

OUR LADY OF VICTORY ATHLETIC COMMITTEE

BYLAWS AND ATHLETIC PROGRAM RULES

AS AMENDED AND RESTATED

MAY 17, 2016

PREAMBLE

The Catholic Youth Organization ("CYO") of the Archdiocese of Detroit exists to promote parish-based athletic teams and supervised competition. The purpose of CYO is to create an appreciation of personal effort, self-discipline, teamwork and love for sport. While "winning" is always enjoyable, teaching young people to manage defeat is just as critical. Equally important in CYO competition is the role of the child's parents. Mature adult behavior and good sportsmanship on the parents' part is a necessary and expected part of the child's development. All Adults, whether cheering or coaching, are expected to behave in a manner that neither embarrasses the child nor Our Lady of Victory ("OLV"). Parents or students who do not behave in a manner that is expected of an OLV member will be asked to remove themselves from the athletic event and possibly, the entire sports program.

The Athletic Committee of Our Lady of Victory Parish ("Committee") is authorized to administer the rules and policies of the Archdiocese and our parish. The Committee, in conjunction with the Pastor, appoints the Athletic Director ("AD"). The AD reports to the Pastor and is accountable to the Committee. The AD's primary responsibilities include but are not limited to: facilitating the identification and selection of coaches, event scheduling, securing athletic facilities, and implementing and enforcing the philosophy and requirements for participation in all CYO events/activities as directed by the Committee.

Subject to the specific information and details provided below, the OLV parish sports program is bound by and must adhere to all of the rules of the CYO Athletic Program. A copy of the CYO rules can be obtained from the Athletic Director.

ARTICLE 1

Section 1.01 Athletic Committee Membership:

The Committee will consist of up to 12 members, each of which must be an Active Member of the OLV Dads' Club (as defined in the OLV Dads Club Bylaws). Membership will consist of the following:

- a) **Standing Members:** Standing Members include the officers of the OLV Dads' Club; the President, Vice-President, Secretary, Treasurer, Dads' Club Member At-

Large, the Athletic Director and the Assistant Athletic Director. The Pastor will serve as an ex-officio Standing Member of the Committee.

b) **At-Large Members:** As determined necessary by the Standing Members, up to six additional At-Large members may be added to the Committee.

At-Large Members will serve for a term of three (3) years, with the terms staggered such that at least one vacancy occurs each year. Such term can be terminated at the request of the At-Large Member or by a 2/3 majority vote of the Committee. Eligible OLV Dads' Club members interested in becoming At-Large Members of the Committee will be considered at the second (October) Dads' Club meeting. Open At-Large Membership will be determined and voted upon (if required) at the second (October) Committee meeting. The Committee may appoint members earlier than October if the Committee membership falls below nine members.

Section 1.02 Committee Officers:

The OLV Dads' Club President will serve as the Presiding Officer of the Committee.

Section 1.03 Committee Responsibilities:

Committee responsibilities include, but are not limited to, the following:

- a) All aspects of administration, monitoring, and management of the OLV athletic program.
- b) Preparing an annual budget to be presented to the OLV Dads' Club for approval.
- c) Hire and supervise, in conjunction with the Pastor, an Athletic Director.
- d) Actively serve on a sub-committee(s) of the Committee.

Section 1.04 Sub-Committees:

There shall be standing sub-committees whose chairperson will be determined by the Presiding Officer with the advice and counsel of the full membership of the Committee. The functions and duties of each sub-committee member shall be outlined in descriptions found in the Committee Member Responsibilities Appendix of these Bylaws. The standing sub-committees shall consist of the following as needed:

- a) Football Director
- b) Volleyball Coordinator
- c) Cross Country Coordinator
- d) Cheer Coordinator
- e) Basketball Director
- f) Track Coordinator
- g) Baseball Coordinator
- h) Softball Coordinator

- i) Lacrosse Coordinator
- j) Soccer Coordinator
- k) Concessions Coordinator
- l) Uniform Coordinator
- m) Volunteer Coordinator
- n) AD Selection Committee
- o) Sports Banquet Committee

Section 1.05 Conflict of Interest:

The Conflict of Interest Policy contained in the OLV Dads' Club Bylaws shall also apply to all members of the Committee.

ARTICLE 2

Section 2.01 Sports Program Eligibility Requirements:

All children of OLV Parish (and certain neighboring parishes) are eligible to participate in the OLV Parish CYO sports program. The team selection process will be based on the following prioritized criteria:

- a) **First Priority:** Must be a child attending the OLV Day School or a registered OLV parish member who attends OLV faith formation program.
- b) **Second Priority:** Must be a child who is a registered parish member of a neighboring Catholic parish community that does not have a CYO team in the same sport and who attends that parish's school or faith formation program.

To be a qualifying member of the OLV parish or neighboring Catholic parish, you must be registered as a parish member on or before: May 1st for Fall Sports; July 1st for Winter Sports and December 1st for Spring Sports. New school transfers should discuss their situation with the AD.

Section 2.02 Registration Timing:

The timing of registration of our athletic teams with the CYO is as follows: Fall Sports (generally football, soccer, cross country, and volleyball) - first week of June. Winter Sports (generally basketball) - First week of September; Spring Sports (generally track, lacrosse, baseball and softball) - First week of January.

Section 2.03 Registration Process:

An announcement published in the parish bulletin and OLV School paper signals the start of the sign up period and communicates the deadline for that specific season's registration. Those who do not sign up by the deadline may not be allowed to try out for that sport. Any

interested child may register at any time (including after the registration deadline), but those who register after the deadline may be placed on a waiting list. If teams are selected by means of a "try-out", only those who registered prior to the registration deadline will be considered, and those on the waiting list will not be eligible for participation on the team. The registration period may be extended if circumstances deem it appropriate, as determined by the Committee. In the event a team is selected by means of a "try out", prioritization for participation on the team will be determined based on the priority levels described in Section 2.01.

Section 2.04 Age and Grade Requirements:

The OLV Sports Program will form teams from grades four (4) through eight (8), as applicable based on the respective sport, and structure such teams to be consistent with the age and grade structure generally used by other participants in the CYO Athletic Program, and recommended by the Archdiocese of Detroit Athletics League Manual and supplemental Rules and Regulations for that particular sport, and as described below.

- a) **Varsity Team:** The Varsity 1 and 2 Team will be comprised of children in the 7th and 8th grades. The number of Varsity Teams established will be determined based on the number of children registered for a particular sport and the availability of field/court time for practices and games. Team tryouts will be held when necessary based on the number of children registered. Teams will be determined by the AD and the respective coaches, with oversight provided by the Committee. The Varsity Teams will compete in the Varsity League, as defined by the CYO Sports Program. Players in the 7th and 8th are eligible to tryout and participate on any designated Varsity Team (i.e. Varsity Team 1 or 2). If a 7th or 8th grader is offered a Varsity 1 placement, they may elect to be placed on the Varsity 2 team instead. A 6th grade player is not eligible to play at the Varsity level unless there is a unanimous agreement by the Committee and approval from the Pastor.
- b) **Junior Varsity (JV) Team:** The JV Team will be comprised of children in grades four (4) through six (6). The JV Team will compete in the "5th /6th Grade League" as defined by the CYO Sports Program. The number of JV Teams established will be determined based on the number of children registered for a particular sport and the availability of field/court time for practices and games. No cuts will be administered at the 4th, 5th or 6th grade levels. Teams will be determined by the AD and the respective coaches, with oversight provided by the full Committee.

5th and 6th Grade

JV 1 is defined as a 6th grade team, JV 2 is defined as a 5th grade team. JV evaluations may be conducted to determine placement within JV 1 or JV 2 to create "A" and "B" teams, if the number of program registrants exceeds the team maximum. A sport may combine 5th and 6th graders if it is required in order to meet the minimum team size in Section 2.05.

4th Grade

A 4th grade team is considered entry level into the CYO program and is meant to introduce players into a sport. Evaluations will be conducted by AD and selected coaches to create two equal teams if the number of program registrants exceeds the team maximum. "A" and "B" teams are not allowed at this level. A child in 4th grade cannot participate on the JV 1 or JV 2 team unless such participation is required to meet the minimum team size described in Section 2.05 and is approved unanimously by the Committee. The AD and Committee will determine annually if the program can accommodate a 4th grade team(s) as its level is introductory and not officially recognized by CYO.

Section 2.05 Team Sizes (Basketball):

Basketball teams must have a minimum of twelve (12) players when twelve or more eligible children have registered for participation. In the event that less than twelve (12) children have registered, the formation of a team will be at the discretion of the coach and the AD, but a team must have at least 7 players. A basketball team may not have more than (15) players unless approved by the AD and the Committee.

Section 2.06 Minimum Playing Time Requirements:

Basketball:

In order to foster sportsmanship, the Committee has set minimum playing minutes for the various levels of basketball based on CYO Athletics Program Rules and Regulations. Players on a JV team are required to play a minimum of two (2) minutes per game. There are no playing time requirements for any Varsity team. It is expected that coaches will be fair with regard to playing time.

Football:

Freshmen (3rd-4th grades) and JV (5th-6th grades) players who attend practices regularly will be guaranteed a minimum of five (5) plays per half. There are no playing time requirements for any Varsity team.

For all other CYO sports, coaches are expected to provide opportunities for participation and competition to players to promote positive experiences in athletics per CYO.

Section 2.07 Physical Examinations:

All players are required to have a current acknowledgement of the Assumption of Risk/Expectations of the program on file prior to tryouts or first team practices. A physical examination is also required for all sports teams. A physical must be dated after April 15 of the current sport year and will be valid for all sports during the following school or athletic year. Signed and completed Physical Examination and Assumption of Risk forms are to be

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kept on file with the Our Lady of Victory Athletic Director's Office. These forms must be on file prior to the first game. The CYO does not insure and is not responsible for injuries incurred in any sport activity.

Section 2.08 Grievance Procedure:

In the event of any grievance that may arise in relation to the above policies, the following procedure will apply:

- a) After waiting 24 hours from the time the grievance occurred, the party claiming the grievance will, in writing, notify the AD of the grievance. If the grievance directly involves the AD, then the written statement can be filed with one of the members of the Committee. Such grievance SHOULD NOT be filed with the Pastor as the Pastor has requested that the Committee address such grievances.
- b) The AD will discuss the grievance with the involved parties and attempt to resolve the grievance.
- c) In the event the grievance cannot be resolved satisfactorily by the AD, a date will be set for a hearing of the complaint by the Committee.
- d) The hearing will consist of the members of the Committee who do not have a direct involvement in the subject of the hearing. The involved parties will be invited to participate in the hearing.
- e) After the hearing, the Committee will discuss the facts and, if possible, render a decision. If more information is required, members of the Committee will contact the necessary parties. Once all required information is obtained, a decision will be given within one week of the hearing.

Section 2.09 Volunteer Credentialing:

Any person coaching or helping in a game or practice must fulfill the Protecting God's Children Workshop requirement and complete a form authorizing the parish and/or the Archdiocese of Detroit to conduct a criminal background check on them. The background check may be authorized annually, consistent with Archdiocese of Detroit, OLV Parish, and CYO guidelines.

Section 2.10 Stipend for Committee Board Members, Athletic Director, Coaches and Volunteers:

Any person designated as a coach, assistant coach, sports program coordinator or helper of any kind within the athletics program, with the exception of the AD and Committee Board Members, will not receive a monetary stipend, waived registration fee, refund of registration fee, or compensation for accepting a position in the sports program. The AD

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and Committee Board Members will receive waived registration fees for their children only. If there are no registration fees to waive, the benefit is void. There is no monetary cash-out value for this benefit.

The AD will receive an annual monetary stipend as determined by the Committee and the Pastor.

Section 2.11 Term of Appointed Positions

All coach, assistant coach and volunteer positions, with the exception of a sports program coordinator/director, AD and Committee Board Members, are assigned annually and on a volunteer basis.

Section 2.12 Payment and Refund of Registration Fees

Registration fees for a sport will be determined annually by AD and Committee based on program costs. All current and past player registration fees must be paid prior to the first day of evaluations or practice, whichever comes first, or a player may not participate on a team. The Committee reserves the right to make special considerations for families in need. No refunds will be given after the close of the online registration period, with the exception of athletes who are not selected for a team as a result of a tryout, or if there are not enough players to make a team.