFORE THE CHILDREN.**
- F. Notify a child's parent/guardian in case of any injury. Then notify the sport Commissioner of a serious injury.
- G. Communicate with the children. Notify them of all changes (phone if necessary).
- H. Pray before all activities.
- I. Do not tolerate name-calling or fighting among teammates.
- J. Attend C.Y.O. Accreditation clinic. They are held periodically during the year. You cannot coach a second year if you are not accredited.
- K. Be aware of league rules.
- L. Use the coach's handbook for references.
- M. Proudly wear the CYO Certified Coach's Identification Card while coaching.
- N. Complete an "Incident Report" form if any of the following events take place during a game that you are a head coach.
  - 1- A player is ejected from a game.
  - 2- A coach is ejected from a game.
  - 3- A spectator is ejected from a game.
  - 4- A player or coach receives a technical foul.
  - 5- An incident takes place that is inconsistent with the Mission Statement, The Coaches Pledge or any hallmark of the CYO.
- O. When required, an incident report must be forwarded to your Parish AD for forwarding to the Regional AD within 48 hours of the end of game in question.

## VI **Coaches' Conduct Review Board**

A coaches' conduct review board shall be appointed by The Regional Athletic Director to serve for a 12-month period at the May meeting. The review board shall be comprised of seven active members from the athletic board. The Region Athletic Director shall have the discretion to designate the number of Review Board members that shall actually participate in the individual review. At least three must be selected. Any sport commissioner or parish athletic director shall be able to submit the name of a coach whose conduct should be reviewed.

The review board shall have the authority to:

- 1- Suspend the coach for up to two years.
- 2- Rescind the coach's accreditation and require him/her to retake the CYO Coach's accreditation training.
- 3- Invoke other punitive measures consistent with the CYO Handbook.

## Section C

### Policies and Procedures for Specific Sports

## Section C – Policies and Procedures for Specific Sports

### I. **Selection of Specific Sport Commissioners**

The Board shall appoint the following sports commissioners:

- A. Boy's Soccer Commissioner
- B. Girl's Soccer Commissioner
- C. Girl's Volleyball Commissioner
- D. Boy's Basketball, Varsity and JV "A" Commissioner
- E. Boy's Basketball, Varsity "B" Commissioner
- F. Boy's Basketball, JV "B" Commissioner
- G. Boy's Basketball, High School Commissioner
- H. Girl's Basketball, Varsity and JV "A" Commissioner
- I. Girl's Basketball, Varsity and JV "B" Commissioner
- J. Baseball Commissioner
- K. Softball Commissioner
- L. Track Commissioner

In the event that a sport commissioner departs, the Region 17 Athletic Director shall select a temporary commissioner. At the next available Board meeting, the board shall vote on filling the permanent position.

### II. **Duties of the Specific Sport Commissioners**

Each Sport Commissioner shall coordinate the scheduling of CYO specific sport athletic activities and shall represent Region 17 CYO at all Diocesan and Region sport specific athletic meetings. Each Sport Commissioner shall attend at least one Board meeting during the year. The rules for each sport, including but not limited to the selection process for post-season participation, shall be presented to the Regional Athletic Director prior to the start of the regular season. No rule change can be implemented without the approval of The Regional Athletic Director.

### III **Specific Sport Polices**

Each specific sport shall have a set of policies and procedures that address the unique needs of the sport. To the extent possible, there should be a consistency to the policies and procedures of the sports within the Region. These policies and procedures shall be developed and maintained by the sport commissioner and representatives of the parishes participating in the sport. The parish representatives and/or the commissioner shall initiate all changes to these policies and procedures. Once these individuals have agreed to the changes, then the commissioner shall present them in writing to the Board for final approval. If the Region Athletic Director thinks it is in the best interest of the Region, he can authorize the commissioner to implement the change, pending final approval by the Board. (Once the Board reviews the change, it can rescind the change.)

### IV **Process for Making Changes to Sport Policies**

Any member of the Board or Associate member can submit a proposed change to Sport Policies. The proposal must be submitted in writing at one of the regularly scheduled meetings of the Board. The proposal can be discussed at that meeting but cannot be voted upon until the next regularly scheduled meeting. The "Decisions of the Board shall be reached as follows:" section above will be followed in voting on the proposal.

## Section D

# Financial Accountability and Procedures

Section D – Financial Accountability and Procedures

**I. CYO Financial Chain of Command**

The CYO Financial Chain of Command is:

- A. Parish CYO Treasurers
- B. Parish Sport Coordinators/Athletic Director
- C. Region Sport Commissioners
- D. Region Athletic Director
- E. Region Treasurer
- F. CYO Central Sports Coordinators
- G. CYO Central Office Treasurer
- H. CYO Central Office Staff

**II. Financial Accountability**

**A. Region Athletic Director**

The Regional Athletic Director shall oversee the implementation of the financial procedures documented in the Region 17 CYO Athletic Directors Operating Procedures. He/she shall be one of the authorized signers for the Region 17 CYO bank account. On an as needed basis, he/she shall obtain cash advances from the Region Treasurer and initiate a related expense report (including receipts), that is forwarded to the Region Treasurer.

Reimbursable items include:

- 1. Postage
- 2. Food and refreshments
- 3. Other administrative costs necessary to conduct CYO business

**B. Sport Commissioner**

Each sport Commissioner shall prepare a sport-specific financial budget for the sport prior to the beginning of the sport season and an expense report at the end of the season. He/she shall submit this budget and expense report to the Region Treasurer. The Region Treasurer reviews the proposed budget and presents any issues to the Region Athletic Director. The Region Treasurer and Athletic Director either approve the budget or reject it. If it is rejected, then it is returned to the Sport Commissioner to be modified and resubmitted.

Once the budget has been approved, then it is the responsibility of the Sport Commissioner to stay within the approved budget.

The schedule for submitting the sport-specific budgets and expense reports is as follows:

Sport	Budget Due Date	Expense Report Due Date
Fall Sports	July 1 <sup>st</sup>	January 1 <sup>st</sup>

Winter Sports	October 1 <sup>st</sup>	April 1 <sup>st</sup>
Spring Sports	February 1 <sup>st</sup>	August 1 <sup>st</sup>

The budget due dates have been established to allow time for parish fee adjustments to be made to support the approved budget.

All bills should be submitted as soon as possible and any outstanding bills must be submitted no later than the date that the expense report is submitted.

Based on inputs from the Sport Commissioner, the Region Treasurer will submit a list of outstanding fines and fees to the Parish Athletic Director for payment.

### **C. Region Treasurer**

The Region Treasurer shall implement the financial procedures documented in the Region 17 CYO Athletic Directors Operating Procedures. He/she shall be one of the authorized signers for the Region 17 CYO bank account. The Region Treasurer shall regularly attend Region Athletic Directors meetings and shall meet on an as-needed basis with the sport commissioners. He/she shall work closely with the Region Athletic Director, the Region Athletic Board and Sports Commissioners throughout the financial budget and expense report process. This includes:

1. Issuing checks
2. Collecting fees
3. Providing reimbursement of expense items related to the CYO Sports Program
4. Processing expense reports
5. Preparing financial budgets
6. Providing cash advances

The Region Treasurer shall meet, as necessary, with CYO Central personnel or the Athletic Director.

At the conclusion of each sport season, the Region Treasurer shall prepare and forward a financial actual statement to the Region Athletic Director who shall forward a copy to the Sport Commissioners, Parish Athletic Directors, and CYO Central.

In July, the Region Treasurer shall prepare a budget statement and financial actual statement based on the previous year's sports activity costs. The financial report shall contain the current year's accruals, the current year's budget and the prior year's actual. Explanation for significant variances shall also be included.

## **III Financial Procedures**

The Region 17 CYO Athletic Directors Board financial procedures are as follows:

- A. Establish a Region 17 CYO Athletic Directors Board bank account (regional account).
  - 1. Three signers (Region Treasurer, Region Athletic Director and Assistant Regional Athletic Director) – Only one authorized signer is required to sign checks. Checks written in excess of \$5,000 shall require approval of the Athletic Directors Board.
  - 2. Access by any means other than a check is strictly forbidden (debit card, etc.).
- B. Filter all sports-specific receipts and disbursements through the regional account.
- C. The regional account should be audited yearly in the July-August time frame
- D. Establish a minimal operating surplus at the end of each sport season to be carried over into the next season.
  - 1. This philosophy guards against possibility of accumulating large cash surpluses at the end of each season
  - 2. Year-end surpluses that exceed an amount of approximately \$20.00 per team should be distributed at the discretion of the Athletic Directors Board.
- E. Within the region account, establish a general fund for any non-sports-specific transactions, and to hold any surplus for any sport-specific balances.
- F. Individual parishes are responsible for paying officials before each contest.
- G. Completion of financial statements – formulated, prepared, and submitted
  - 1. Expense reports – Shall be completed in accordance with the CYO Central guidelines.
  - 2. Budget statement - Shall be completed in accordance with the CYO Central guidelines.
  - 3. Financial actual statements - Shall be completed in accordance with the CYO Central guidelines.
- H. Sport Commissioner procedures
  - 1. Sport Commissioners meet and update the Regional Athletic Director, Parish Athletic Directors, and Regional Treasurer before each season.
  - 2. League fees, official fees, assignor fees and medal and trophy costs are addressed at the Commissioners meetings for each sport. Purchase of medals, trophies and all-star shirts must comply with the established Region 17 policy.
  - 3. At the conclusion of the season, the Sport Commissioner prepares and forwards a Financial Actual Statement to the Region Athletic Director and Region Treasurer.
  - 4. The Region Athletic Director provides a copy of the Sport Commissioner's report to all Parish Athletic Directors, whether or not all parishes participated in the specific sport.
  - 5. The Region Treasurer maintains a copy of the sport Commissioner's report and forwards an all inclusive sport-specific financial statement to CYO

Central.

6. The Sport Commissioner forwards a budget statement to the Region Athletic Director.
  7. Team registration fees are made payable to “Region 17 CYO” and forwarded to the Sport Commissioner by the Parish Athletic Director before each season (One check per parish). This includes archdiocesan fees. A breakdown of the number of teams at each level should accompany the payment.
  8. The Sport Commissioner forwards all funds to the region Treasurer and maintains an Income/Expense Report.
  9. The Sport Commissioner accounts for all region fees collected.
  10. The Sport Commissioner accounts for all reimbursable expenses that are incurred directly by the sport commissioner.
- I. Any expenditure not covered in a sport-specific budget or not a reimbursable item must be approved by the Athletic Directors Board. If the item is time critical, the expenditure can be approved by three members of the executive board.

#### IV **Process for Making Changes to Financial Procedures**

Any member of the Board or Associate member can submit a proposed change to Financial Procedures. The proposal must be submitted in writing at one of the regularly scheduled meetings of the Board. The proposal can be discussed at that meeting but cannot be voted upon until the next regularly scheduled meeting. The “Decisions of the Board shall be reached as follows:” section above will be followed in voting on the proposal.

Section E

Amendments

Section

Section E - AMENDMENTS

Section F

Approval

Section

Section F - Approval

We the members of the C.Y.O. Region 17 Athletic Directors Board do hereby adopt these Operating Procedures, Policies and Amendments on this the \_\_\_\_\_ day of \_\_\_\_\_, 2007.

Region 17 Athletic Director: \_\_\_\_\_

For St. Agnes: \_\_\_\_\_

For St. Maximillian Colbe: \_\_\_\_\_

For Sts. Philip and James: \_\_\_\_\_

For Sts. Peter and Paul: \_\_\_\_\_

For St. Cornelius: \_\_\_\_\_

For St. Elizabeth: \_\_\_\_\_

For Pope John Paul II: \_\_\_\_\_

For St. Patrick (Malvern): \_\_\_\_\_

For Sts. Simon and Jude: \_\_\_\_\_

For Assumption BVM: \_\_\_\_\_

For St. Joseph: \_\_\_\_\_

For St. Patrick (Kennett): \_\_\_\_\_

For Sacred Heart: \_\_\_\_\_

For St. Peter (Honeybrook): \_\_\_\_\_