

Our Lady of Lourdes Athletic Club By-Laws

NAME

The name of the organization shall be “Our Lady of Lourdes Athletic Club” (OLLAC).

OUR LADY OF LOURDES ATHLETIC CLUB (OLLAC) MISSION STATEMENT

The mission of the OLLAC is to provide the best child centered athletic programs possible for the student-athletes of OLL School and Parish. The OLLAC considers athletics to be an important part of the Christian formation and education process, and each student-athlete should “grow” through our athletic programs. The OLLAC will accomplish this mission by:

SECTION 1. Offering athletic programs that will benefit all student-athletes and provide fun and opportunity for personal growth and development.

SECTION 2. Fostering our Catholic identity by incorporating the Mission, Goals and Guiding Principles of the Archdiocese of Cincinnati Catholic Charter on Youth Athletics

- a. Introduction: This section of the Charter contains the Charter’s mission, goals and guiding principles. The rest of the Charter flows from these statements, and provides specific policies and best practices for leagues serving Catholic Youth Athletics here in the Archdiocese; as well as policies and best practices for the youth athletics organizations of our parishes, and non-parish schools.
- b. Mission: Catholic Youth Athletics furthers the mission of the Catholic Church by providing sports experiences for youth that are firmly rooted in the Catholic faith tradition, based on the goals of Catholic youth ministry, and aligned with the evangelizing mission of the Catholic Church.
- c. Goals and Guiding Principles
 - (i) Goals. Catholic Youth Athletics is a form of youth ministry that leads young people closer to Christ, and takes its inspiration and direction from the 1997 U.S. Bishops’ document, *Renewing the Vision – A Framework for Catholic Youth Ministry*. That document identifies three overarching goals for all youth programs in the U.S. Catholic Church:
 - i. Goal 1. Discipleship: to empower young people to live as disciples of Jesus Christ in our world today.
 - ii. Goal 2. Participation: to draw young people to responsible participation in the life, mission, and work of the Catholic faith community.
 - iii. Goal 3. Growth: to foster the total personal and spiritual growth of each young person.

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- (ii) Guiding Principles. The policies and best practices detailed in this Charter flow from these goals and are aligned with them. Since the Charter provides a framework of policies and best practices for elementary-age and parish-based athletics in the Archdiocese (except for the Excluded High Schools), the various athletics organizations, leagues, tournaments, teams, and practices that are a part of Catholic Youth Athletics will also reflect these overarching goals. The Guiding Principles are:
- i. Discipleship, Faith and Family First: Catholic Youth Athletics proceeds from and should always include Christian discipleship in the Catholic faith, in support of the parents and families whose children participate. Charter policies and guidelines are developed with Christian discipleship, the Catholic faith, and family well-being as top priorities.
 - ii. Evangelizing Mission: The whole Church and each of its members are called to the mission of evangelization; so too, is Catholic Youth Athletics a part of that mission. Participants, parents, families, coaches, athletics organizations, fans, and alumni – all those involved in some way in Catholic Youth Athletics – are invited into this evangelizing mission bringing the good news of Jesus Christ to a world much in need of it. The Charter establishes clear expectations regarding the evangelizing mission of Catholic Youth Athletics.
 - iii. Responsible Participation in the Church: Catholic Youth Athletics will reflect the priority of regular, consistent, and responsible participation in the Church, in her worship, education, community, ministries and service to the world. The Charter includes policies and best practices affirming the priority of active participation in the Catholic faith community, including faith formation as well as worship on Sundays, Holy Days and during liturgical seasons.
 - iv. Faith, Character and Virtue Development: In Catholic Youth Athletics, winning, performing, and succeeding are always subordinate to the development of faith, character and virtues in participants and their families. The Charter establishes policies and best practices regarding Christian behavior, good sportsmanship, and fair play for players, coaches, volunteers, athletics organizations, and parents, in line with the Great Commandments, the Ten Commandments, and the Golden Rule.
 - v. Trained and Competent Coaches and Athletics Leaders: Coaches and athletics leaders serving in Catholic Youth Athletics understand their roles as forms of youth ministry leadership, and will get training that leads to competence not

only in coaching a given sport, but also in modeling and sharing faith, developing young Catholic disciples, and helping young people and their families stay meaningfully connected to the Catholic Church.

- vi. Safety and Well-being of Children: The safety and well-being of young people in Catholic Youth Athletics are paramount. The Charter describes policies and best practices to promote the safety and well-being of children.
 - vii. Good Stewardship and Accountability: Athletics organizations and leagues that serve the parishes and schools of the Archdiocese should demonstrate good stewardship of money and other resources, with trustworthy and transparent systems of financial accountability.
- d. In and through the experience of Catholic Youth Athletics, children and their families will better follow Christ, be drawn closer to the Church, and will grow in character, virtues, and Christian service. The provisions of this Charter have been developed to make this mission a reality in the Archdiocese of Cincinnati.

SECTION 3. Develop in the student athlete:

- a. Self-esteem and self-confidence
- b. Loyalty
- c. Discipline
- d. Teamwork
- e. Good sportsmanship
- f. A drive to do their best in all endeavors at all times.

SECTION 4. The Ministry Mission of the Athletics Organization.

The youth ministry mission of Our Lady of Lourdes is the mission of the OLLAC. The OLLAC is an extension of the mission and youth ministry efforts of Our Lady of Lourdes Parish. The OLLAC is responsible for organizing, coordinating and sustaining high quality athletics experiences for young people that build up their faith, character, virtues, self-confidence, communication capabilities and leadership skills, in the context of athletics. Athletics organizations stand in for Jesus when he says, "Let the children come to me, and do not prevent them; for the kingdom of heaven belongs to such as these." Matt. 19:14

SECTION 5. Ensure fair treatment for all student-athletes.

SECTION 6. Provide the resources for all student-athletes to learn the discipline of the sport they choose.

SECTION 7. Encourage an environment where all members:

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- a. Feel welcome.
- b. Are able to communicate and participate.
- c. Are able to share their ideas and concerns.

SECTION 8. Project a visible sign to the parish community and the general community that Lourdes athletic teams (players, coaches & parents) maintain a Christ-like attitude to all with whom they come in contact. June 5, 1997

ROLE OF OLLAC

SECTION 1. Role of Catholic Athletics Organizations.

The athletics organizations of our parishes, and non-parish schools, are the heart and soul of Catholic Youth Athletics. It's the place where the Catholic identity of participants, coaches and teams is authentically affirmed, modeled, and lived out. The AOCCOCYA understands the parish, and non-parish school, athletics organization to be:

- a. An integral part of the mission, ministries, and life of the parish, or non-parish school, and committed to that mission above and beyond other considerations;
- b. Under the direct authority of the Pastor (parish) or principal (non-parish school);
- c. Part of the youth ministry of the Catholic Church, with leaders, coaches, adult volunteers, and parents who understand the youth ministry mission of Catholic Youth Athletics (see Section 1, p. 7);
- d. Guided by the mission, goals and principles of the AOCCOCYA (see Section 1, p. 7); and,
- e. A source of inspiration, character development, virtue and Catholic Christian behavior that ideally will be beyond reproach.

SECTION 2. Structure, governance, operations.

- a. Parish or school liaison: There should be a clear organizational connection between the athletics organization and parish, or non-parish school, under the Pastor, or principal of a non-parish school, if possible with a staff member assigned as the representative of the Pastor or principal to the athletics organization.
- b. Accountability: The athletics organization should be accountable to the Pastor, or principal of a non-parish school, (including resources, finances, buildings, insurance, and other matters).

Athletics organizations that are part of a Catholic parish or school are governed by Archdiocesan policy with regard to financial bookkeeping, accounting, and accountability. As such, like all other organizations, ministry groups, or committees of a parish or school, they are responsible to and under the direct

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authority of the Pastor, or principal of a non-parish school, for timely, accurate and complete financial reports.

To avoid the appearance or reality of malfeasance, parish and non-parish school athletics organizations, and the athletics leagues that serve them, are expected to maintain well-organized and transparent systems of financial record-keeping and accountability.

c. Legal, Insurance and Financial

- (i) Financial- the athletics organization is responsible for monitoring the completion, accuracy and timely submission of records, reports, documentation and fees as required by the parish or school, Archdiocese and government, to ensure transparency and accountability regarding the finances of the organization. An organizational officer (e.g., treasurer) will be designated to:
 - i. Prepare annual budgets; collect fees and dues; maintain accurate records of receipts and expenditures; and should provide accurate, complete and timely reports as required by the organization, the parish, or non-parish school, the Archdiocese and the government; and
 - ii. Pay all outstanding bills promptly upon receipt.
- (ii) Compliance with Charter Required as a Condition of Participation. As a condition to being identified with Catholic Youth Athletics, organizing competitions with other participating Catholic Youth Athletics entities, and using Facilities, leagues, athletics organizations, athletics leaders, coaches and any other representatives of the Catholic Church are responsible for conducting youth athletics in compliance with this Charter. Individuals and organizations found to be not in compliance with this Charter will no longer enjoy the privileges connected with Catholic Youth Athletics, including but not limited to:
 - i. Being permitted to be identified with Catholic Youth Athletics;
 - ii. Being allowed to participate in Catholic Youth Athletics;
 - iii. Being allowed to use Facilities; and
 - iv. Having access to parish or school communications to convey information about youth athletics.
- (iii) Transportation- Refer to AOCCOYA 7.2.1, pp 40-41

d. Spiritual Liaison: The athletics organization should establish a Spiritual Liaison

As noted above, athletics organizations should have a designated Spiritual Liaison (the “Spiritual Liaison”) as follows:

- (i) Selection:
 - i. Catholic: The Spiritual Liaison should be an active Catholic in good standing with the Church. The Spiritual Liaison may be

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ordained, religious or lay, a paid staff member, or a volunteer.

- ii. Appointed by Pastor or principal: In a parish, the Spiritual Liaison should be appointed by the Pastor and report directly to him or his designee. In a non- parish school, the Spiritual Liaison should be appointed by the principal or his or her designee.

(ii) Duties:

- i. Communication: Responsible for communicating the spirit, mission, goals and principles of this Charter to all in the athletics organization.
- ii. Meetings and monitoring: Ensure that the annual coaches' ministry meeting(s) is (are) scheduled. Attend the annual coaches' ministry meeting(s) and monitor attendance at such meetings by the coaches.
- iii. Promote ministry spirit: Assist coaches in implementing a spirit of ministry, as reviewed annually at the Coaches' ministry meeting, in practices and games throughout the season.
- iv. Evaluations: Participate in end-of-year evaluations of coaches and discussions regarding their return for future years.
- v. Resources: Provide resources, including prayers and other resources, to assist coaches in their youth athletics ministry.
- vi. Listening: Be a listening ear outside of the athletics organization for coaches, parents or athletes.
- vii. Develop guidelines: In consultation with the Pastor, or principal of a non- parish school, and athletics organization leadership, establish any guidelines to be fulfilled by coaches or teams to integrate Catholic/Christian faith and spirituality more fully into the athletics programming.
- viii. Grievance Committee: The Spiritual Liaison should be a member of the athletics organization Grievance Committee.

(iii) Evaluation: An annual review of the Spiritual Liaison should take place with the Pastor, or principal of a non-parish school, or designee, with input from coaches and athletics organization leadership.

- e. Stewardship: The athletics organization should be a fiscally responsible steward of its monies and other resources, with revenues and expenses accounted for through normal parish, or non-parish school, financial accounting.

PHILOSOPHY

The OLLAC believes it is important to respect the variations in talents, skills, and developmental levels of the student-athlete and to design our programs accordingly.

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CHILDREN IN CATHOLIC YOUTH ATHLETICS

SECTION 1. Determining Eligibility.

Eligibility for participation on a Catholic Youth Athletics team shall be determined by the following:

- a. Parish registration: The participant's parent or legal guardian is registered with the parish sponsoring the team. If the parents of a participant are registered at more than one parish, the child is expected to play in only one parish per school year (July through June); OR
- b. Catholic elementary school: The participant attends a Catholic school sponsoring the team. If a participant from one parish attends another parish's school, or a non-parish school, the participant may participate either on the team(s) of the school they are attending, or the parish's team(s); OR
- c. Unaffiliated participants: Children (Catholic or non-Catholic) who are not registered with a Catholic parish or attending a Catholic school may participate in Catholic Youth Athletics only by special application and permission by the parish Pastor, or non-parish school principal), the athletics organization(s) and the league(s).

SECTION 2. Terms of Team Membership.

In any case, the participant is expected to play for that same parish or school for the rest of that school year, unless the family residence moves to a different locale and parish, in which case a change is permitted. If an individual's parish or school sponsors a team in a particular sport, the individual is to participate on that parish's or school's team and is not permitted to play for a different parish or school without written approval by the parish Pastor, or non-parish school principal, the athletics organization(s) and the league(s), on a case-by-case basis.

SECTION 3. Religious education requirements.

- a. Catholic participants: Catholic participants will be enrolled in and regularly attend the parish's or school's religious education in the current school year (which may be scheduled during the summer or the school year). Three or more unexcused absences from religious education sessions will normally result in suspension from the team. Legitimate excused absences such as due to illness will be assessed on a case- by-case basis at the local level.
- b. Non-Catholic participants in Catholic schools: In the case of non-Catholic children enrolled in Catholic schools, they are eligible to play provided they attend the school's religious education classes in the current school year.
- c. Non-Catholic participants in Catholic parishes: In the case of non-Catholic children whose parents have enrolled in RCIA or are otherwise in the process of becoming Catholic, they are eligible to play provided they are enrolled in and regularly attend the parish's religious education in the current school year. Missing three or more religious education sessions will

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normally result in suspension from the team.

- d. Unaffiliated participants: unaffiliated participants are not required to attend religious education, but may be welcomed and encouraged to do so.

SECTION 4. Other Eligibility Requirements.

The athletics organization of a parish or school has the right to establish in its Organizational Documents additional criteria for eligibility, with the approval of the Pastor or non-parish school principal, and may deny team membership to any otherwise qualified individual based on those criteria, provided the criteria are aligned with the mission, goals, principles, policies and guidelines of this Charter.

SECTION 5. Where Participants May Join Teams.

Determination of the parish or school where a child is eligible to join a team is based on:

- a. the home parish where the parents and family are registered; then
- b. the school (in the case of non-parish schools); then if neither the child's home parish nor school offers a given sport,
- c. proximity to the child's residence. In this case, distance considerations are expected to radiate out in all directions from the child's primary residence, as follows:
 - (i) The first request for participation is expected to be made to the parish/school that is closest to the individual's residence. If the closest parish/school does not have a team, or doesn't accept the individual, the individual may play for the second closest parish, and so on.
 - (ii) A parish that cannot provide a complete team in a particular sport, but has children interested in participating, can:
 - i. Place them on another parish team geographically adjacent to the parish that cannot field a team, or
 - ii. Form a combined team with one or more adjacent parishes, in which case all children from a given parish are expected to play for that team.
 - (iii) If no parish or school is able to accept an individual, the league and/or the Commission may assist in placing the individual in an appropriate program.

SAFETY AND WELL-BEING OF CHILDREN

SECTION 1. Archdiocese of Cincinnati Decree on Child Protection.

- a. Refer to the Archdiocese Decree on Child Protection and AOCCOCYA, section 4.3, pp 18-20.

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SECTION 2. Concussions.

Head injuries can happen in any sport. Catholic Youth Athletics should comply with state law (see Ohio HB 143 for more details) as regards concussions, including:

- a. Before practice or play begins for each sport or season, the parent or guardian of each participating child should review and sign the head injury information sheet required by Section 3707.52 of the Ohio Revised Code and available at www.healthyohioprogram.org/concussion.
- b. Before beginning to coach or officiate, coaches and officials in Catholic Youth Athletics should receive training on concussions and the requirements of Ohio law.
- c. If a player exhibits signs, symptoms, or behaviors consistent with having sustained a concussion or head injury while participating in practice or competition, the player shall be removed from the practice or competition by either of the following:
 - (i) The individual who is serving as the student's coach during that practice or competition; or
 - (ii) an individual who is serving as a referee or official during that practice or competition. Parents are expected to be notified of the injury as soon as possible.
- d. If a player is removed from practice or competition as per above, under Ohio law the coach or referee who removed the player must not allow the player, on the same day the player is removed, to return to that practice or competition or to participate in any other practice or competition for which the coach or referee is responsible. Thereafter, under Ohio law the coach or referee shall not allow the player to return to that practice or competition or to participate in any other practice or competition for which the coach or referee is responsible until both of the following conditions are satisfied:
 - (i) The student's condition is assessed by a physician or other authorized licensed health care provider; and
 - (ii) The player receives written clearance that it is safe to return to practice or competition from a physician or other authorized licensed health care provider.

SECTION 3. Heat, Inclement Weather, Lightning, Thunder and Thunderstorms.

- a. Lightning, Thunder: When thunder is heard or a lightning bolt is seen at a practice or competition, teams will suspend play and take shelter immediately. Once play has been suspended, play or practice will not resume until approximately 30 minutes has passed since the last thunder was heard or lightning flash witnessed.
- b. Heat: To prevent heat illness (i.e. heat cramps, heat exhaustion, or heat stroke), when there are high temperatures, leagues, athletics organizations, coaches and teams should exercise prudence (such as by monitoring athletes closely, limiting practice duration, allowing lighter clothing,

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providing frequent fluid breaks for rehydration, and/or providing for shade).

- c. Best Practice – Inclement Weather: When at outdoor practices and competitions, coaches, athletes, game officials and administrators should be aware of potential inclement weather and the signs that indicate thunderstorm development. It is advisable to monitor local weather forecasts the day before and morning of the practice or competition and by scanning the sky for signs of potential thunderstorm activity. Weather can also be monitored using small, portable weather radios from the National Weather Service (NWS). The NWS uses a system of severe storm watches and warnings. A watch indicates conditions are favorable for severe weather to develop in an area; a warning indicates severe weather has been reported in an area, and everyone should take proper precautions.

SECTION 4. Best Practices – Safety of Parish or School Gymnasiums, Athletics Fields, Athletics Facilities.

The maintenance, upkeep, and general condition of a Facility are the responsibility of the parish or non-parish school that owns the Facility. Coaches and adult athletics leaders should take care to ensure that their children are using Facilities that are safe and secure, including:

- a. Gymnasiums: Paying attention to any apparent damage to backboards, bleachers, and other seating that could render such items unsafe. Gymnasiums that lack sufficient space outside the boundaries of play can pose safety risks to larger players whose momentum could carry them into walls or chairs; accordingly, it is recommended that athletics events for larger children be scheduled in larger gymnasiums.
- b. Athletics Fields: Before beginning practice or play, coaches or athletics leaders should inspect the field(s) for any unsafe conditions.
- c. Postponing or Cancelling: If it is apparent that the condition of a Facility may pose a risk of injury, coaches and athletics leaders are expected to postpone or cancel events until a safe Facility is available, and any such postponement or cancellation will not incur a penalty.
- d. Reporting: Any problems with a Facility should be reported to (i) the leaders of the parish, or non-parish school, responsible for the Facility, and (ii) the league leaders who schedule athletics events at the Facility. If the problems persist and as a result there are ongoing safety risks, the coaches, athletics leaders, league leaders or concerned parents should contact the Commission.

PLAYING TIME

SECTION 1. Instructional, Recreational and Competitive Designations.

These designations are defined as follows to assist athletics leaders in establishing

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age-appropriate practices and in clarifying playing time:

- a. Instructional (Up to and including Grade 5): Respecting their young age and the well-being of their families, instructional play will take place in a single league, include no more than two tournaments in addition to the league tournament, and with teams of roughly equal skill in that sport. (See below for playing time norms in instructional athletics).
- b. Recreational (Grades 6-12): For the purposes of this Charter, it is assumed that all Catholic Youth Athletics are recreational unless otherwise designated as competitive. (See below for playing time norms in recreational athletics.)
- c. Competitive (Grades 6-12): Teams and leagues that opt for the competitive designation will publish that designation so that players, parents and families are clear on playing time expectations and any other differences from recreational athletics. (See below for playing time norms in competitive athletics.)

SECTION 2. Expectations Regarding Playing Time.

Whatever the league, the level, or the team, it's vital that all (i.e., children, parents, coaches, athletics leaders) are clear in advance on expectations regarding playing time, and how it will be monitored and maintained through the season. Even in leagues and on teams that are competitive, all children have a right to full team membership with roughly equivalent privileges and responsibilities, without nepotism or favoritism, including playing time in accord with the following:

- a. Instructional athletics (up to and including Grade 5): Children are expected to have roughly equal playing time in practices, games and tournaments, monitored and maintained through the season by the coach or other athletics leader.
- b. Recreational athletics (Grades 6-12): An athletic activity is assumed to be recreational unless explicitly and publicly designated as competitive. Children in recreational athletics should have roughly equal playing time in practices, games and tournaments, monitored and maintained through the season by the coach or other athletics leader. Coaches may limit playing time as a disciplinary measure (for example, as a consequence for missing practices, consistent tardiness, or other infractions).
- c. Competitive athletics (Grades 6-12): An athletic activity is assumed to be recreational unless explicitly and publicly designated as competitive. In teams and in leagues designated as competitive, minimum standards for playing time that are reasonable and appropriate to the sport will be established by those teams and leagues, made public, monitored and maintained through the season. It is expected that competitive teams will be formed no earlier than 6th grade, unless otherwise granted an exception by the Commission. If 5th and 6th grade students are combined into a

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single team (necessitated by numbers of available players) the norms applicable to 6th grade students will apply. At the competitive level of play such standards do not guarantee that every player in every game will be provided playing time. For health and safety reasons standards may vary by sport and playing time may vary by game. The enforcement and administration of playing time expectations reside with the parish, or non-parish school, athletics organization. Coaches may limit playing time as a disciplinary measure (for example, as a consequence for missing practices, consistent tardiness, or other infractions).

- d. League role: Leagues will support playing time norms; however, leagues are not responsible for enforcement and administration of them.
- e. Provided they meet the minimum standards described here, parishes, and non-parish schools, may enhance, increase or add to these playing time requirements to ensure fairness.

NON-DISCRIMINATORY PRACTICES

Discrimination based on ethnicity, nationality, gender and race is contrary to Catholic moral teaching and is unacceptable in Catholic Youth Athletics. This applies in particular to:

- a. Scheduling (e.g., preferential treatment to boys' over girls' sports);
- b. Team formation (e.g., selections based on race, ethnicity or nationality);
- c. Playing time (e.g., decisions based on race, ethnicity or nationality).

MEMBERSHIPS

SECTION 1. All members of the OLL Parish or parents and/or guardians of children attending the OLL School are eligible to become members of the club. However, only members who have attained the age of 18 are permitted to vote on issues or to hold office.

SECTION 2. Anyone who coaches a sport for OLLAC is considered a member of the club. All coaches must be approved by the appropriate commissioner. All coaches must attend the archdiocesan Decree of Child Abuse. Anyone who wishes to coach or volunteer should contact a commissioner or a member of the Executive Board.

SECTION 3. The annual dues shall be forty dollars (\$40.00) per family payable by September 30th of each year. A family shall consist of the parents or guardians and all their children under age 18. Any member failing to pay these dues as stated above will be automatically dropped from membership in this club. The Executive Board shall have the authority to waive dues, fees, or any other conditions for membership in unusual or special cases.

Membership Levels- Amended: October 2013

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Tiger Level \$100.00 -Membership to Athletic Club -Family pass to all OLLAC tournaments

Spirit Level \$40.00 -Membership to Athletic Club

OFFICERS

SECTION 1. This club shall be governed by an Executive Board composed of the President, Vice-President, Treasurer, Secretary, and three Directors.

SECTION 2. At the regular meeting of the fourth Thursday in October, a nominating committee of two members shall be appointed by the President. It shall be the duty of this committee to nominate candidates for the offices to be filled at the annual meeting in January. The nominating committee shall report at the regular meeting in December. Also, at the December meeting, additional nominations from the floor shall be permitted. Elections shall take place at the annual meeting in January.

SECTION 3. The Officers shall be elected by ballot to serve for two years or until their successors are elected. Their term of office shall begin prior to any new business at the annual meeting.

SECTION 4. The Vice-President shall be elected annually and will assume the office of President for his/her second year in office. The Treasurer and two of the Directors shall be elected at the annual meeting in each uneven numbered year. The Secretary and the other Director shall be elected at the annual meeting in each even numbered year.

SECTION 5. No member shall hold more than one office on the Executive Board at a time.

SECTION 6. Vacancies on the Executive Board shall be filled within two regular meetings of the club from date of vacancy, for the unexpired term, by said Board.

SECTION 7. The Executive Board shall manage and control the business of this club, enforce the by-laws, and shall make all appropriations from its funds. It shall have no power to make the club liable for any debt or debts to an amount, which shall exceed annual income. The Executive Board shall meet a minimum of four times per year, unless otherwise ordered by the President. A minimum of five Executive Board members constitutes a quorum. The Executive Board shall review and approve each sports budget before any funds are expended for that sport. The Executive Board shall be subjected to the order of the club and none of its acts shall conflict with actions taken by the club.

MEETINGS

SECTION 1. The regular meeting of the club shall be held on the fourth Thursday of each month unless otherwise ordered by the President.

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SECTION 2. The regular meeting on the fourth Thursday in January shall be known as the annual meeting and shall be for the purpose of electing officers, receiving reports of officers and committees, and any other business that may arise.

SECTION 3. Special meetings can be called by the President or by the Executive Board and shall be called upon written request of at least ten members of the club. The purpose of the meeting shall be stated in the call. The meeting shall be held within seven days of the receipt of the request by the President, and announced to the membership. Amended: August 1999 The number of members attending a regular meeting shall constitute a quorum. Amended: March 28, 2002

COMMITTEES & COMMISSIONERS & COACHES

SECTION 1. Committees

Within thirty days after the President assumes office, the Executive Board shall appoint Standing Committees, as needed (i.e. Finance, Ways and Means, Membership, Grievance, Nominating). Such other committees, standing or special, shall be appointed by the President as the club or the Executive Board shall from time to time deem necessary for the betterment of the club.

SECTION 2. Commissioners

The Commissioner of each sport shall be elected by the Executive Board. A Commissioner will serve a term of four years. A Commissioner can serve an unlimited number of terms. Amended: January 25, 2001 The Executive Board will elect commissioners at the end of the season prior to the last years of that commissioner's term. The commissioner elect will serve as an assistant commissioner during the last year of the current commissioner's term.

Election Months December Football, Soccer; March Boys Basketball, Girls Volleyball ; May Girls Basketball; August Knothole, Girls Softball, Boys Volleyball, Track. The Executive Board will announce upcoming commissioner elections two meetings prior to that particular election. Any member may run for a commissioner by submitting a written application to the Executive Board. A quorum of Executive Board members is needed to elect a commissioner. Any current Executive Board member who is also a sport commissioner may if they so desire hold both positions until their term on the Executive Board expires. If a Commissioner resigns prior to the end of his/her term, the Executive Board will elect a replacement within two meetings. It shall be the duty of each sport's Commissioner to appoint any necessary assistants, managers, and coaches. The Commissioner shall supervise the scheduling, team selection, purchasing, and operations of their sport. The Commissioners shall submit a budget for their sport by the February meeting each year. The Commissioner should attend or appoint representatives to attend the sport's league meetings. The Commissioner should attend all general meetings of the OLLAC, and any "Executive Board-Commissioner" meetings, or should be

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represented at those meetings by an appointed person. The Commissioners are subject to an annual review by the Executive Board.

SECTION 3. Coaches

- a. Coach Expectations
 - (i) Charter compliance: Abide by and uphold the Organizational Documents of the athletics organization and the mission, goals, principles, policies and procedures of this Charter, including the Archdiocese of Cincinnati Decree on Child Protection, and the Code of Conduct
 - (ii) Sportsmanship: Represent the team with a high level of sportsmanship, integrity and respect towards team, parents and opponents at all times (sidelines and practices included).
 - (iii) Player development: Support and assist in the spiritual, emotional, social and physical development of all players by providing opportunities for athletic skills training, character development, and spiritual growth.
 - (iv) Faith and spirit: Work with the athletic organization's Spiritual Liaison to ensure an environment conducive to growth in faith, character, and virtues. Reinforce with children and their families the importance of faith and religious practices including Sunday Mass, Holy Days of Obligation and regular, ongoing religious education.
 - (v) Regular prayer: Ensure that prayer happens at each practice and game.
- b. Head coaches:
 - (i) Ensure that assistant coaches are clear on the Code of Conduct and how they are expected to enforce it in practice. All coaches, including head coaches, are expected to sign and submit copies of the Code of Conduct affirming their commitment to it. These should be retained and kept on file at the parish, or non-parish school.
 - (ii) Meet prior to the beginning of each season with the Spiritual Liaison to review evaluations from the previous season or year, and to plan for ongoing quality improvement.
- c. Coach Recruiting and Selection.
 - (i) Age Requirements:
 - i. Head coach (at high school or elementary levels): A head coach should be at least 21 years of age and in compliance with the Decree on Child Protection.
 - ii. Coach (at high school level): At least 21 years of age and in compliance with the Decree on Child Protection.
 - iii. Coaches under the age of 19 will be permitted only on teams where the head coach and one additional coach meet the conditions outlined in i, ii, and iii.
 - (ii) Criteria:

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- i. In recruiting and selecting coaches for teams, athletics organizations are expected to seek out, recruit and select persons based on these criteria:
 1. Virtues: Lives the values and virtues of the Catholic faith whether or not a member of the Catholic Church.
 2. Capabilities: Knowledgeable about coaching children in a particular sport.
 3. Rapport: Exhibits a positive rapport with both children and adults.
 4. Maturity: Exhibits appropriate maturity (e.g., level-headed, able to control temper, take responsibility for mistakes, accept criticism).
 5. Commitment: Able to commit the time necessary for preparation, practices and games.
- d. Minimum Requirements for Coach Preparation.
 - (i) Compliance with Archdiocese of Cincinnati Decree on Child Protection
 - (ii) Annual Coaches' Athletics Ministry Meeting.
 - i. Annual training and updates: The athletics organization is expected to have at least one meeting per year for all coaches in which they receive a presentation of the mission, principles and goals of Catholic Youth Athletics and Code of, along with any updates on safety, Charter developments, Best Practices, changes in parish, or non-parish school, policies or practices, and other matters. Parishes, and non-parish schools, have the option of offering this at least once for everyone or multiple times as per sports seasons.
 - ii. Archdiocesan role: The Commission will provide resources to assist in this training.
 - (iii) Annual Evaluations: The OLLAC will secure anonymous, documented evaluations of coaches from parents whose children are participating in the athletics program at least on an annual basis, or more frequently during or after sports seasons. Evaluations will be retained for at least three years in a secure and confidential location to allow for continuity of perspective in working with coaches.

REGISTRATION FEES

SECTION 1. (Revised February 2017) Football shall charge a \$65.00 sign-up fee and soccer will charge a \$45 sign-up for each student-athlete. All other sports shall charge a \$40.00 sign-up fee for each student-athlete involved in that sport. Sign-up fees are due at sign-ups. Members who have more than three (3) student-athletes participation in sports during a "season" will have a cap of the three (3) greater sport participation fees due for that "season". If a student-athlete participates in

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more than one sport per season then the cap does not apply. (Amendment November 2017 - Children will not be allowed to practice/tryout until registered on the online registration site because required athletic waivers are signed and accepted by parents/guardians during the registration process. For tryout sports - children must be registered prior to the first day of tryouts. For non-tryout sports - children must be registered prior to the first practice. Coaches will not allow any child that is not registered to participate in any tryout or practice.

Seasons are: 1. Football & Soccer & Cheerleading & Golf 2. Boys Basketball & Girls Volleyball & Cheerleading 3. Girls Basketball & Boys Volleyball & Cheerleading 4. Boys Baseball, Girls Softball, & Track. Commissioners may, at their discretion, in certain circumstances waive sign-up fees.

SCHEDULING

Scheduling Criteria: Sundays, Triduum, and Religious Education.

SECTION 1. Sundays and Holy Days: No scheduling of athletics activities (including games, practices, tournaments, and other meetings) at parishes, schools or at Facilities, on or off-site, on Sundays and Holy Days before 1:00pm (e.g., 1:00pm kickoff, tipoff, starting whistle, etc.). Also, no scheduling of athletics activities on-site at Catholic parishes that adversely affect the parish's worship (for instance due to noise or parking problems) during Saturday and Sunday afternoon and evening liturgies.

SECTION 2. Triduum: No scheduling of athletics activities (including games, practices, tournaments, and other meetings) on Holy Thursday, Good Friday, Holy Saturday or Easter Sunday.

SECTION 3. Religious education and sacramental preparation: Athletics activities (including games, practices, tournaments, and other meetings) are not to be scheduled when the children involved normally would be attending religious education, sacramental preparation programs and the like. If conflicts occur, programs of religious education, sacramental preparation and the like take precedence. Coaches are expected to support the faith formation of their players, and in no case are children to be penalized (for example, being required to sit out all or part of a game) by coaches or athletic leaders for missing a practice or game due to participation in such programs.

LEAGUE RULES

SECTION 1. League and Tournament Participation.

- a. Approved leagues and tournaments: Athletics organizations are expected to participate only in leagues approved by the Pastor, principal of a non-parish school, or the Commission. Tournament participation is limited to

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tournaments sponsored by leagues, or parishes or schools within the leagues.

SECTION 2. Tournaments Commissioners must obtain approval of the Executive Board before entering any team in a pre-season or post-season tournament due to the possibility of conflict with another sport. Tournament participation during the regular season is at the discretion of the Commissioner and should be as equitable as possible among all teams per sport. Entry fees into all approved tournaments must be paid by the OLLAC.

- a. Tournament fees: There shall be no financial or other obligation placed upon parents to participate in more tournaments than those for which the athletics organization has planned and paid.

SECTION 3. The President shall have on file a current copy of league rules for all sports.

SECTION 4. Every member of the Athletic Club (parents, coaches, players) will abide by league rules. Any violation of league rules will be reviewed by the Executive Board or the Grievance Committee and the violator could be subject to disciplinary action.

SECTION 5. The OLLAC at the direction of its members and through the OLLAC league representatives, propose amendments to any leagues by-laws.

RESOURCES

SECTION 1. The Commissioners of each sport should ensure that resources of the Athletic Club designated for that sport are divided equitably by grade level to teams and participants of that sport. Resources include – uniforms and equipment, gym, or field practice time. The OLLAC Executive Board and Commissioners will strive for gender equality.

GRIEVANCE PROCEDURE

SECTION 1. When a club member has a complaint regarding the actions or decisions of a coach, or a coach has a complaint regarding another club member, the member will take the matter up with the coach or the coach with the member. If the complaint is not resolved to the satisfaction of the member or the coach within a reasonable time (approximately one week), the member or coach should then proceed to Section 2.

SECTION 2. If the Section 1 of the grievance process was completed without a resolution the member or coach should contact the Commissioner of the affected sport. The Commissioner will investigate the complaint and report back to the club member or coach within one week. The Commissioner will do all possible to resolve the complaint at this level. If the club member or coach is still not satisfied with the

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result of the Commissioner's investigation and mediation the club member or coach may proceed with Section 3.

SECTION 3. If the club member or coach requests in writing to the affected Commissioner, stating the nature of the complaint and why the club member or coach is not satisfied, the commissioner of the affected sport will request a meeting of the Grievance Board. The Grievance Board will convene a meeting and invite both parties of the dispute. Upon hearing all pertinent information, the Board will render a decision (reviewed by the President of OLLAC to ensure consistency and compliance with by-laws) within three days. A majority vote of the Board is required. The Grievance Board's decision is final, however, an appeal may be made to the Commission if:

- a. due process as described in the Organizational Documents of the athletics organization has been claimed to have been violated; or
- b. other noncompliance with the athletic organization's Organizational Documents and this Charter has been credibly alleged.

Grievance Board The Grievance Board will consist of two Commissioners from sports not affected, the Spiritual Liaison, the Pastor or official designee, and the OLLAC president. -Commissioners will be rotating for each grievance filed.

MISCELLANEOUS

SECTION 1. OLLAC uniform colors are navy blue and white.

SECTION 2. The Tiger is the team mascot for the OLLAC.

SECTION 3. All equipment must be returned at the end of the season unless otherwise designated. Equipment such as hats, mouthpiece, kneepads, and socks are paid for in excess of sign-up fee. If the equipment is not turned in or paid for, the Commissioner has the right to recommend disciplinary action to the Athletic Club Board.

SECTION 4. No form of individual awards or gifts such as trophies, plaques, trips, jackets, or shirts shall be made to or accepted by the participant's coaches, or managers unless approved by the Executive Board.

PARLIAMENTARY AUTHORITY

The rules contained in the current edition of "ROBERTS RULES OF ORDER" shall govern the club in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any special rules of order the club may adopt. The President shall have a copy of this authority at every regular and special meeting.

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AMENDMENT OF BY-LAWS

These by-laws can be amended at any regular meeting of the club by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting. *Original By-Laws were approved and signed on September 18, 1997. **New revisions approved by OLLAC Board members in August 2002. Bylaws have been revised to incorporate the Archdiocese of Cincinnati Charter on Catholic Youth Athletics in March 2015.

CODE OF CONDUCT & DISCIPLINARY ACTION

SECTION 1. Code of Conduct

The OLLAC will follow Archdiocese of Cincinnati Charter on Youth Athletics Code of Conduct as outlined below, and contained in section 8.2 of the AOCCOYA.

- a. Coaches are responsible for the behavior of their players during practices, games, meetings, and tournaments.
- b. Parents are responsible for their own behavior, and the behavior of children in their care.
- c. Commission role: The Commission will provide resources to assist athletics organizations, coaches and parents in implementing the Code of Conduct.
- d. Best Practice – Partnership of coaches and parents: Coaches and parents should be partners in establishing and maintaining the Code of Conduct.

There are four sections to the Archdiocese of Cincinnati Catholic Youth Athletics Code of Conduct, as follows:

- a. Spirit of Catholic Youth Athletics.
 - (i) Treat everyone with respect and love according to the Great Commandments: “You shall love the Lord, your God, with all your heart, with all your soul, and with all your mind. This is the greatest and the first commandment. The second is like it: You shall love your neighbor as yourself. The whole law and the prophets depend on these two commandments.” Matt. 22:37-40
 - (ii) Demonstrate good sportsmanship, patience, manners and an attitude indicative of the spirit and mission of the Catholic Church.
- b. Adherence to Laws, Rules and Policies.
 - (i) Catholic canon law and Archdiocesan laws and policies including, but not limited to, the Archdiocese of Cincinnati Decree on Child Protection.
 - (ii) Federal, state, and local laws and ordinances.
 - (iii) The mission, goals, principles, and policies of the Archdiocese of Cincinnati Charter on Catholic Youth Athletics, and those of the Organizational Documents of participating athletics organizations

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and leagues.

c. Specific Violations.

- (i) Eligibility: Violation of the eligibility policies of the Archdiocese of Cincinnati Catholic Youth Athletics Charter, including using an ineligible player.
- (ii) Recruiting: No recruiting for athletic purposes or to enhance a team's competitive advantage is permitted.
- (iii) Leaving the field of play: No team may leave the field, floor, game or tournament because of dissatisfaction with the officials, or their decisions.
- (iv) Losing control: Coaches are expected to control their own conduct and the conduct of their players and report to the league and Commission instances where opponents, officials, parents, or fans have failed to control their own conduct.
- (v) Running up the score: It is not permitted to humiliate an opposing team by playing in such a way so as to intentionally run up the score after the outcome of the game is no longer in question.
- (vi) Inappropriate communication and behavior: The use of inappropriate, insulting, disrespectful, bullying and demeaning language or behavior before, during or after meetings, practices or games by players, coaches, officials, parents, fans, site personnel, volunteers, or others involved in any parish athletics program is prohibited. Also prohibited are physical intimidation and the use of profane, vulgar, abusive or sexually-oriented language, in oral, written or electronic forms of communication (such as texting or email), by players, coaches, officials, parents, site personnel, volunteers, or fans.
- (vii) Escalating behaviors: Behaviors that incite others to act in ways that are in direct conflict with the spirit of Catholic Youth Athletics are prohibited.
- (viii) Vandalism and theft: There will be no vandalism, theft, or destruction of property at any athletics venue.
- (ix) Alcohol, tobacco, illegal controlled substances: No alcohol, tobacco, or any illegal controlled substance is permitted at practices, league competitions, or tournaments where children are present (such as "tailgating" where alcohol is present). Athletics organizations are expected to establish and communicate zero tolerance policies regarding alcohol, tobacco, and illegal controlled substances at competitions, tournaments and gatherings where children are present.

d. General Violations. Activities that are contrary to the mission, goals, principles, values, provisions or spirit of Catholic Youth Athletics as described in this Charter are prohibited.

SECTION 2. Disciplinary Action

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The OLLAC Executive Board may, based on a formal written complaint or violation, investigate and review any violations of SECTION 1. The Executive Board shall have the sole authority to determine if an OLL player, coach, parent or spectator has violated the Code of Conduct in SECTION 1.

As indicated in Section 6.2.13 of the AOCCOCYA, participation on a team and attendance at practices and games are privileges, not rights, for players, coaches, parents and fans. In the case of a violation of the Code of Conduct, a coach or other official or authorized leader may choose to deliver a warning, or if the violation warrants it the individual may be ejected and suspended, as follows:

- a. Ejection: A coach, parent, or fan who is ejected for any reason must leave the premises (including the field of play, stands, and adjacent areas such as nearby parking lots) and shall be suspended for the next scheduled game. A player who is ejected from the game is not required to leave the premises. However, if a player (or child fan unaccompanied by an adult) is ejected and required to leave the premises, that child should be supervised by at least two adults until the child is directly under the supervision of a parent or guardian, in compliance with the Decree on Child Protection.
- b. Suspension: An individual who is suspended shall be prohibited from attending the next game. Suspensions for egregious violations may include multiple games, practices, and other team activities at the discretion of athletics leaders.

Suspension shall follow ejection as a consequence of the violation. Any violation of the suspension or a subsequent violation shall trigger an escalating series of responses, when occurring before, during or after a practice or game, as follows:

- (i) First - Ejection for the rest of the game or practice; attendance at next game prohibited.
- (ii) Second - Ejection for the rest of game or practice; attendance at next two games prohibited.
- (iii) Third - Attendance at practices, games and any other team activities is prohibited for the rest of the season.

The Executive Board, at their sole discretion, may determine to place an OLL player, coach, parent or spectator on probation with or without conditions for a period of time as determined by the Board. The Executive Board, at their sole discretion, may determine to suspend an OLL player, coach, parent or spectator for an amount of time as determined by the Board. Terms of said suspension will be determined by the Executive Board.

The Commissioner of the affected sport shall be part of the Executive Board's investigation and review of violations of the Code of Conduct but will not have a vote on any disciplinary action.