

ST. GENEVIEVE CYO BOARD

Mission

St. Genevieve Catholic Youth Organization (CYO) is a chartered member of the Archdiocesan Youth Ministry Program. As such, athletic programs sponsored by St. Genevieve CYO shall at all times reflect the CYO mission statement of the Archdiocese of Philadelphia:

CYO Sports is one component of a parish's comprehensive youth ministry program which enables the partnership of parents, coaches, priests, religious, teachers, and adult leaders to manage and support a sports program that allows youth to grow in their relationship with god and come to better understand themselves and the Catholic Faith. from CYO MISSION STATEMENT

The Catholic Youth Organization is a parish-based program, which provides opportunities for youth to grow in faith and understanding of their Church through involvement in parish, regional and Archdiocesan life.

The Catholic Youth Organization's five-phase approach to youth ministry – athletic, social, cultural, service, spiritual – is a model of youth ministry which involves youth from grades four through twelve in youth-related activities and programs. Through a total youth ministry concept, the Catholic Youth Organization collaborates on all of the youth-related programs offered by the parish. The emphasis of the Catholic Youth Organization is to enable and empower youth to become responsible participants in their faith community.

The overriding motivation of the St. Genevieve CYO sports program is the involvement of as many students as possible in athletic competition within a Christian context. Through CYO sports, students are provided with opportunities to grow in their faith through the guidance, direction, and coaching of adult Christian men and women; to form friendships; and to deal graciously with both victory and defeat.

As such, the principle objectives of St. Genevieve sports programs are to:

1. provide positive experiences for all student participants, creating an environment where all the children have fun;
2. assist the children in learning the positive effects of teamwork and sportsmanship;
3. provide instruction to enable skill development; and
4. assist in the positive character development of the children.

Board Membership

- 1 Pastor or Pastor's Delegate
- 2 President
- 3 Vice President
- 4 Treasurer

- 5 Recording Secretary
- ~~6 Fundraising Chairperson (deleted, Amendment #1)~~
- ~~7 Uniform/Equipment Manager (deleted, Amendment #1)~~
- 8 Moderators of Individual Sports
- 9 At-large Board Members (i.e. Coaches, Parents, etc.), the number of which will be determined by the Board.
- 10 Athletic Director (added, Amendment #1)

The President, Vice President, Treasurer, Athletic Director and Recording Secretary are designated as Officers of the Board. These are all elected positions. Officers will not usually be permitted to serve as Head Coaches for any of the program's sports activities; exceptions must be approved by a majority vote of a quorum of the CYO Board.

FUNCTIONS AND DUTIES

Board Members

The parish CYO Board has general control over parish CYO activities, including the sports program. The Parish Pastor has veto power over any board decision. In exerting control, the CYO Board should perform the following roles:

1. Supervise the overall parish CYO activities.
2. Review and approve budgets for individual sports and other programs.
3. Keep apprised of the ongoing financial condition of the program.
4. Raise funds to cover program expenses.
5. Assure that all Member of the parish CYO are cognizant of the general CYO policies.
6. Review and render decisions on exceptions to general policy.
7. Provide a forum to allow parents to raise concerns or express opinions on programs.
8. Nominate a slate of candidates to be considered for officer positions.
9. Attend monthly Board meetings.
10. Assist the President in executing his/her responsibilities.

President

The President is responsible for:

1. Scheduling and attending monthly meetings of the Board.
2. Establishing a meeting agenda and seeing that appropriate matters are discussed and problems resolved in a timely manner.
3. Asking for volunteers to handle specific tasks.
4. Appoint Moderators for specific sports/programs.
5. Reviewing financial statements regularly.

6. Ensuring that responses are provided for any questions or concerns raised by members of the parish.
7. Providing updates on any current matters before the Board.
8. Continuously evaluating the success of the overall program.
9. Setting new goals for the following program year.
10. Working in conjunction with the Athletic Director to properly administer the sports program. (added, Amendment #1)

Vice President

The Vice President shall have all the powers and perform all the duties of the President in the absence of the latter. The Vice President will also be the Chairman of the Nominating Committee and serve as a member of the Executive Committee.

Treasurer

The Treasurer shall:

1. Attend all monthly Board meetings.
2. Receive from the Moderators all registration fees remitted; collect all other monies received from various sources.
3. Invest or deposit funds as directed by the CYO Board.
4. Retain vouchers for all cash disbursements and ensure that Archdiocesan and Pastor guidelines for documentation are understood and adhered to.
5. Assure that appropriate approvals are provided before disbursing funds; assure also that requisitions are provided and properly approved to support all expenditures.
6. Present a written financial report detailing receipts and expenditures at all monthly Board meetings.
7. Maintain and report expenditures by individual sport/program to assist in setting fees for each sport.

Recording Secretary

The Recording Secretary shall attend all monthly Board meetings and record minutes of each meeting. Minutes should be reviewed for accuracy at the beginning of the following meeting and be retained by the Secretary along with any other important documents, reports and correspondence associated with CYO activities. The Recording Secretary will also be responsible for assuring that monthly meetings are announced in advance in the parish bulletin; for notify Board members before each scheduled meeting; and for administering the conduct of annual elections.

Moderators

The Moderators are responsible for the administration of the individual sports they are assigned. To that end, they are responsible to:

1. Identify dates/times for coaches' clinics; communicate with coaches. Ensure also that all coaches meet Diocesan coaching certification requirements.
2. Identify coaches for all teams. If there is a conflict then make a recommendation for the Board's approval.
3. Arrange for practice courts (fields) and times; communicate with coaches. (Note: this is a particularly critical task that needs to be completed approximately 6 weeks prior to practices commencing).
4. Post registration notification in parish bulletin 3-4 weeks before season commences; post also through Religious Education Director for CCD students.
5. Distribute/collect program registration forms and fees. Give all fees to the Treasurer.
6. Provide coaches with lists of registrants.
7. Provide Religious Education Director with lists of registrants.
8. Provide Treasurer with lists of registrants and fees collected.
9. Identify needs for multiple teams within grades (i.e. "A/B" Teams); determine most equitable method of splitting teams. Present proposed exceptions to general policy to Board for approval. Similarly, determine whether registration for specific sports should be opened up to additional grades than normal in order to have sufficient participants to field a team.
10. Identify uniform needs and request uniforms through the Uniform/Equipment Manager as necessary; recover non-returned uniforms from prior year(s); distribute uniforms to coaches. (Note: Costs for uniform purchases are not to exceed costs reflected in approved budgets for individual sport.)
11. Identify equipment needs (balls, ball bags, etc.); purchase necessary equipment through Uniform/Equipment Manager and distribute to coaches. (Note: Costs for equipment purchases are not to exceed costs reflected in approved budgets for individual sport.)
12. Register teams with CYO Regional Athletic Director.
13. Get game schedules from CYO Regional Administration; distribute copies to coaches.
14. Participate as necessary in any regional coordination meetings.
15. Coordinate arrangements for any tournaments individual teams may participate in. (i.e. registration, fees, scheduling, etc.).
16. Prepare 3 year budget for individual sport; present budget to CYO Board for approval before season commences.
17. Present fee recommendation to Board.
18. Prepare requisition forms to support individual purchases; give vendors invoices to the Treasurer for payment.

19. Assume the roles of Fundraising Chairperson and Equipment Manager for the individual sports they are assigned. (added, Amendment #1)

As members of the CYO Board, Moderators are expected to attend and actively participate in all monthly Board meetings. Moderators can not be Head Coaches for the individual sports they represent, unless approved by a majority vote of a quorum of the CYO Board.

Fundraising Chairperson

~~The Fundraising Chairperson, in association with the President and Treasurer, is responsible for establishing fundraising needs and goals. Subsequently, the Chairperson will develop and execute a program for meeting established goals (i.e. United Way, Script, Hoagie Sales, etc.).~~ (responsibilities realigned to Moderators of individual sports, Amendment #1)

Athletic Director (added, Amendment #1)

The Athletic Director (AD), in association with the President, is responsible for the following:

- a. Communicating the CYO Sports Mission Statement to parish sports volunteers and working to uphold its purpose and goals.
- b. Ensuring the following:
 1. That only qualified individuals are selected to work with children and that they're aware of their spiritual obligations and "Eligibility Requirements" as a CYO coach.
 2. That the parish sports program is compliant with all Archdiocesan CYO Rules and Regulations, Regional By-Laws and existing Parish By-Laws.
 3. That the parish meets all "Parish Eligibility" requirements outlined in the CYO Handbook prepared by the Office of Youth and Young Adults.
 4. That parish team rosters and Pastor's Coaches Eligibility Approval are accurate and timely submitted.
- c. Representing the parish at all Regional Athletic Board meetings.
- d. Oversee the moderator(s) of the individual sports to ensure compliance with the above.
- e. Following through with all other duties as communicated from the Pastor or CYO Board.

As a member of the CYO Board, AD is expected to attend and actively participate in all monthly Board meetings

Members

Any Parent whose child participates in the CYO program or any parishioner who has an interest in the youth of the parish. Members are eligible to vote in annual elections.

MEETINGS

Meetings are to be held once a month. Summer meetings may be postponed at the discretion of the President depending on the significance of issues meriting discussion. All meetings will be announced in advance in the Parish bulletin. All proposed agenda items must be submitted to the President, in writing, at least one week in advance of a Board meeting. Emergency topics should be communicated to the President no later than 10:00 AM on the day of a Board meeting. Agendas must be developed for each meeting and should include, at a minimum, the following standard items: Opening Prayer, Role Call, Review/Approval of Prior Meeting's Minutes, Treasurer's Report, and Moderators Reports.

TERM OF OFFICE

Officers are elected to serve one two-year term. The President and Treasurer will be elected in even numbered years and the Vice President and Recording Secretary will be elected in odd numbered years. A maximum of two successive terms in any of the individual officer positions will be allowed. The effective date of each term is June 1.

ELECTIONS

The election of Officers will be held each year at the May meeting. Officer nominations will be presented at the April meeting by the Vice President who also serves as the Chairperson of the Nominating Committee. Officers are elected by a simple majority vote of all CYO Members attending the May meeting. Write-in votes are not permitted.

VACANCIES

Vacancies on the Board can be filled at any time.

TERMINATION OF BOARD MEMBERSHIP

The absence of any member of the Board for three (3) consecutive meetings without excuse may terminate such person's membership on the Board.

QUORUM

A Quorum exists if more than 50% of the CYO Board is present at a meeting. Any action taken by a majority present at any meeting of the Board with a quorum present shall constitute binding action. The President will decide when any discussion necessitates action by voting. Neither the Pastor nor his delegate shall have any voting rights, unless it is necessary to break a tie.

COMMITTEES

Executive Committee

The Executive Committee will consist of 3 members of the Board, including the President, the Vice President and the Pastor or Pastor's Delegate. The Executive Committee is empowered to act for the CYO Board in emergencies that may arise, taking the necessary action, and reporting the facts and action taken to the Board at the next scheduled CYO Board meeting.

Nominating Committee

The Nominating Committee will consist of the Vice President and 2 members of the Board, selected annually by the Vice President. The Nominating Committee shall submit to the CYO Board in April of each year a slate of candidates for the Officers to be elected at the May meeting. The slate should be sufficient in number to fill all prospective vacancies. The Nominating Committee will also be responsible for establishing an appropriate process for announcing that Officer nominations are being solicited and for soliciting nominations.

AMENDMENTS

These By-Laws may be amended at any regular meeting of the Board or at any special meeting called for such purpose, provided the amendment has been presented at a prior meeting and the proposed amendment has been presented in writing to all of the members at least 10 days before the meeting at which it is to be considered. For an adoption of any such amendment, a vote of two-thirds (2/3) of those present shall be required.

GENERAL STATEMENTS OF POLICY

1. The purpose of CYO Athletics is to involve as many children as possible in the many programs available. It is expected that all Coaches strive to make all players feel equally important as integral members of St. Genevieve's individual teams. To that end, it is our underlying philosophy that every team member will participate in every game played.
2. Depending on the number of children registering for individual sports, it may be advisable to field multiple teams at either the Junior Varsity or Varsity levels. Whenever possible, teams will be selected so that children play with the children in their individual classes/grades. In cases where there are enough children registered within a given grade to allow the formation of more than one team, (at either the Varsity or Junior Varsity levels), the teams will be split equally by playing ability.

Any exceptions to these practices will require review and approval in advance by the CYO Board.

3. In an effort to assist the parish coach in his/her dual role of teacher/coach, the Archdiocesan CYO began the CYO Coaches Accreditation Program. It has since become a requirement for participation in all Archdiocesan sports programs that each team have accredited coaches. All coaches (head and assistant) are given a one-year grace period to become accredited. The accreditation requirement is effective as of the roster deadline for a particular sport.
4. CYO Coaches at St. Genevieve must be 18 years of age or older. Coaches must be present and responsible for the team at all team functions. Coaches must be on time for all games and practices in order to properly supervise athletes and organize equipment. It is essential that any Coach taking on head coaching responsibilities have their CYO coaching responsibility as their first coaching priority during that sport's season.

~~5. If a public or private school student is a Catholic and a registered member of the parish, he/she is eligible to participate in CYO sports only if he/she is participating in the Parish CCD program. Any member of a public or private school team is not eligible to participate with a CYO team in that particular sport during that season.~~

(deleted Amendment, #2)

5. **Eligibility Requirements:**
 - a. Athletes must be either registered members of the parish or attend the parish school, otherwise they cannot participate.
 - b. Registered members must be Catholic and must be registered before the start of the sport's season in which they are participating.

(amended Paragraph 5, added Amendment #2)

6. It is not the intention of the St. Genevieve CYO Board to limit the participation in CYO sports of any athlete who is unable to pay registration fees due to family hardship. If such a hardship exists, the athlete's parents should speak to the CYO President and explain the circumstances. If appropriate, and after any consultation with the Executive Committee the President feels necessary, the fee will be waived.
7. A Program Registration/Parental Consent Form must be completed signed, and submitted to the appropriate Coach or Moderator in order for any student athlete to participate in practices and/or games. Failure to comply with this requirement will

result in the student's inability to participate in practices or games until the form is appropriately completed, signed and submitted.

8. St. Genevieve CYO teams, Coaches and student athletes are recognized for their participation and individual and/or team achievements at an awards ceremony during the annual St. Genevieve CYO Sports Awards Banquet. The Banquet is held in May or June of each year. If a St. Genevieve team wins a Region 10 title, St. Genevieve CYO may purchase a team accomplishment award. The St. Genevieve CYO Board is open to suggestions for this award from the team/coaches, but the Board limits the price range of these awards to \$20 per team member.
9. At the Awards Banquet, there may also be a maximum of 2 members from each team provided "Coaches Awards". The award recipients will be determined by the Coaches of each team. These awards are not to be given on the basis of the players being the teams' most valuable or talented players, but instead are awarded for other team contributions (e.g. most improved, team spirit, sportsmanship, dedication, leadership, hustle, unselfish play, etc.).

(certain language modifications made to Paragraphs 6, 8, 9, Amendment #2)

Amendment #1

In the view of the CYO Board, a significant increase in the number of CYO participants, league teams and sports programs were realized in fall 2010 with the closure of Holy Martyrs School and the merger of Region 10 with Region 11. The increase has placed additional burden on the President’s responsibilities and has made it necessary to create a new board member position of Athletic Director. It is the view of the CYO Board that the new position will relieve the President of the increased duties of coordinating the sports component of CYO, and will allow the President to concentrate on the Board’s administrative duties, thereby making the position of President more appealing to a greater number of potential volunteers.

Adopted by majority vote, March 2011.

Amendment #2

Parish leadership requested certain changes to the eligibility requirements for CYO participation during the 2015-16 school year. As such, the CYO Board, with input from Parish leadership, including the Rev. Msgr. Michael J. Matz (Pastor) and Joan Dierkes (Coordinator of Religious Education), adopted the guideline set forth by the Archdiocese of Philadelphia regarding the requirement of a child to participate in CYO sports. At the same time, the CYO Board made certain limited changes to language in Paragraphs 6, 8 and 9 of the By-laws, including, but not limited to, changing the CYO annual recognition ceremony from a “Breakfast” to a “Banquet”, modifying the obligation of CYO to award a team for winning a Region 10 championship and requesting that any family seeking financial assistance for registration fees address their initial inquiry to the CYO President.

Adopted by majority vote, June 2016.

President

Recording Secretary