



## **Catholic Metro Volleyball League of Atlanta Bylaws**

### **Article 1 – Name of Organization**

This organization shall be known as the Catholic Metro Volleyball League of Atlanta (CMVL) and is part of the Catholic Metro Sports Association Inc.

### **Article 2 – Objective of the Organization**

The objective of the organization shall be the promotion of Catholic education in Atlanta from a moral and Christian viewpoint through participation in recreational **youth** volleyball.

### **Article 3 – Philosophy of the Organization**

The philosophy of the organization is to provide an environment rich in sportsmanship and fair play while affording **youth** in grades 5-8 the opportunity to play volleyball free from tryouts or cuts. Ensuring that every **player** within the CMVL has a positive athletic experience is paramount to our success.

We are a participation-based instructional and semi-competitive league parallel to, but mutually exclusive from competitive middle school athletic programs. Our league is founded on the beliefs and teachings of the Holy Catholic Church, and the governance of our league, as such, will benefit the interests of every child within our charge.

**Section 3.1 – Format for play:** The CMVL is divided into two separate levels of play; **Instructional** play in Grades 5-6, and Semi-Competitive play in Grades 7-8.

**3.1.1 - Grades 5-6:** Play in grades 5-6 is **instructional** and participation-based. Team records are kept but will be secondary in importance to instruction and providing a positive volleyball environment and experience. Coaches are **required** to provide equal match time for all players **present when the match begins**.

**3.1.2 - Grades 7-8:** Play in grades 7-8 is semi-competitive. Teams will begin to focus more on competing and winning while doing so in a positive volleyball environment. Maintaining quality volleyball instruction and the highest levels of sportsmanship and decorum in every grade level

will enable our players to learn life lessons in success, failure, perseverance, teamwork, respect for authority, etc.

#### **Article 4 – Membership**

**Section 4.1 – Determination of Member Schools:** The membership of the CMVL will consist of metro Atlanta area churches/schools as voted on and approved by the board.

**Section 4.2 – Application for Membership:** Schools and/or Parishes that wish to become affiliated with the League may apply for membership in writing to the **CMVL Board**. Proposed membership will be voted upon by the Board, requiring majority approval of all current members.

#### **Article 5 – Governance**

**Section 5.1 – Board of Directors:** The League shall be governed by a Board of Directors (Board) comprised of one representative from each member institution. Each member institution must also have an Alternate to assist in the completion of league business in the absence of their Board Member.

##### **5.1.1 – Board of Directors Code of Ethics:**

1. Develops and maintains a comprehensive athletic program which seeks the highest development of all participants and which respects the individual dignity of every athlete.
2. Considers the well-being of the entire **organizational** body as fundamental in all decisions and actions.
3. Supports the principle of due process and protects the civil and human rights of all individuals.
4. Organizes, directs and promotes an interscholastic athletic program that is an integral part of the total educational program.
5. Cooperates with the staff and school administration in establishing, implementing and supporting school policies.
6. Acts impartially in the execution of basic policies and in the enforcement of the league and state high school association rules and regulations.
7. Fulfills professional responsibilities with honesty and integrity.
8. Upholds the honor of the profession in all relations with students, colleagues, coaches, administrators and the general public.
9. Promotes high standards of ethics, sportsmanship and personal conduct by encouraging administration, coaches, staff, student-athletes, and community to commit to these high standards.

**5.1.2– Officers:** Four Officers will be nominated by and elected from within the Board. These positions are Commissioner, Deputy Commissioner, Treasurer, and Secretary.

- a. **Commissioner** – The Commissioner will preside over all meetings and direct the business of the league.

- b. **Deputy Commissioner:** The Deputy Commissioner assists the Commissioner in the execution of league business. The Deputy Commissioner will oversee the Board meetings when the Commissioner is not present or when a conflict arises involving a team or coach from the Commissioner's parish or school.
- c. **Treasurer:** The Treasurer will be responsible for all CMVL finances including a yearly budget and monthly financial statements. These documents are to be available at each Board Meeting for review.
- d. **Secretary:** The Secretary will be responsible for Board Meeting minutes and will act as Parliamentarian at Board Meetings. Minutes from every meeting are to be distributed by the secretary through email to all Board Members no later than one week after the meeting.
- e. **Master Scheduler:** The Master scheduler is responsible for all league and tournament schedules. Any requests for match changes are directed to this person before being submitted to the Commissioner for approval.
- f. **Web Master:** Responsible for maintaining league website.

Additional responsibilities of the Board members are to be defined by the Commissioner and can be adjusted as needed throughout the year.

**5.1.3 – Stipends for CMVL Officers and Staff** – Stipends are as follows:

Commissioner	\$500.00
Deputy Commissioner	\$350.00
Treasurer	\$250.00
Secretary	\$250.00
Master Scheduler	\$350.00
Web Master	\$200.00

**Section 5.2 – Meetings:** All meetings will be conducted by the Commissioner in accordance with these Bylaws.

**5.2.1 – Meeting Calendar:** Meeting dates will be established by the Board for each season in advance at the winter meeting.

**5.2.2 – Meeting Attendance:** Members of the Board (or their Alternate) are expected to attend all regularly scheduled meetings and shall not delegate their participation or vote to any other individual, unless the member is familiar with the issue, or the Member directly assigns proxy to a particular board member. Any member who fails to attend three (3) consecutive, regularly scheduled meetings during the program year could forfeit the office unless the Board of Directors finds there is a valid reason for failing to attend.

**Section 5.3- Voting and Amendments**

**5.3.1 – Quorum:** A quorum for a Board Meeting requires the presence of Board members capable of casting more than half of the possible Votes. In the event that enough Board members are not present to constitute a quorum, Proxy Votes as allowed in Bylaws will be counted towards quorum.

**5.3.2 – Amendments:** These Bylaws may only be amended in a meeting with a quorum present by a vote receiving a two-thirds (2/3) majority of the total possible Votes.

**5.3.3 – General Business:** Any matters before the Board (other than Bylaw Amendments) require only a majority of the Votes present at a Board Meeting. Each participating Member is entitled to one Vote on all matters.

**5.3.4 - Proxy Voting:** Any Member may vote by proxy, provided said Member has provided another Member with an original, signed proxy in the form attached to these Bylaws as “Attachment 1” in advance of any Board Meeting. The proxy may be provided in hard-copy, or via email or other electronic means, that allow the form to be physically presented for archival purposes. The proxy shall be given to the Secretary not later than the time of any vote at the Board Meeting for which the proxy has been given.

**Section 5.4 – League Fees:** The Fee Deposit and the total amount of fees per team are determined by the Board of Directors. Team Fees are based on the projected expenses for the number of teams entered in the League that season. Team fees will be utilized to pay officials, to purchase league tournament trophies, and to pay other League expenses.

**5.4.1 – Fee Payments:** Each parish must submit payment in full for all teams entered to the League Treasurer no later than the date established by the Board of Directors. Checks are to be made out to **Catholic Metro Sports Association, Inc.** Any expenses incurred by the League that are not covered by the Team Fees will be billed to each member institution and must be paid upon receipt of the bill.

**Section 5.5 – Match Scheduling:** Each parish must report its number of teams per division, gym availability (dates and times), and conflicts for any team no later than the date established by the Board of Directors.

**5.5.1 – Gym Hours:** All member parishes/schools in the League must allocate gym time every weekend during the season. The amount of time that each member parish/school must allocate per weekend is as follows:

- Schools/parishes that have 1-3 teams must allocate a minimum of 3 hours of gym time
- Schools /parishes that have 4-5 teams must allocate a minimum of 4 hours of gym time
- Schools/parishes that have 6 or more teams must allocate a minimum of 5 hours of gym time

Furthermore,

- Gym time is to be available at the member parish/school, or a facility pre-approved by the Board.
- Gym times provided at an alternate facility will count towards the required minimums.
- Gym time is to be available throughout the regular CMVL season.
- Unless requested by the CMVL for scheduled matches, gym time made available to the league is limited to a maximum of 6 hrs/weekend.

**5.5.2 – Penalty for non-compliance of Gym Hours:** Member parishes and schools that are unable to fulfill their respective allocation of gym hours will be charged \$50.00 per hour.

**5.5.3 – Credit/payment for providing additional Gym Hours:** Member parishes and schools that host more gym hours (matches) than required will receive CREDIT from CMVL, in the amount of \$50.00 per hour for additional time used on behalf of the CMVL. If requested, this credit can be applied to future team dues.

**5.5.4 - Distribution:** The season schedule shall be provided to the Commissioner and distributed to the CMVL Board at least ten (10) days prior to its effective date. **Only upon approval from the Board,** the schedule shall be distributed to the Member Parishes and Schools at least ten (10) days prior to the first scheduled matches.

**5.5.5 – Postponements\Rescheduling:** The only reason for the postponement or rescheduling of match's will be severe weather conditions, the loss of gym time, or an error by the league. In the event of inclement weather a decision will be made by the Commissioner and communicated at the earliest appropriate time. All match changes must be communicated to the Master Scheduler and approved by the Commissioner before they are considered final.

## **Article 6 – League Structure**

**Section 6.1 - Divisions of Play: The divisions will be created as follows:**

**6.1.1 Girl's Middle School** - Play within this division will be limited to girls and will be divided at each grade level 5-6 and 7-8.

**6.1.2 Boy's Middle School** - Play within this division will be limited to boys and will be divided at each grade level 5-6 and 7-8.

**Section 6.2 – Practices and Match's**

**6.2.1 – Number of practices per week:** Teams are permitted to practice a maximum of twice weekly for a practice time not to exceed three (3) hours per week.

**6.2.2 - A violation of 6.2.1 shall constitute grounds for suspension for the duration of the season**

**6.2.2 – Regular season matches: Matches** are played on Saturday's starting no earlier than 9:00AM and will be scheduled on the hour as necessary with the last match scheduled to start no later than 8:00PM. Sundays will be used for overflow match's only.

**Section 6.3 – League Standings:** It will be the responsibility of each member school/parish to update league standings after each week of play. Each host gym should have the match results entered on the CMVL website no later than Tuesday morning of each week.

**Section 6.4 – Tournaments:** All teams entered in the Middle School Divisions (grades 5-6, 7-8) are eligible to participate in the end of season single elimination tournament. Tournament play for these divisions will be seeded and feature play-in match's for the lowest seeds whenever possible.

**6.4.1 – Tournament sites and match times:** Host gyms for end of season tournaments will be established before the start of the regular season. Gyms hosting more than three matches in a day will schedule every 75 minutes. Gyms hosting three matches or less will schedule every 60 minutes.

**6.4.2 – Tournament Seeding:** Teams will be seeded for tournament play based on their regular season won-loss record. Teams who are tied at the end of the regular season will use the following tiebreaker:

1. Head to Head record
2. Total Sets Won/Total Sets Played(Winning Percentage)
3. Total Sets Lost/Total Sets Played (Losing Percentage)
4. Coin Flip, or if more than two teams draw names out of a hat

### **Article 7 - Facility Management**

CMVL gyms will be open a minimum of **thirty (30)** minutes prior to the first match of the day. Each gym is responsible for providing a Gym Supervisor to oversee the operations of the day and to ensure a safe environment for play. Each gym must have their copy of the Rules & Policies Manual at the scorer's table for every match.

#### **Section 7.1 – Match Management & Rules of Play**

##### **7.1.1 – Pre-Match**

- a. Scorekeepers – The host gymnasium will staff the scorer's table and is responsible for both the score book and clock operation.
- b. Volleyballs – The home team is responsible for providing at least five volleyballs of appropriate size/type to the visiting team for warm-ups.
- c. Lineups – Coaches are to turn in their CMVL Roster sheet to the scorer's table no later than 5-minutes prior to match play.
- d. Gym Supervisor – Will assist the Match Officials in verifying that each player is properly equipped and that all rings, earrings, jewelry, hairclips, etc., have been removed.
- e. Prayer - Each match will be preceded by a group prayer, to include all players, coaches, and officials at center court, and will be led by the home team or gym supervisor.

##### **7.12 – During the Match**

- a. Crowd Management – The Gym Supervisor is responsible for ensuring a safe, Christian environment for play. Poor crowd management, especially in some of our smaller gyms, can create safety issues for players on the floor.
- b. First Aid – Ice, towels, and a basic First Aid Kit should be readily accessible and kept as close to the gym floor as possible.

##### **7.13 – Post Match**

- a. Transition – Staying on time can be accomplished by smoothly transitioning from one match to the next. A protocol for accomplishing this in each gym should be created and followed.

**7.14 – Medical Plan:** Each host gym must create a medical plan that covers injuries to players or medical emergencies to anyone in attendance.

### **Article 8 – Eligibility**

In consideration of eligibility items addressed in section 8.0 Bylaws, all exceptions and any suspect eligibility violations shall be reviewed and voted on by the Executive Board, including the Commissioner, Deputy Commissioner, Treasurer, Secretary and Master Scheduler. If a suspect eligibility arises involving a player from one of the Executive Board's school/parish, then that officer will recuse him/herself from discussion and vote and another board member will be appointed to serve in their stead.

**Section 8.1 – CMVL Eligibility:** In order for a player to participate in the CMVL **the player** must be a student at member school or a registered parishioner of a Catholic church where **he/she** attends. If questioned, a players' registration can be verified by completing the ARCHDIOCESAN PARISH VERIFICATION FORM only.

**8.1.1 – Appropriate Team:** Players must play for **either** their member school team where they attend **or** the parish where their family are registered members. Exceptions to this must be approved by the CMVL Board prior to the start of the season.

**8.1.2 – Exceptions for Non Member parish/school Players:** In the event an otherwise eligible player is a registered member of a parish or a student at Catholic school that does not have a team, that player is eligible to play on a member team, provided the CMVL Board is provided a parish verification form or evidence of the player's enrollment in a non-member Catholic school

**8.1.3 – Select Players:**

- Students who are members of travel or select teams are eligible to play in the CMVL. Middle School or AAU teams that are competitive in format qualify as travel or select.
- Players who are also members of travel or select teams must be present and play in at least 50% of **the player's** CMVL teams regular season matches in order to participate in the end of season tournament.
- Injuries for players potentially affected by this bylaw are excepted.

**Section 8.2 – Age Requirements:** Play in the CMVL is for students/parishioners in the 5<sup>th</sup>-8<sup>th</sup> grades. All Players must be in the specific grade and not exceed the maximum age per grade. Maximum age per grade level is as follows:

5<sup>th</sup> grade: A player must not have reached their 12<sup>th</sup> birthday prior to September 1<sup>st</sup>

6<sup>th</sup> grade: A player must not have reached their 13<sup>th</sup> birthday prior to September 1<sup>st</sup>

7<sup>th</sup> grade: A player must not have reached their 14<sup>th</sup> birthday prior to September 1<sup>st</sup>

8<sup>th</sup> grade: A player must not have reached their 15<sup>th</sup> birthday prior to September

**Section 8.3 – Illegal Players:** Any player who is not compliant with sections 8.1, 8.1.1, 8.1.2, 8.1.3 or 8.2 are considered illegal. Players are allowed to play for one team only during a season. Once a player has participated in a match they are committed to that team for the remainder of the regular season and tournament play.

**Section 8.4 – Challenge of Eligibility:** The only protest permitted is eligibility. The procedure for a protest will be a telephone call to the Commissioner, from the parish/school Athletic Director only. A protest should be made as soon as possible after the match in which the alleged infringement occurred. A protest can be made at any time during the season or during a tournament. In the event a player's age is challenged, a birth certificate must be produced as proof of age and provided to the Commissioner. If the challenged player is not in compliance with the requirements of Section 8.2 of these Bylaws, all matches in which said player has participated shall be forfeited.

## **Article 9 - Team Creation**

**Section 9.1 – Registration:** Member schools will conduct an open registration for both parish members and students of their school, if applicable. The open registration period will be at least 2 weeks. The registration time frame must be published on the parish/school website. It can also be published in the parish bulletin as long as the bulletin is available via the website. Each coordinator will communicate the open registration period to the Commissioner.

**Section 9.2 – Balanced Teams:** In the event that a parish has more than one team in any given grade level, the League Draft Procedure, as determined by the Board, is to be followed in an attempt to create parity among teams.

**9.2.1 – Multiple Teams:** When a parish has more than one team in any given grade level a draft will be conducted to determine team rosters. Practices will be conducted with all players present to determine each child's skill level. Practices should involve stations and full court matches to help the evaluation process. Every effort should be made to balance teams equally, and all coaches are to be present at the pre draft practices to ensure correct skill evaluation.

Only the sons/daughters of Head Coaches are protected in the draft. This is done to ensure any team from having an unfair number of protected players. Players will not be placed on teams for any personal reasons such as carpooling or previous team relationships. Drafts will be conducted under the supervision of those schools CMVL Board Member or alternate to ensure the sanctity of the process. Only the Head Coaches (or their assigned Designate) will be involved in the drafting of players.

**9.2.2 – Draft Procedure:** Players names should be listed in ranked order of skill level prior to beginning the draft. Next, coaches' sons/daughters are placed on their parents' team, and their draft number is factored in. Coaches will not be allowed to draft another player at the point in the draft where their child's draft number falls. For example, if a



coach's' son/daughter is the best player in the draft, their child will count as their first draft pick. Also, if a coach's' son/daughter is the ninth best player in the draft, their child will count as their draft pick in whatever round the ninth pick would have been chosen.

**9.2.3 – Order of Selections**

- a. Two Teams – Coach A will have the first selection in the draft followed by Coach B who will then make two selections from the list of available players. Coach A and Coach B will alternate choosing two players at a time from the list of available players until all players have been chosen.

Coach A – 1,4,5,8,9,12,13,16,17,20

Coach B – 2,3,6,7,10,11,14,15,18,19

- b. Three Teams - Coach A will have first selection in the draft followed by Coach B who will have the second. Coach C will have the third and fourth selections. Coach B will then have the fifth pick followed by Coach A who will have the sixth and seventh picks. Coach C will then have the eighth and ninth picks. This will continue (B, A, C) with each coach selecting two players until all players have been chosen.

Coach A – 1,6,7,12,13,18,19,24,25,30

Coach B – 2,5,10,11,16,17,22,23,28,29

Coach C – 3,4,8,9,14,15,20,21,26,27

**Section 9.3 – Team Sizes:** Rosters should be created in a range with a minimum of nine players and a maximum of 12 players. Member Parishes/Schools are expected to build teams of an appropriate size in accordance with the number of gym hours they have available. For example, a school that is not compliant with **Bylaw 5.5.1 – Gym Hours** who has forty players in an age group will be expected to build four teams of ten. Exceptions to the nine player minimum may be granted by the Commissioner in cases where children would not otherwise be able to participate.

**Section 9.4 – Team Rosters:** Players cannot be added to a team’s roster after the first match in which a team has played (exception 9.4.1). Each team must submit its roster that lists every player's name, uniform number and birthdate to the Commissioner. In the event a roster has not been submitted by the time required all matches played prior to the actual submission of the roster will be forfeited by the team. The Commissioner will notify teams not in accordance prior to impending forfeiture.

**9.4.1 – Transient families\New Parish Members:** Students\Families who move into the area and join a parish or transfer into a member school after the season has begun may be added as players with approval from the **CMVL Board**. Players who move or change parishes in the Atlanta Archdiocese during the season may not join a team within their new parish (see section 8.3) unless they have not played on a team previously in that same season.

**Article 10 – Establishment of Grievance Committee and Procedures**

Aligned with the league’s objective to provide a positive experience to all players within a recreational volleyball program, occasionally issues may arise where a situation with a policy, procedure, rule, coach, official or team within the organization requires the attention of the Board. To this end, a Grievance Committee will be established to provide a process and oversight in an effort to resolve grievances in a reasonable and effective manner.

**Section 10.1 – Establishment of Grievance Committee:** Upon receipt of such allegation, the Commissioner shall convene a Grievance Committee of the Board including the Commissioner, Deputy Commissioner and one other parish/school appointee to evaluate the allegations. In the event the Commissioner or Deputy Commissioner is also a member of the school/parish alleged in the grievance, the longest serving Board member shall be appointed by the Commissioner or Deputy Commissioner to serve in their stead.

**Section 10.2 – Grievance Procedures:** When a grievance occurs, it should be brought to the attention of the CMVL Commissioner in writing. In such writing, the appellant must specify the issues of the grievance, time and circumstance surrounding it, and if appropriate, specify the relief he/she expects to obtain through use of the procedure. Within 72 hours of receiving such grievance, the Commissioner (or his/her delegate) will convene members of the Grievance Committee to review the allegations and determine if further investigation is required. The Grievance Committee shall undertake and means necessary to determine a proper and fair resolution to the allegation, including conducting interviews, requesting data support, etc. The records of all such Grievance Committee proceedings shall be confidential and maintained by the CMVL Secretary.

**Section 10.3 – Grievance Remedies:** At the discretion of the Grievance Committee, remedies are expected to be commensurate with the alleged grievance and aligned with the goals of the CMVL. Possible actions may include but are not limited to: warnings, disqualification, suspension for a definite period of time, or expulsion from any or all CMVL sponsored activities. The decisions of the Grievance Committee shall be brought before the full Board for final vote on actions of suspension or expulsion binding on all CMVL member schools and parishes.

**Section 10.4 – Rights of Individuals: [to be updated by Rob Palazzo]**

**Attachment 1 - Proxy Document**

In accordance with the CMVL Bylaws, Article 5, Section 5.3.4 - Proxy Voting, the following is to be completed and returned to Board Member prior to the meeting in which the proxy is provided.

**PROXY Requirements:**

1. The proxy must be presented to the CMVL Board Secretary before votes can be cast.
2. The following information must be completed:

I, \_\_\_\_\_ give the my proxy to \_\_\_\_\_,

Date of Meeting: \_\_\_\_\_

The individual stated above as proxy, will have my voting right for: (check one, or multiple)

Select Votes on:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Or:

All voting requirements for above stated meeting.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_