

# **CORPUS CHRISTI ATHLETIC COUNCIL BYLAWS**

May 2012

## **1. Mission Statement of Corpus Christi Athletic Council**

The Corpus Christi Athletic Council (CCAC) is a Corpus Christi Parish ministry that helps manage and operate the Parish Community's athletic programs. CCAC is an advisory council to the Pastor and operates under the authority given by the Pastor and the Parish Professional Staff and their authority. To facilitate collaboration, the CCAC shall report regularly on CCAC developments to the Pastor or his designee, including but not limited to budget information, meeting agendas and meeting minutes.

## **2. Duties and Responsibilities of CCAC**

The duties and responsibilities of CCAC are to:

- A. coordinate athletic programs which promote Christian values, good sportsmanship, health and wellness, and positive competition;
- B. provide information about athletic programs to parent parishioners;
- C. promote parental and family support for the athletic programs;
- D. encourage attendance at sporting events and volunteers for coaching;
- E. create a greater appreciation of Christian values in athletic competition;
- F. participate in accordance with the rules of the Archdiocesan CYO program in which CCAC elects to participate;
- G. provide recognition for the accomplishments of the athletes participating in the athletic programs.

In fulfilling these responsibilities CCAC is committed to best organizational practices, transparent financial accounting and open and inclusive processes.

## **3. Membership**

- A. CCAC shall consist of 11 voting members.
- B. Each member shall serve a three year term. A member may be reappointed to a second 3-year term upon approval by the Pastor and CCAC members. If a member resigns or is removed prior to completing his/her term the Athletic Director, in consultation with the Pastor, or his designee, shall appoint a successor to serve such member's unexpired term.
- C. CCAC shall recruit new members personally and the CCAC Administrator shall advertise the need for new members in the Parish bulletin and School newsletters in the spring. New members are selected by the Pastor and CCAC members at the May meeting. If more nominations are received than the number of positions to be filled, CCAC will hold a vote to determine the outcome that is based upon recommendations.
- D. Members are expected to attend all regular and special meetings of the Council and to participate in the Council functions and duties. Failure to meet these expectations may over time lead to the member's replacement, following the advise of the Pastor and a Council vote with at least a majority of members voting to replace the member.

- E. Members are expected to assist in the supervision of athletic facilities for all sports sponsored by CCAC. This includes attending and supervising gym activities for volleyball and basketball.

#### **4. Members and Their Duties**

- A. The Athletic Director shall
  - i. call regular meetings of the CCAC;
  - ii. shall receive a stipend from the parish;
  - iii. prepare and circulate an agenda a full week in advance of and preside over all meetings;
  - iv. act as liaison to the Catholic Youth Organization of the Archdiocese of Kansas City in Kansas;
  - v. attend all Athletic Director meetings and report back to the CCAC;
  - vi. review any requests for expenses and oversee CCAC budget, approved by the Finance Council;
  - vii. submit all scores and forms from weekend games held at Corpus Christi;
  - viii. assist all Sports Coordinators, as needed, with team rosters, parent or coaches concerns and any other issues to ensure programs run smoothly.
  
- B. Athletics Facilities Coordinator shall
  - i. schedule all athletic facilities times including practices and games in coordination with the parish office;
  - ii. communicate scheduling to the Parish Office via emails;
  - iii. coordinate CCAC weekend gym assignments to ensure coverage at all weekend events;
  - iv. coordinate gym workers who will report to the CCAC member working the weekend; Gym workers are responsible for collecting admission fees, setting up the games, and assisting with the maintenance of the building such as taking out all trash to the compactor, ensuring the bathrooms are picked up and stocked, and lock up.
  
- C. Volleyball Director shall
  - i. be accessible as the primary contact for the Volleyball program;
  - ii. handle any coach or parent concerns and work with the Athletic Director to resolve if needed;
  - iii. assist with the placement on teams and formation of rosters;
  - iv. coordinate with the Parish Office to ensure all players are eligible and fees have been paid;
  - v. ensure all teams have coaches and assist the Compliance Coordinator to ensure all coaches are eligible;
  - vi. coordinate with the Equipment Coordinator to ensure all teams have received uniforms and equipment;
  - vii. communicate to coaches that they need to have one scorer/timekeeper per game.
  
- D. Boys Basketball Director shall
  - i. be accessible as the primary contact for the Boys Basketball program;
  - ii. handle any coach or parent concerns and work with the Athletic Director to resolve if needed;
  - iii. assist with the placement on teams and formation of rosters;
  - iv. coordinate with the Parish Office to ensure all players are eligible and fees have been paid;

- v. ensure all teams have coaches and assist the Compliance Coordinator to ensure all coaches are eligible;
- vi. coordinate with the Equipment Coordinator to ensure all teams have received uniforms and equipment;
- vii. communicate to coaches that they need to have one scorer/timekeeper per game.

E. Girls Basketball Director shall

- i. be accessible as the primary contact for the Girls Basketball program;
- ii. handle any coach or parent concerns and work with the Athletic Director to resolve if needed;
- iii. assist with the placement on teams and formation of rosters;
- iv. coordinate with the Parish Office to ensure all players are eligible and fees have been paid;
- v. ensure all teams have coaches and assist the Compliance Coordinator to ensure all coaches are eligible;
- vi. coordinate with the Equipment Coordinator to ensure all teams have received uniforms and equipment;
- vii. communicate to coaches that they need to have one scorer/timekeeper per game.

F. Track Director shall

- i. be accessible as the primary contact for the Track program;
- ii. handle any coach or parent concerns and work with the Athletic Director to resolve if needed;
- iii. assist with the placement on teams and formation of rosters;
- iv. coordinate with the Parish Office to ensure all players are eligible and fees have been paid;
- v. ensure all teams have coaches and assist the Compliance Coordinator to ensure all coaches are eligible;
- vi. coordinate with the Equipment Coordinator to ensure all teams have received uniforms and equipment.

G. Football Director shall

- i. be accessible as the primary contact for the Football program;
- ii. handle any coach or parent concerns and work with the Athletic Director to resolve if needed;
- iii. assist with the placement on teams and formation of rosters;
- iv. coordinate with the Parish Office to ensure all players are eligible and fees have been paid;
- v. ensure all teams have coaches and assist the Compliance Coordinator to ensure all coaches are eligible;
- vi. coordinate with the Equipment Coordinator to ensure all teams have received uniforms and equipment.

H. Equipment Director shall

- i. have responsibility for all equipment purchased by the CCAC;
- ii. check out at the beginning of the season an equipment bag with balls to each team;
- iii. check out at the beginning of the season uniforms to each team;
- iv. check in at the end of the season equipment and uniforms from each team;
- v. assist in repairing equipment during the season as necessary;
- vi. evaluate equipment on the off season and order as appropriate to ensure equipment is ready in time for season play;

- vii. coordinate with the Accounting Office prior to ordering;
- viii. ensure that all teams are wearing approved uniforms. There is one Corpus Christi uniform per sport and all teams will be in the same uniform.

I. Compliance Coordinator shall

- i. ensure all coaches are VIRTUS® trained;
- ii. ensure all coaches attend required meetings;
- iii. ensure parents attend Play Like a Champion meetings of the Archdiocesan CYO office;
- iv. assist in any communications related to compliance.

J. Website Coordinator shall

- i. update and keep current all information on the Corpus Christi CCAC website;
- ii. place sport registration forms and online payment on the website two weeks before enrollment for that sport begins;
- iii. place all team schedules on website as soon as they are available.

K. Administrative Liaison shall

- i. record all proceedings of the CCAC;
- ii. prepare, circulate and submit for approval the minutes of each meeting;
- iii. coordinate the advertisement for new members in the church bulletin, school and religious education newsletters before the May meeting;
- iv. coordinate the communication of each sport and registration deadlines in the church bulletin and school newsletters;
- v. assist individual sport coordinators to ensure all players have registered and paid all fees;
- vi. assist Athletic Director with monitoring the budget and coordinate monthly with the Accounting Office reports of monies taken in and expensed.

## **5. Financial Responsibility**

- A. The Council shall create and approve an annual budget of fees and expenses by February 28<sup>th</sup> for the following fiscal year. The approved budget shall be forwarded to the accounting office and Parish Finance Council for final review.
- B. The Council is responsible for setting participation fees for each respective sport and reviewing these fees on an annual basis in connection with the budget.
- C. Expenses required by the individual sports must be submitted by the sport coordinator or equipment manager to the CCAC for approval.

## **6. Meetings, Quorum and Voting**

- A. The Council shall meet regularly from August to June.
- B. A majority of current members shall constitute a quorum for a Council meeting. A majority vote of those present at a meeting is required to conduct CCAC business.
- C. To enable timely decision-making on routine matters the Athletic Director may conduct a vote on a matter proposed by a member through electronic means such as e-mail. If a majority votes in favor of the measure, and provided there are no objections or requests for face-to-face discussion, the matter shall be approved.

## **7. Sponsored Programs, Fundraising and Recognition**

- A. Athletic Programs Sponsored by CCAC. CCAC offers programs for Corpus Christi students and those in the school of religion in grades 3-8. Fees vary from sport to sport and from year to year as determined by CCAC. CCAC budgets and charges participation fees based on the anticipated costs associated with each individual sport.
- B. Sponsored Sports. The following are CCAC sponsored sports:
  - i. Basketball: boys and girls grades 3-8;
  - ii. Volleyball: girls grades 3-8;
  - iii. Track: boys and girls grades 3-8.
- C. Future Sponsored Sports. Sports that are offered through the Archdiocesan CYO program that are not currently offered by the CCAC may be added by a majority vote of the CCAC. Proposed fees and expenses of the new sport must be approved prior to the addition of the program.

## **8. Gymnasium Schedule and Maintenance**

The school shall have primary use of the gymnasium during school hours. The Principal and physical education teacher shall coordinate use of the gymnasium from 7:30 am - 3:30 pm during weekdays of the school year. Any special usage of the gymnasium during school hours that are outside of classroom activities must be communicated to the Parish Office for scheduling.

Gymnasium use outside of use by the school, during school weekday evenings, weekends and summer time, shall be coordinated by the Athletic Director to promote athletic programs. The Athletic Director and the Parish Office, will collaborate on the scheduling of all events.

The parish will be responsible for clean-up and general maintenance of the gymnasium during school hours. The leadership or Councils hosting special events in the gymnasium shall be responsible for clean-up and general maintenance during and after such events. CCAC will be responsible for clean-up and general maintenance of the gymnasium when used for athletic purposes.

## **9. Roberts Rules of Order**

The governance rules "Roberts Rules of Order, Revised" shall govern Council proceedings in all cases where they are applicable and not inconsistent with these Bylaws.

## **10. Bylaw Review and Amendment**

These Bylaws may be amended by a 2/3 vote of the current Council membership at any CCAC meeting with notice of the proposed amendment having been given to the Council ten days prior to the meeting and upon approval of the Pastor. CCAC shall review its Bylaws periodically and furnish copies of any amendments to the parish office for their records.